

INVITATION TO BID

The Laguna Water District (LWD), through its Disposal Committee, created by virtue of Office Order No. 83 series of 2026 dated 11 August 2026, will conduct a Public Auction for the per kilo sale disposal on an "AS-IS, WHERE-IS" basis of the unserviceable LWD Unserviceable Water Meters located in the LWD Motorpool, Brgy. Anos, Los Baños, Laguna. The disposal was approved and confirmed by the LWD Board of Directors (BOD) under Board Resolution No. 085-2026 dated 20 July 2026. The list of the items for disposal is shown below:

Description	Estimated Weight (Kilos)	LWD Base Price per Kilo	LWD Total Base Price (Php)
Brass Water Meters	2,377	200.00	475,400
		Total	Php475,400

The Commission on Audit (COA) and Department of Budget and Management (DBM) Joint Circular No. 2024-1 dated 30 January 2024 (available at www.dbm.gov.ph), and other related laws/rules and regulations, shall govern this disposal.

Prospective bidders may secure Bid Documents of the auction from the LWD Disposal Committee Secretariat located at 5524 Laguna Water District Building, Manila South Road, Brgy. Maahas, Los Baños, Laguna upon payment of non-refundable amount of Five Hundred Pesos (Php500.00). Issuance shall be available from **August 11 to 17, 2026, from 8:00 a.m. to 4:00 p.m.**

A Pre-auction Conference will be held on **August 18, 2026 (Tuesday), 9:00am at BOD Conference Room, Laguna Water District Building, Brgy. Maahas, Los Baños, Laguna** and followed by inspection of the water meters. **No requests for alternative inspection dates shall be entertained, and attendance shall be strictly confined to the schedule expressly stipulated above.**

All bids must be duly submitted to the Disposal Committee in a **sealed envelope**, consisting of one (1) original set and two (2) duplicate copies, **on or before 1:00 p.m. of August 19, 2026 (Wednesday)**. For purposes of determining timeliness, the digital clock located at the guard post of above-stated address shall constitute the sole and official reference for the time of submission. **Bids received shall be opened by the Disposal Committee at 1:15 p.m. on the same date, in the presence of the bidders or their duly authorized representatives.**



AUCTION REQUIREMENTS

I. RATIONALE:

As provided under COA-DBM Joint Circular No. 2024-1 dated 30 January 2024, which requires the systematic and timely disposal of unserviceable properties to generate greater benefits to the government and lessen the storage cost of various properties.

II. MODE OF DISPOSAL:

The mode of this disposal shall be through **Public Auction** in accordance with Section 7 of the COA-DBM Joint Circular No. 2024-1 dated 30 January 2024.

III. ITEMS FOR DISPOSAL:

The following items for disposal are as follows:

Item No.	Water Meters and its accessories	Estimated Weight (Kilos)
1	Brass Water Meter	2,377

Please see the Waste Material Report attached as **Annex A** for the detailed listing of the water meters.

IV. GENERAL TERMS AND CONDITIONS:

- Only those who procured bidding documents shall be allowed to participate in the public auction.
 - The contract shall involve the per kilo sale of water meters on an "As-is, Where-is" basis as indicated in the Invitation to Bid;
 - All prospective bidders shall bid for all items under one (1) lot. LWD shall automatically disqualify bidders who will submit bids on a per item basis;
 - All prospective bidders shall submit one (1) bid tender using the bid form provided for the purpose;
 - The following requirements shall form part of the bid submission:
 - Valid DTI Registration or SEC Registration
 - Valid and updated Business Permit
 - Photocopy of one (1) valid Government-Issued Identification Card of owner and/or its duly authorized representative, if applicable.
 - If represented, a Notarized Special Power of Attorney under sole proprietorship or partnership OR Notarized Secretary's Certificate under Corporation, for the duly authorized representative who will secure the bid documents and who will attend the bidding for and in-behalf of the registered business owner.
- Prospective bidder who fails to submit any of the above requirements as part of the bid submission shall be a ground for disqualification of the bid.**
- All bidders shall submit in a sealed envelope their respective bid offer as prescribed in Section V-e of this TOR, addressed to: The LWD Disposal Committee located at 5524 Laguna Water District Building, Manila South Road, Brgy. Maahas, Los Baños, Laguna, (049) 536-0661.
 - The highest complying bidder shall be declared as the Winning Bidder and awarded the contract;
 - Item 1, Water Meters shall be disposed as a whole piece;
 - The Winning Bidder shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied in connection with the sale of the properties. All expenses incidental to the withdrawal of the properties shall be borne by the Winning Bidder. Further, the Winning Bidder shall assume the costs of labor and other incidental expenses for the contract including the withdrawal of the water meters.
 - In the event that two (2) or more qualified bidders submit identical offers, the Disposal Committee shall immediately conduct a public auction by viva voce among said bidders, at a price not lower than the identical



offers submitted. Such auction shall be held on the same day, provided that both bidders or their duly authorized representatives are present, whether physically or through videoconferencing or other similar platforms.

