



# DAGUPAN CITY WATER DISTRICT

## **INVITATION TO A PUBLIC AUCTION**

### **PUBLIC AUCTION NO. 2025-01**

**DISPOSAL OF ONE (1) LOT UNSERVICEABLE PROPERTIES  
CLASSIFIED INTO METALS CONSISTING OF OFFICE FURNITURE & FIXTURES,  
SCRAP/WASTE MATERIALS AND MOTOR VEHICLES**

The Dagupan City Water District Disposal Management Committee will conduct Public Auction under Public Auction No. **2025-01** through sealed bids on **11 April 2025**, 10:01 AM at the DCWD Executive Building, Barangay Tambac, Dagupan City, for the sale of the following items:

LOT NO.	ITEM DESCRIPTION	UOM	QTY	FLOOR PRICE	BID BOND
1	UNSERVICEABLE PROPERTIES CLASSIFIED INTO METALS CONSISTING OF OFFICE FURNITURE & FIXTURES, SCRAP/WASTE MATERIALS AND MOTOR VEHICLE	lot	1	P250,585.00	(at least 10% of the floor price)

#### **Bidding mechanics:**

1. The Public Auction will be conducted in accordance with DBM and COA Joint Circular No. 2024-001 dated January 30, 2024;
2. This bid form may be obtained personally from the DCWD Disposal Management Committee (DMC) starting March 17, 2025 to April 10, 2025 (8:00 AM to 5:00 PM) at the DCWD Executive Building, Barangay Tambac, Dagupan City. It can also be downloaded through the DCWD Website at <https://dcwd.gov.ph/>.
3. All bid proposals shall use the Bid Tender Form obtained from the Dagupan City Water District. The Bid Tender Form shall be accomplished in **three (3) original copies** and shall be submitted in a properly sealed envelope addressed to:

**MR. JASON G. ESTRADA**  
Chairman  
DCWD Disposal Management Committee  
DCWD Executive Building, Barangay Tambac, Dagupan City



# DAGUPAN CITY WATER DISTRICT

4. All bids must be accompanied by Invitation to a Public Auction with signature and/or conforme on the last page as a proof of understanding the mechanics of public auction; and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank. All checks should be payable to the **Dagupan City Water District**.

5. Qualification of bidders: all individuals, partnerships and/or corporations are qualified to participate in the Public Auction subject to the submission of qualification documents, as may be required by the DMC. For this bidding, the following shall be required from participating bidders:

- **Latest Mayor's / Business Permit**
- **Latest Income Tax Return**, stamped received by BIR or its duly accredited and authorized institutions

6. All interested bidders may conduct **ocular inspection** of the unserviceable properties and motor vehicles starting **March 17, 2025** from 10:00 AM until 4:00 PM only at the DCWD Compound, Barangay Tambac, Dagupan City. Interested bidders shall be accompanied by authorized DCWD Personnel during said ocular inspection.

7. Bid proposals shall be **submitted not later than April 11, 2025 until 10:00 AM only**. The Public Auction shall be conducted on a lot and "**As is, Where is**" basis subject to other terms and conditions which DMC may impose. **Late bids shall not be accepted**. The **opening of the bids will be on April 11, 2025** immediately after the deadline at the DCWD Executive Building Board Room.

8. The envelope containing the bid form and other requirements should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time the of opening of bids shall be considered defective bids which automatically disqualify the respective bidder.

#### What's Inside?

1. Signed Invitation to Bid
2. Property filled up Bid Tender Form
3. Bid Bond (10% of the floor price) in the form of Cash, Manager's Check or Cashier's Check
4. Latest Mayor's Permit / Business Permit
5. Latest Income Tax Return



Name of Company: ABC Company  
Name of Representative: Juan dela Cruz  
Contact Details: juandelacruz@gmail.com / 09991234567

Disposal of Unserviceable Properties and Motor Vehicles  
of the Dagupan City Water District through Public Auction

(FRONT)

(BACK)



# DAGUPAN CITY WATER DISTRICT

9. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
10. Sealed bids shall be dropped in the bid box located at the DCWD Executive Building, Barangay Tambac, Dagupan City. All bids will be opened in the presence of all bidders or their duly designated representative/s and the COA representative.
11. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the DCWD Cashier afterwards and shall submit a photocopy of the Official Receipt (OR) to the DCWDDMC Secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
12. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
13. The winning bidder's bond shall automatically be considered as a partial payment and the balance shall be paid in full to the DCWD Cashier in the form of cash, manager's check or cashier's check acquired from a reputable bank within fifteen (15) calendar days from the receipt of the Notice of Award.
14. In case of failure of payment of the bid price within the required period, the award shall be canceled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
15. The Official Receipt (OR) showing full payment of the bid price shall be presented to the Division Manager, Administrative and Human Resource Division (AHRD) which shall serve as the basis for the preparation of the Gate Pass within five (5) days upon receipt of the OR.
16. The winning bidder shall be responsible for the expenses incidental to the cost of hauling the items subject for disposal. The awardee has thirty (30) calendar days from the receipt of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/canceled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.
17. Failure of bidding shall be declared if all prospective bidders are declared ineligible; if there is only one (1) bidder; no bids are received; all bids fail to comply with the bid requirements; all bids are below the floor price; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.



# DAGUPAN CITY WATER DISTRICT

18. The DCWD **strictly prohibits the resale** of the items subject for disposal.
19. The Dagupan City Water District reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government. The decision of the DCWDDMC is final and binding.

Approved by:

  
**GRETCHEN G. BUENA**  
General Manager

Conforme:

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Company Name / Address

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
E-mail



# DAGUPAN CITY WATER DISTRICT

## BID TENDER FORM

PUBLIC AUCTION NO. 2025-01

DISPOSAL OF ONE (1) LOT UNSERVICEABLE PROPERTIES  
CLASSIFIED INTO METALS CONSISTING OF OFFICE FURNITURE & FIXTURES,  
SCRAP/WASTE MATERIALS AND MOTOR VEHICLES

Date: \_\_\_\_\_

**MR. JASON G. ESTRADA**

Chairman

Disposal Management Committee Dear Sir/Mesdames:

We are pleased to submit our proposal to purchase Lot No. 1 of unserviceable properties, motor vehicles and waste materials of the DCWD, as follows:

LOT NO.	DESCRIPTION	QTY	UOM	BID PRICE
1	UNSERVICEABLE PROPERTIES CLASSIFIED INTO METALS CONSISTING OF OFFICE FURNITURE & FIXTURES, SCRAP/WASTE MATERIALS AND MOTOR VEHICLE	1	lot	

Very truly yours,

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Company Name / Address

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
E-mail