

Republic of the Philippines  
**METROPOLITAN NAGA  
WATER DISTRICT (MNWD)**

40 Miranda Avenue, Concepcion Pequeña  
Naga City, Camarines Sur 4400



APPROVED FOR POSTING  
PERIOD 5/19-26/26  
SIGNATURE [Signature]  
DATE: 5/19/26

**INVITATION TO BID**

MNWDADC-ITBid No: 2026-05-006  
Date: May 19, 2026

Dear Sir/Ma'am;

Please quote your price offer for the item/s indicated below and submit your proposals with your Company name, (if any) Bidder's name, address, and contact numbers. Submit the duly accomplished proposals on or before May 26, 2026 12:00 noon. Place your proposals together with the corresponding bid bond (10% of the floor price) in a sealed envelope with the ITBNo. above your Name, address, and contact numbers. Unsigned proposals, proposals below the floor price, and those without the corresponding bid bond shall be disqualified.

Item Name/Description	Floor Price	Location
<b>Power Operated Machine and Equipment</b>	<b>P56,308.80</b>	Carolina 1 Pumping Station, Brgy. Carolina, Naga City

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) MNWD reserves the right to accept or 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.

For more details, please see attached Instructions to Bidders (ITB)

Very truly yours,

**CHRISTINA C. CRISOSTOMO**  
Chairperson, MNWD ADC

**For more information, please contact us:**

- ☎ (+63) 928 681 1386 • (+63) 927 463 5974
- 📞 (054) 473 7813 • Local 114
- ✉ [mnwaterdistrict@yahoo.com](mailto:mnwaterdistrict@yahoo.com)
- 🌐 [www.mnwd.gov.ph](http://www.mnwd.gov.ph)

# INSTRUCTION TO BIDDERS

## DISPOSAL OF UNSERVICEABLE PROPERTY THROUGH PUBLIC BIDDING

### A. Inspection of Unserviceable Property

Unserviceable property consisting of *Other Machinery and Equipment* for sale is available for viewing on **May 20 - 25, 2026** from **1:30 p.m.- 5:00 p.m.** at Carolina 1 Pumping Station, Brgy. Carolina, Naga City.

### B. Schedule of Public Bidding

The public bidding shall be conducted on an "as is, where is" on a per lot basis by the MNWD Asset Disposal Committee (MNWDADC) on **May 26, 2026 (Tuesday), 2:00 P.M.** at the MNWD Conference/AVR Room.

### C. Qualification of Bidders

Individuals, partnerships, and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the MNWDADC.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids on behalf of the latter.

### D. Floor Price

A floor price of the property has been set in accordance with Paragraph 4 Item 5.2 of COA-Memorandum No. 98-569-A dated August 5, 1998, otherwise known as the Revised Guidelines on Appraisal of Property other than Real Estate, Antique Property and Works of Art Part II which states that:

*"For waste materials and property which are unserviceable and can no longer be repaired/reconditioned. AV=Junk Value"*

The total amount of the properties is **FIFTY-SIX THOUSAND THREE HUNDRED EIGHT 80/100 PESOS (P56,308.80) ONLY.**

### E. Submission of Bids and Bid Bonds

1. The bid must be submitted using the company's/firm's or personal letterhead (see attached Annex A) to the MNWDADC Secretariat at MNWD Office, 40 Miranda Avenue, Concepcion Pequeña, Naga City in a sealed envelope and shall be labeled with the MNWDADC-ITBid No. 2026-05-006 the Bidder's Name, Address, and Contact Number;
2. A Bid Bond amounting to 10% of the floor price in the form of Cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.
3. A Tender Box shall be made available where bidders should place their bids; and
4. Deadline for submission of bids is on **May 26, 2026, at 12:00 noon.** Bids submitted beyond said deadline shall not be accepted.

## **F. Opening of Bids**

1. Opening of bids will immediately follow after the deadline for submission of bids in the presence of MNWDADC members and the bidders who chose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. An abstract of Bids shall be prepared by the MNWDADC Secretariat for reference.

## **G. Awarding of Bids**

1. Award shall be made to the highest bidder.
2. In case of a tie, the MNWDADC will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next second-highest bidder shall be awarded the bid, and so forth and so on.

## **H. Payment**

1. An Official Receipt shall be issued by the MNWD covering the payment made by the winning bidder

## **I. Pick-up/Hauling of the Property by the Winning Bidder**

1. The winning bidder shall pick-up and haul the property within ten (10) working days upon receipt of the Notice to Proceed;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/canceled. The next highest bidder shall be awarded the bid, and so forth and so on.

## **J. Forfeiture/Return of the Bid Bond**

1. The Bid Bond shall be forfeited in favor of MNWD in the following instances:
  - a. If the winning bidder refuses to accept the award;
  - b. In case the winning bidder fails to make the payment within the prescribed period; and
  - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

## K. Failure of Bidding

Failure of bidding shall be declared in the following instances:

1.) If prospective bidders are declared ineligible. 2.) No bids are received, 3.) all bids fail to comply with the bid requirements, all bids are below the floor price and, 4) subject to the conditions in Sections G.3 and H.3 the winning 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

For further information, please refer to:

**CHRISTINA C. CRISOSTOMO**

Chairperson, MNWD Asset Disposal Committee  
40 Miranda Avenue, Concepcion Pequeña, Naga City  
Tel. No. (054) 473-7813, 472-1685 local 118

**HAZEL B. ALPE**

ADC Recording Secretary  
Tel. No. (054) 473-7813, 472-1685 local 118  
0907 157 7512 (tnt)  
mnwdadc@gmail.com



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**CHRISTINA C. CRISOSTOMO**  
Chairperson, MNWD Asset Disposal Committee

**Bidder's Company Name:**  
**Bidder's Name:**  
**Address:**  
**Contact Number:**

**The MNWD Asset Disposal Committee:**

Submitted herewith is my bid proposal in response to MNWDDC-ItBid No. 2026-05-006 dated \_\_\_\_\_:

<b>ITEM NAME</b>	<b>FLOOR PRICE</b>	<b>BID BOND</b>	<b>BID PRICE</b>
<i>Other Machinery and Equipment</i>	<b>P56,308.80</b>		

It is understood that MNWD reserves the right to accept or 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 \_\_\_\_\_  
Tax ID No. (TIN) \_\_\_\_\_  
Address: \_\_\_\_\_  
Mobile No. \_\_\_\_\_