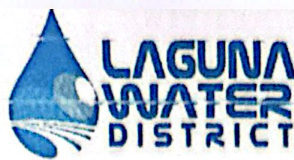
11. Payment shall be in the form of cash or cashier's/manager's check.
12. Notice of Award shall be issued to the Winning Bidder after the same is signed by the General Manager;
13. 13.The Winning Bidder has five (5) working days from the issuance of Notice of Award to make a FULL PAYMENT of the total bid offer. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.
14. 14.Withdrawal of the items for disposal shall be made only by the awardee after full payment of the auction price and shall be done in the presence of the Property Officer or duly authorized representative and witnessed by the Disposal Committee and a representative from the Commission on Audit.
15. 15.Such withdrawal shall be conducted by the Winning Bidder strictly within THIRTY (30) calendar days from receipt of the Notice of Award. If the items remain unclaimed after the lapse of Thirty (30) calendar days, ownership of the said items shall automatically revert to LWD.
16. 16.The Winning Bidder shall assume sole liability and full responsibility for the safety, security, and any untoward incidents that may arise in the course of the withdrawal and clearing operations.
17. 17.All unforeseen risks, contingencies, or liabilities that may arise subsequent to the issuance of the Notice of Award and/or during the execution of the Contract shall be borne exclusively by the Winning Bidder, who shall assume sole responsibility therefor.
18. Upon completion of the withdrawal of the said items, the Winning Bidder shall, without delay, commence the clearing of the site, including the removal of all wastes and other materials, in accordance with the terms and conditions as may be agreed upon.

V. INSTRUCTIONS TO BIDDERS:

- a. **PRE-AUCTION CONFERENCE AND INSPECTION:** Pre-auction conference and inspection are open to the general public. A Pre-auction conference will be conducted on the date as specified in the Invitation to Bid. Prospective bidders who failed to attend the Pre-auction conference and inspection may participate in the bidding.
- b. **AUCTION BOND:** An auction bond equivalent to at least ten percent (10%) of the minimum auction price set by LWD in the amount of **Php 47,540.00** in the form of cash or manager's/cashier's check from a commercial or universal bank shall be submitted together with the auction tender. Auction tenders that are not in the prescribed form and/or not accompanied by auction bonds at the time of the opening of bids are considered defective bids. Said bids are automatically disqualified.

Auction Bond of non-Winning Bidders shall be returned immediately after the announcement of the Winning Bidder.

Upon the announcement of award, the auction bond shall be considered as partial payment and the difference between such payment and the offered auction price shall be paid in the form of cash or cashier's/manager's check, or any other digital modes of payment in accordance with EO No. 170, s. 2022 or existing laws, rules and regulations. The full payment for the purpose shall be made within five (5) working days from the date of the notice of award.
- c. **WITHDRAWAL OF BIDS:** A bidder may be allowed to withdraw an auction tender before the deadline for the submission. The auction tender shall be returned unopened. **After the opening of the auction tenders, no bidder shall be allowed to withdraw an offer.**
- d. **BLACKLISTING:** Individuals or entities which have previously participated in the disposal activities of the government, but have committed any of the following, shall be blacklisted from participating in the disposal activities of the government within one (1) to two (2) years upon inclusion in the blacklist:
 - i. Submission of falsified documents containing false information;
 - ii. Withdrawal of an auction tender, or refusal to accept an award without justifiable cause after the auction tender has been declared as the highest offer; or



- iii. Non-compliance by bidders to the provisions stipulated under the agency's Invitation to Bid including Instructions to Bidders.

e. **SEALED BIDS:** This form shall be executed and submitted with all bid sheets in a sealed envelope (one (1) set original and two (2) sets duplicates together with the auction bond).

The face of the envelope shall contain the name, address and contact number of the participating bidder. Bids not submitted based on the required bid form shall be disqualified. All bids shall be strictly subjected to the conditions specified herein. Bids that do not comply with these conditions shall be disqualified and returned unopened.

Bids must be written in print with the use of permanent ink and shall be signed by the bidder or his/her duly authorized representative. The person signing the bid shall initial all pages of the bid form. Erasures or alterations as necessary to correct errors made by the bidder may be allowed in the forms and documents other than bid form, provided such correction/erasure shall be duly initialed by the person signing the bid.

