



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES LOS ANGELES


INVITATION TO BID (ITB)

1. The Philippine Consulate General (PCG) in Los Angeles, California hereby invites all interested parties to participate in the public bidding to purchase one (1) lot of obsolete/unserviceable office equipment / properties on an “**As-Is Where-Is**” basis as indicated below:

ITEM/DESCRIPTION	LOCATION
<ul style="list-style-type: none">• Office Equipment / Properties (see attached pictures and complete descriptions)	<ul style="list-style-type: none">• 5/F, Suite 550, Philippine Consulate General, 3435 Wilshire Blvd., Equitable Plaza, Los Angeles, California 90010

2. Sealed bids will be received by the PCG office on or before 12:00 noon of 20 April 2018. The bidder (company owner) shall enclose in a sealed envelope the following:
 - a. Fully-accomplished Bid Form;
 - b. Minimum bond equivalent to ten percent (10%) or more of the bid in the form of cash or manager's check issued by a reputable bank payable to the “Philippine Consulate General”;
 - c. Photocopy of the company's latest Mayor's Permit;
 - d. Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), stamped “received by BIR or its duly accredited and authorized institutions” / Tax Clearance (BIR Form 17, 14B) or Certificate of Registration (BIR Form 2303), in case of new companies;
 - e. Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).
3. The company owner or his/her duly notarized company representative must be present during the opening of the bids, otherwise, his/her envelope shall not be opened.
4. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.
5. Opening of bids will be held on 20 April 2018, at exactly 2:00 p.m.
6. The bond will be returned to the non-winning bidder/s right after the award.

7. The ten percent (10%) bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period.
8. Upon payment of the full price, the winning bidder shall be the recipient of the waste materials and is required to haul the same within seven (7) working days. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred.
9. This ITB will be posted in at least three (3) public places in the locality and at the PCG website. The PCG reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government.


AMBROSIO BRIAN F. ENCISO III
Chairperson
Bids and Awards Committee and Disposal Committee
Philippine Consulate General
06 April 2018
Los Angeles, California