

Republic of the Philippines
Ministry of Natural Resources
OFFICE OF THE MINISTER

15 April 1983

SPECIAL ORDER

NO. 142
SERIES OF 1983

SUBJECT : Bidding Procedures for Stumpage Sale

For the purpose of implementing the sale of timber and other forest products within areas designated under the NRDC Stumpage Sale Project, the following procedures of bidding are hereby adopted for operationalization:

1. Preparation of Sale Area Documents

Upon completion of reconnaissance, survey, inventory and lay-out activities on a sale area, the Timber Management Plan of subject area shall be prepared by the Project Manager concerned. The TMP shall include all relevant information and documents necessary for executing appropriate management, utilization and development schemes for the area.

2. Review of Sale Area Documents

The Timber Management Plan shall be reviewed and acted upon by a review panel composed of the NRDC President, Executive Vice-President, Vice-President for Finance and Administration, Legal Counsel, Technical Consultants and the Stumpage Project Coordinator for revisions/finalization.

3. Creation of Bids and Awards Committee

Upon finalization of sale area documents, the NRDC President shall create an ad hoc committee which shall plan and conduct the procedures of bidding in any strategic place within the region of the sale area. A group of five people shall compose the committee with the Project Manager concerned as Chairman, the NRDC Internal Auditor, Project Field Consultant, Assistant Project Manager and one Project

Technical Assistant as members. The National Project Coordinator and NRDC Technical Consultant for Stumpage Sale should be in attendance.

4. Prequalification and Other Requirements

Immediately upon its organization, the Committee on Bids and Awards, Stumpage Sale Project, shall meet to review all pertinent documents relating to subject sale area and draw up plans to execute the bidding operations. Foremost among the bidding requirements to be resolved by the Committee are the prequalifications of prospective bidders. The Committee shall adhere to the TMP in coming up with said prequalifications.

5. Advertising Procedures

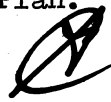
NRDC shall serve a 15 to 30 days notice prior to receipt of bids in at least two (2) newspapers of general circulation in the locality. In addition, the Notice of Bid shall be posted in at least three (3) conspicuous public places. Further, a supplemental notification or Invitation to Bid for the sale of timber is sent to prospective purchasers/buyers.

6. Accreditation of Bidders

NRDC may require from any bidder proof of financial stability, ability to supply suitable logging and manufacturing equipment and assurance of meeting other requirements for the continuous operation of the stumpage sale area.

7. Pre-Bid Conference

If necessary, the Committee may hold a pre-bid conference before the bidding to clarify or explain doubts or ambiguities on the specifications or conditions on the Invitation to Bid/ Notice of Bid and the Timber Management Plan.



The pre-bid conference shall not be used as an occasion for amending, modifying, or revising advertised specifications and conditions.

8. Policy in Award Of Advertised Timber Sales

Each timber sale is awarded to the highest bidder who qualifies under the terms stated in the advertisement and on the bid form. Bids are rejected only when such rejection is in the interest of the government.

The highest bid is that which gives the largest aggregate money return from the bid prices applied to NRDC estimates of amounts of materials by groupings and/or end-use importance, as advertised in the offering.

9. Receiving of Bids

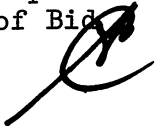
a. Bid Offers

All bid offers shall be received by the Chairman, Committee on Bids and Awards, Stumpage Sale Project prior to the time set for the oral bidding. Bids that conform to the set floor prices indicated in the Invitation to Bid and Notice of Bid shall enable prospective buyers/purchasers to qualify for the oral bidding.

Bid offers shall be properly identified, initialed by the Committee and recorded in the appropriate record book by the Secretariat of the Committee.

b. Period of Submission of Bids

All bid offers should be submitted and properly evaluated for qualification by the Committee on Bids and Awards within the period of submission specified in the Notice of Bid and Invitation to Bid.



c. Late Bids

Bids submitted after the scheduled time of submission shall not be accepted by the Chairman, Committee on Bids and Awards, Stumpage Sale Project.

10. Appreciation of Bids

In the appreciation of bids, the Committee shall be guided by the following:


- a. Invalid bids - bids submitted which are not signed nor covered by the required bond or does not meet all the requirements shall be declared as "NO BID" to be signed by the Committee.
- b. Defective bids - bids which are not in consonance with terms and conditions in the Invitation to Bid as set by the Committee on Bids and Awards shall likewise be declared as "NO BID" to be signed by the Committee.

11. Oral Bidding

All qualified bidders shall participate in the oral bidding. Bidders may adjust their bid offers during the bidding. All bids shall be properly recorded and/or written on appropriate tally board for clear presentation to all who are present during the proceedings.

12. Basis of Award

Award shall be given to the most advantageous offer. In the oral bidding, the last highest bid offer shall be considered most advantageous. After the Committee has declared on the winning bid, the Committee shall prepare an Abstract of Quotations and the Timber Sale Contract to cover all conditions of the sale.



13. Approval and Notification of Award

Within ten (10) days after the conduct of the bidding, the Committee shall formally indorse the prepared Timber Sale Contract to the NRDC President for approval. After the contract's approval, the Committee shall notify the winning bidder.

14. Reporting and Document Safekeeping

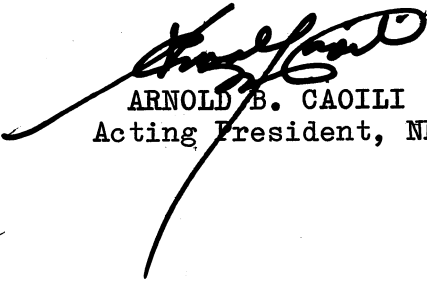
It shall be the duty of the Project Manager concerned to create a Secretariat to handle all paper works and prepare all and such other necessary documents relating to the bidding that has been conducted. Likewise, it shall be his responsibility to keep copies of all said documents for referral purposes.

The Project Manager as Committee Chairman shall submit to the NRDC President a complete report on the proceedings of the bidding to include nature and amount of payments that have been made in connection with the bidding. Said report should be forwarded immediately but not to exceed ten (10) days after the winning bidder has been informed of approval of the Timber Sale Contract.

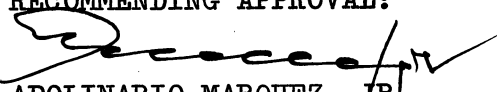
15. Financial Transactions

All payments made in connection with the bidding, including the performance bond, under the name of the NRDC President shall be received by the NRDC-designated Stumpage Project Special Disbursing Officer who shall issue temporary receipts to the effect and forward said payments to the NRDC Cashier immediately but not later than ten (10) days after the payment has been received/acknowledged.

This Order takes effect immediately.


ARNOLD B. CAOILI
Acting President, NRDC

RECOMMENDING APPROVAL:


APOLINARIO MARQUEZ, JR.
Technical Consultant for
Stumpage Sale