

## **INSTRUCTIONS TO BIDDERS**

### **Transport and Disposal of Hazardous Waste**

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

The various waste and/or unserviceable materials for sale are available for inspection/viewing on **November 11, 2022**, at **8:00 AM to 2:00 PM**. at APO Production Unit Inc. LIMA Technology Center, Malvar, Batangas.

#### **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 **November 16, 10:30 A.M.** at the Conference Room of APO Production Unit Inc. LIMA Technology Center, Malvar, Batangas.

#### **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 **November 10, 2022, 2:30 PM** 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. TERMS OF REFERENCE**

ITEM	DESCRIPTION	QUANTITY
1	<p><b>HAULING SERVICES:</b></p> <p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• Hauler must be DENR Accredited Transporter and with service agreement with Accredited TSD Facility.</li> <li>• The Transporter and TSD Facility must be capable to haul hazardous waste type of:               <ul style="list-style-type: none"> <li>➢ J201, F699, F602, M501, H802, F601, M506 Thermal destruction/pyrolysis</li> <li>➢ D407 for bulb eater/crasher</li> <li>➢ D406 for dismantling and / or thermal destruction</li> <li>➢ I101 for treatment recovery</li> </ul> </li> <li>• Transport vehicle must be registered to DENR as part of the Accreditation process.</li> <li>• The hauler must be equipped with DENR-EMB online manifest and PTT Application.</li> <li>• The hauler must provide proof of destruction/treatment of hazardous waste.</li> <li>• Truck requirements, 10-wheeler Wing Van with 12 to 15 tons capacity.</li> <li>• VAT Inclusive (proposal should indicate)</li> <li>• Copy of necessary documents to transport the waste materials:               <ol style="list-style-type: none"> <li>a. ECC of Hauler</li> <li>b. TSD Registration Certificate</li> <li>c. HWMS System Proof</li> <li>d. PEZA Accreditation</li> <li>e. Transporter Registration Certificate</li> <li>f. Transport Management Plan</li> </ol> </li> </ul>	1 Lot

**VII. 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. Vasra, 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
    - Copy of necessary permits
  - 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.

#### **VIII. OPENING OF BIDS**

- a. Opening of bids will immediately follow 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 lowest bidder.
- b. Tie bids shall be resolved by the PPDC 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 lowest 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 one (1) year contract for the exclusive right to purchase all waste and unserviceable materials at the winning bid price

**X. PAYMENT**

- a. Payment of hazardous waste and unserviceable materials shall be made every pickup.
- b. The price is based on the actual weight of the waste materials.
- c. Provide a copy of Certificate of Acceptance and Disposal

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

- a. The winning bidder shall be given one (1) year contract from receipt of the Notice to Award, to pick-up and haul the property.

**XII. 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

**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.

<b>Item</b>	<b>Description</b>	<b>Estimated Quantity for the whole year</b>	<b>Unit</b>	<b>BID Proposal</b>
1	Contaminated Container	10,230	kgs	
2	Other Mixed/Glue Wash	10,557	kgs	
3	Contaminated Rags	2,638	kgs	
4	Busted Fluorescent Lamp	480	kgs	
5	Electronic Waste	672	kgs	
6	Grease Trap	5,280	kgs	
7	Pathological Waste	600	kgs	
8	Used Lead Batteries	1,800	kgs	
9	Used Solvent	6,600	kgs	
10	Used Oil	2,400	kgs	
	<b>TOTAL</b>	<b>41,257</b>	<b>kgs</b>	

**Approved appraised value for the hauling of Hazardous Waste is PhP 500,000.00.**

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. : \_\_\_\_\_