




PHILIPPINE PHARMA PROCUREMENT, INC.
Formerly PITC Pharma, Inc. (PPI)

Ref. No. CEO/M 2018-11-019

TO : **ALL CONCERNED**

FROM : **JOSE A. CAPISTRANO, JR.** 
President & CEO

DATE : 20 November 2018

SUBJECT : **Sale of PPPI's Various Unserviceable Property**

The Philippine Pharma Procurement Inc. (PPPI) invites interested parties to submit their best offer for the sale of Various Unserviceable Property on an 'AS-IS-WHERE-IS" basis particularly described in the attached list as Annex A.

Interested parties may offer to purchase at least one (1) or more items and submit their sealed offers, using the attached Bid Form as Annex B and subject to the conditions prescribed in the attached Bidding Guidelines as Annex C on or before December 06, 2018 up to 4:00 p.m. on a designated drop box located at 2/F NDC Bldg. 116 Tordesillas St. Salcedo Village, Makati City.

Offers must be accompanied by a bond deposit equivalent to 10% of the total offer price in cash or manager's check. All offers will be opened on December 07, 2018 at 9:00 a.m. at the PPPI Conference Room.

The item/s for disposal maybe inspected from Mondays to Fridays, from 9:00 a.m. to 4:00 p.m. You may coordinate with Mr. Hope Dumalaoco at telephone no. 840-1123 local 128 for any queries.

PHILIPPINE PHARMA PROCUREMENT, INC.
2/F NDC Building, 116 Tordesillas St., Salcedo Village, Makati City
Tel. No. 840-4056; 840-4540 Fax No. 840-3372

BID FORM

**SALE OF VARIOUS UNSERVICEABLE OFFICE FURNITURE & EQUIPMENT ON AN
 "AS-IS-WHERE-IS" BASIS**

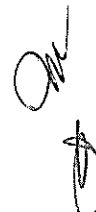
Reference No.	Description	Qty.	Unit	Bid Amount (₱)
		Total (₱)		

Total bid amount in words:

I certify that this Bid Tender has been accomplished by me, and is true and correct.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of _____, 2010 at _____.

 Signature Over Printed Name of Bidder



PHILIPPINE PHARMA PROCUREMENT INC.

LIST PPPI PROPERTIES FOR SALE Y2018 (AS IS WHERE IS BASIS)

Reference No.	Description	QUANTITY	Minimum Offer Price
BLINDS 001-020	Roll-up blinds	20 pcs.	7,046.69
MEDCAB-001-004	Medicine cabinet, aluminum	4 pcs	460.00
COM-223-030	Desktop HP DX2300 SN:SGH72900DY8	1 set	1,358.29
COM-223-020	Desktop HP DX2300 SN:SGH7400NWB	1 set	1,258.29
COM-223-012	Desktop HP DX2100 SN:SGH62906KY	1 set	588.13
COM-223-003	Desktop HP DX2300 SN:SGH7400NWT	1 set	561.86
COM-223-006	Desktop HP DX2300 SN:SGH72906HZ	1 set	679.14
COM-223-009	Desktop HP DX2300 SN:SGH7400NW1	1 set	679.14
COM-223-013	Desktop HP Pavillion SN:CNX70800S4	1 set	434.52
COM-223-035	Desktop HP Pavillion SN:CNX718052X	1 set	375.70
COM-223-040	Desktop HP Pavillion SN:CNX70800RY	1 set	375.70
COM-223-041	Desktop HP Pavillion SN:CNX70800XZ	1 set	375.70
COM-223-024	Desktop HP Pavillion SN:CNX70800TB	1 set	375.70
CAB-222-004	Vertical 4-drawer Steel Filing cabinet	1 unit	563.67
CAB-222-005	Vertical 4-drawer Steel Filing cabinet	1 unit	552.66
CHR-222-013	Visitor's chair ; gray	1 pc.	180.20
CUBICLE - 001	Work station cubicle	1 set	287.76
LAP-223-001	Laptop, HP CNX6310, SN:CNU70223Q8	1 unit	1,439.03
LAP-223-016	Laptop, HP CNX6310, SN:CNU70223QD	1 unit	1,439.03
LAP-223-014	Laptop, HP CNX6310, SN:CNU70223Q6	1 unit	1,439.03
LAP-223-002	Laptop, HP CNX6310, SN:CNU70223QG	1 unit	1,439.03
LAP-223-010	Laptop, HP CNX6310, SN:CNU70223RH	1 unit	1,439.03
LAP-223-006	Laptop, HP CNX6310, SN:CNU70223QM	1 unit	1,439.03
LAP-223-007	Laptop, HP CNX6310, SN:CNU70223QB	1 unit	1,439.03
LAP-223-017	Laptop, HP CNX6310, SN:CNU70223QQ	1 unit	1,439.03
LAP-223-015	Laptop, HP CNX6310, SN:CNU70223QJ	1 unit	1,439.03
LAP-223-018	Laptop, HP CNX6310, SN:CNF6031F6S	1 unit	1,439.03
LAP-223-003	Laptop, HP 6510b, SN:CNU7270Q19	1 unit	1,439.03
LAP-223-004	Laptop, HP 6510b, SN:SGH8030CFS	1 unit	1,439.03
LAP-223-013	Laptop, HP 6510b, SN:CNU7270Q6J	1 unit	1,439.03
LAP-223-012	Laptop, Blue, SN: S96HM	1 unit	1,439.03
LAP-223-008	Laptop, Lenovo IBM Thinkpad, SN:L3-A0804	1 unit	1,439.03
FAN-221-001	Desk fan, blue	1 unit	26.05
FAN-221-004	Stand fan, green	1 unit	33.87
FAN-221-003	Desk fan, pink	1 unit	26.05
SHD-221-001	Paper shredding Machine	1 unit	53.02
FAX-223-002	Fax machine, Brother 2820	1 unit	474.27
FAX-223-001	Fax machine, Brother 827	1 unit	121.65
PRT-223-015	Printer, HP Business Inkjet 1000	1 unit	62.35
PRT-223-004	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-007	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-017	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-003	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-013	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-019	Printer, HP Photosmart C3180 3-in-1	1 unit	62.35
PRT-223-022	Printer, Fujixerox DP203A	1 unit	45.00
PRT-223-027	Printer, Dotmatrix, Epson LQ2180	1 unit	711.40
POS-223-001	POS Terminal w/ CPU, monitor & printer	1 unit	2,763.39
TOTAL			42,429.75

