



APO PRODUCTION UNIT, INC.  
PIA BLDG., VISAYAS AVE., QUEZON CITY



**Bid Docs -07-2023**

**Disposal of Scrap paper Trimmings, Used  
Core, Used Kraft Scrap Paper and Machine  
Gummed Paper**

## **INSTRUCTIONS TO BIDDERS**

### **Disposal Various Waste and/or Unserviceable Materials**

#### **I. INSPECTION OF VARIOUS WASTE AND/OR UNSERVICEABLE MATERIALS**

The various waste and/or unserviceable materials for sale are available for inspection/viewing on **20 November 2023**, at **10:00 A.M.** at No. 888 Bonifacio drive Canumay East Valenzuela City.

#### **II. SCHEDULE OF PUBLIC BIDDING**

The public bidding shall be conducted on an **"as is, where is"** on a per lot basis by APUI Disposal Committee on **21 November 2023, 2:00 P.M.** at the Conference Room of APO Production Unit, Inc. located at 2<sup>nd</sup> floor PIA Bldg. Brgy. Vasra, Visayas Ave. Quezon City.

#### **III. QUALIFICATION OF BIDDERS**

Individuals, partnerships and/or corporations are qualified to participate in the public bidding, subject to the submission of documentary requirements (see attached list) required by the APUI Disposal Committee

Duly authorized representative/s, if any, shall submit a written authorization signed by its principal.

#### **IV. FLOOR PRICE**

Floor price properties per lot has been set in accordance with accounting and auditing rules and regulations (please refer to the attached List of Properties with Floor Price).

#### **V. PRE-BID CONFERENCE**

All queries/clarifications relative to the process of disposal of various waste and/or unserviceable materials shall be addressed to the APUI Disposal Committee during pre-bid conference to be held on **20 November 2023, 10:00 AM** at the Conference Room of APO Production Unit, Inc. located at 2<sup>nd</sup> floor PIA Bldg. Brgy. Vasra, Visayas Ave. Quezon City.

#### **VI. SUBMISSION OF BIDS AND BID BONDS**

- a. The bid must be submitted using the company's/firm's or personal letterhead and the attached template (see attached Annex A) together with the corresponding documentary requirements to the APO Disposal Committee Secretariat, APO

Production unit, Inc. at 2<sup>nd</sup> floor PIA Bldg. Brgy. Vavra, Visayas Ave. Quezon City, in a sealed envelope, and shall be labeled with the bidder's name/company address and contact number.

- b. The Bids shall be prepared and submitted in two (2) separate sealed envelopes. Envelope one (1) eligibility documents and Envelope two (2) the financial documents. All pages of the documents shall be signed by the prospective bidder or the duly authorized representative.
  - Envelope 1: shall contain documents which must be either original or certified true copies of the requirements.
    - Business Registration Certificate (SEC or DTI)
    - Mayor's Permit
    - Bureau of Internal Revenue (Certificate of Registration) or TIN Number
  - Envelope 2: Contains the following.
    - Copy of Official Receipt evidencing payment of bids documents
    - Bid Form Proposal "Annex A"
    - A Bid Bond amounting to ten percent (10%) of the total bid price in the form of cash, cashier's or manager's check issued by commercial bank in Metro Manila must be submitted and placed inside the sealed envelope. Bids submitted below and/or without the corresponding Bid Bond shall automatically be disqualified.
- c. A Tender Box shall be made available where bidders should place their bids; and
- d. Bids shall be received by the Disposal Committee on the date, time and place specified in the Invitation to Bid. Bids submitted beyond said deadline shall not be accepted.
- e. Only one bidder is present to participate.

## **VII. OPENING OF BIDS**

- a. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the APUI Disposal Committee members and the bidders, who chose to attend the proceedings.
- b. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
- c. An Abstract of Bids shall be prepared by the APUI Disposal Committee Secretariat for reference.

## **IX. AWARDING OF BIDS**

- a. Award shall be made to the highest bidder.

- b. Tie bids shall be resolved by the APUI Disposal Committee through draw lots to determine the winning bidder.
- c. The APUI Disposal Committee shall recommend to the Head of Procuring Entity (HOPE) the award of contract to the bidder with the highest acceptable bid.
- d. All bids must be clearly reflected in the Bidder's Form. Any alteration and/or erasure on the Bidding Form shall cause the bid to be null and void.
- e. The winning bidder shall be awarded on a per bid basis, one-time payment is required to purchase all waste and unserviceable materials at the winning bid price.

#### **X. PAYMENT**

- a. Payment of waste and unserviceable materials at the at the APUI Cashiering Department shall be made onetime payment.
- b. An Official Receipt shall be issued by the APUI covering the payment made by the winning bidder; and
- c. In case the winning bidder fails to make the payment will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

#### **XI. PICK-UP/HAULING OF THE WASTE AND/OR UNSERVICEABLE MATERIALS BY THE WINNING BIDDER**

- a. The winning bidder shall be given seven (7) calendar days from receipt of the Notice to Award, to pick-up and haul the property.

#### **XII. FORFEITURE/RETURN OF THE BID BOND**

- a. The Bid Bond shall be forfeited in favor of APUI, in the following instances:
  - i. If the winning bidder refuses to accept the award;
  - ii. In case the winning bidder fails to make the payment within the prescribed period; and
  - iii. If the winning bidder fails to complete the pick-up/hauling of the waste materials within the prescribed period.
  - iv. If the winning bidder submitted falsified documents
- b. All bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation.

#### **XIII. FAILURE OF BIDDING**

- a. Failure of bidding shall be declared in the following instances:

- i. If prospective bidders are declared ineligible,
- ii. no bids are received,
- iii. all bids fail to comply with the bid requirements,
- iv. all bids are below the bid bond and,
- v. bidder refuses to accept the award or the winning bidder fails to make the payment on time.

**CONFORME:**

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Name & Signature of Bidder's Authorized Representative

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Position

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Date

**ANNEX A**

**BIDDER'S COMPANY OR PERSONAL LETTERHEAD  
(WITH ADDRESS AND CONTACT NUMBER)**

APO Disposal Committee

Submitted herewith is my bid proposal in response to APUI Disposal Committee Invitation to Bid no. \_\_\_ dated \_\_\_ and its Instructions to Bidders for the Disposal of various waste and/or unserviceable materials.

Item	Description	Estimated Quantity	Appraised Value (AV = current junk or market value)	BID Proposal	
				BID/KILO	TOTAL BID PRICE
Item 1	<b>Assorted Paper Scrap Trimmings</b>	61,925 kgs	<b>₱4.00/kg</b>		
Item 2	<b>Colored Scrap Paper Trimmings</b>	17,242 kgs	<b>₱2.50/kg</b>		
Item 3	<b>Mixed White Scrap Trimmings</b>	2,340 kgs	<b>₱8.00/kg</b>		
Item 4	<b>White Scrap Trimmings</b>	5,035 kgs	<b>₱11.00/kg</b>		
Item 5	<b>Used Core</b>	1,468 kgs	<b>₱3.00/kg</b>		
Item 6	<b>Kraft paper Scrap Trimmings</b>	120 kgs	<b>₱1.50/kg</b>		
Item 7	<b>Machine Gummed Paper</b>	2,006.40 kgs	<b>₱2.50/kg</b>		
	<b>TOTAL</b>	<b>90,136.4 kgs</b>			

It is understood that APUI reserves the right to accept and reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the instructions to bidders.

Very truly yours,

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Mobile no. : \_\_\_\_\_