In the event of any discrepancy between the bid prices written in words and those expressed in figures, the price written in words shall prevail. The Disposal Committee shall likewise conduct a re-computation of all bids received. In case of discrepancies between the (a) recomputed total of the unit price of an item multiplied by the estimated quantity for that item, vis-a-vis the (b) indicated bid offer on that item, the higher between the recomputed total or unit price and the bid offer shall prevail. The total for all the items shall then be the new bid offer that will be considered. Failure of the bidder to sign bid form shall result in the outright disqualification of bid/s.

- f. **BID OPENING:** Bid opening shall be open to public, at the time and place specified in the invitation to bid. The time in the Bundy clock located at the LWD Building shall be the official time. Submission of the Bids shall be the sole responsibility of the bidder/s. Bids submitted beyond the deadline as specified in the Invitation to Bid shall not be accepted.

Bidders or their duly authorized representative/s may witness the proceedings. Auction bond of non-Winning Bidders shall be returned immediately after the announcement of Winning Bidder.

- g. **REJECTION OR ACCEPTANCE OF BIDS:** The LWD reserves the right to reject or accept any or all bids and/or cancel the bidding process and reject all bids, as well as to waive any formalities or minor deficiencies in the bidding process without thereby incurring any liability to the affected bidder/s. The LWD shall not be under any obligation to inform the bidders of the grounds for any such action.

- h. **DETERMINATION OF WINNING BID:** The bidder with the highest total bid whose base price shall not be lower than the LWD base price per kilo shall be declared as the Winning Bidder. Any bidder with a base floor price lower than that of the LWD value shall automatically be disqualified even though he/she is the highest bidder.

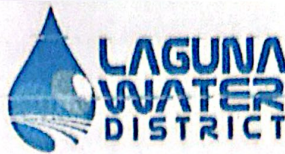
- i. **PERFORMANCE BOND:** A performance bond equivalent to at least ten percent (10%) of the minimum auction price set by LWD in the amount of Ph47,540.00 in the form of cash or manager's/cashier's check from a commercial or universal bank shall be paid by the Winning Bidder within five (5) working days from the date of receipt of Notice to Award.

The Performance Bond shall be returned to the Winning Bidder upon issuance by LWD of the Certificate of Completion. Failure of the Winning Bidder to withdraw all items shall be a ground for forfeiture of the Performance Bond.

- j. **CLAIMING OF AWARDS:** Withdrawal of the items for disposal shall be made only by the awardee after full payment of the bid offer and shall be done in the presence of the Property Officer or its duly authorized representative and witnessed by the Disposal Committee and a representative from Commission on Audit.

- k. **WITHDRAWAL OF ITEMS:** The total quantity/weight indicated in the Waste Material Report (WMR) are only estimates. All items indicated in the WMR and are part of the bid offer shall be withdrawn.

If the actual quantity for withdrawal is higher than the LWD-estimated quantity as indicated in the Invitation to Bid, the Winning Bidder shall pay in advance (prepayment) in favor of the LWD for the excess quantity to be determined by the Disposal Committee based on the remaining items to be hauled.



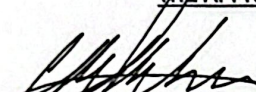
If the actual quantity is lower than the LWD-estimated quantity as indicated in the Invitation to Bid, any payment made in excess of the total actual weight withdrawn shall be returned to the Winning Bidder.

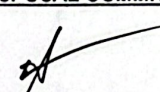
Withdrawal shall be conducted by the Winning Bidder strictly within THIRTY (30) calendar days from the issuance of Notice of Award.

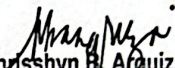
- l. **LIMITATION:** LWD employees, their assigns and relative by consanguinity and affinity within the 4th civil degree shall be disqualified to participate in the biddings.
- m. **TRUCK SCHEDULE:** Withdrawal of items shall be done from 8:00 am to 5:00 pm, during weekdays with the presence of representative(s) of the witnessed by the Disposal Committee representative/s and other observers. Representatives from the COA shall also be invited to witness the withdrawal of items.
- n. **VIOLATIONS:** Violation, in any form, of the provision/s of the Invitation to Bid and auction requirements shall be a ground for the termination of the contract and forfeiture of the advance payment(s), performance bond and the Winning Bidder shall be blacklisted.

PREPARED AND SUBMITTED BY:

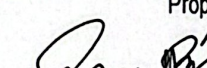
THE APPRAISAL AND DISPOSAL COMMITTEE

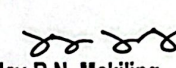

Engr. Charles Bronson B. Olea
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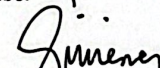

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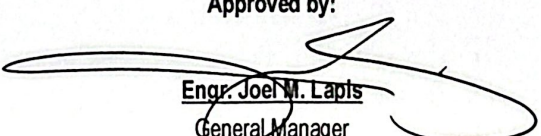

Juancho V. Calibo
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Member


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Chairperson, Disposal Committee

Approved by:


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General Manager