PHILIPPINE PHARMA PROCUREMENT INC.

**BIDDING GUIDELINES, TERMS AND CONDITIONS ON THE SALE OF
VARIOUS PPPI's UNSERVICEABLE OFFICE FURNITURE &
EQUIPMENT ON AN "AS-IS-WHERE-IS" BASIS**

1. SUBJECT AND MANNER OF SALE

- 1.1. The various unserviceable office furniture & equipment are offered for sale in cash and on "AS-IS-WHERE-IS BASIS" as per attached list labeled as "Annex A":
- 1.2. The bid price does not include other related expense such as, but not limited to hauling of the furniture/equipment.
- 1.3. The bid to be made should be on a per item basis.
- 1.4. The evaluation of the bids and the award of the sale shall be subject to applicable laws, including but not limited to COA rules and regulations.

2. PREPARATION OF BIDS

- 2.1. The bidder shall accomplish clearly and preferably in typewritten, using the attached Bid Form labeled as Annex "B", indicating the Reference number and description of the items with the corresponding bid offer clearly indicated in figures and in words
- 2.2. Bid tenders should be properly signed and dropped in the designated box located at the 2nd Floor NDC Building, 116 Tordesillas St., Salcedo Village, Makati City on or before the time scheduled for the opening of the bids. The envelope containing the bid tender should be sealed and addressed properly and correctly as follows:

**THE DISPOSAL COMMITTEE
PHILIPPINE PHARMA PROCUREMENT, INC.
2nd Floor NDC Building
116 Tordesillas St., Salcedo Village,
Makati City**

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2.3. Erasures or interlineations should be avoided. However, in case of such erasures or interlineations, they must be duly initialed by the bidder.

3. BID BOND

3.1. A bid bond equivalent to ten percent (10%) of the total bid price shall accompany the bid tender.

3.2. Bid bonds should be in the form of cash or manager's check acquired from a reputable bank within the area where bidding is to be held.

3.3. An acknowledgement receipt shall be issued by the PPPI to acknowledge receipt of the bid bond. Bid bond of losing bidders shall be returned immediately.

4. DEFECTIVE BIDS

4.1. Unsigned bids and, if applicable, bids without bid bonds at the time of opening of bids are considered defective bids, hence, will automatically be disqualified.

5. WITHDRAWAL OF BIDS

5.1. A bidder who wishes to withdraw his bid tender before the time of opening of the bids must inform the Committee of his intention in writing. His bid shall be returned unopened during the time of the bidding.

5.2. After the opening of bids, no bidder shall be allowed to withdraw his offer.

6. OPENING OF BIDS

6.1. All bids shall be opened at the time, date and place specified in the Invitation to Bid under the direction of the Disposal Committee and in

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the presence of the COA Representative. Bidders or their duly authorized representatives may witness the proceedings.

7. UNSUCCESSFUL BIDDING

7.1. If the sale through public bidding is unsuccessful, a re-bidding shall be scheduled. Bidding may be declared unsuccessful in any of the following cases:

- a. There is no bidding participant.
- b. All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid.
- c. Complying bidders failed to meet the minimum bid price.

8. AWARDING OF BIDS AND PAYMENT

8.1. Award shall be given to the highest complying bidder.

8.2. When two or more complying bidders made identical offers, public auction viva voce between those who made identical bids shall be resorted to at a price not less than the offered bids.

8.3. Awarding of bids shall be made within four (4) working days after opening of bids.

8.4. Full payment shall be made within five (5) working days from the date of the Notice of Award. If the winning bidder submitted a bid bond, it shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in form of cash or manager's check issued by a reputable bank within the area where the bidding was held.

8.5. In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the PPPI.

9. CLAIMING OF AWARD

9.1. Claims shall be made only by the awardee or his/her duly authorized representative, after the bid price is fully paid in cash as evidenced by an official receipt. It shall be effected in the presence of the reporting

accountable officer or his duly authorized representative and witnessed by the Disposal Committee.

- 9.2. The property officer shall accomplish a tally-out sheet as evidence of actual delivery. The authorized official and the buyer shall sign the tally-out sheet.
- 9.3. Claims shall be made only during official working hours.
- 9.4. Claims shall be made within the period fixed by the Disposal Committee but not more than seven (7) working days after awarding. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages, i.e., costs incurred in the conduct of another public bidding or negotiation. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the PPPI. The PPPI shall have the right to dispose the said in a manner dictated by governing policies and procedures.

Handwritten signature or initials in the bottom right corner of the page.