

**PROPERTY DISPOSAL AND AWARDS COMMITTEE**

16 November 2022

**Invitation to Bid (Sale / Auction)**  
**for the Sale of Unserviceable Materials and Semi-Expendable Equipment**  
**PDAC No: PDAC 2022-004**

The Department of Social Welfare and Development - CAR invites all interested parties to a sealed public bidding for the disposal through sale on an **“as is, where is”** basis of materials and semi-expendable equipment consisting of the following:

**LOT 1: UNSERVICEABLE PROPERTIES, SUPPLIES, AND SEMI-EXPENDABLE EQUIPMENT**

Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
			<b>Office Equipment (Located at DSWD Field Office CAR, Baguio City)</b>	
1	18	unit	Monobloc chair	Php 22, 200.00
2	3	unit	Electric fan	
3	2	unit	Table, bullnose edge, three (3) side drawers, dilapidated	
4	20	unit	Swivel chairs, mesh	
5	9	unit	Executive chairs	
6	2	unit	Chairs, swivel, sigma, back rest only	
7	1	unit	Office table, CT4GR	
8	1	unit	Table Shield	
9	1	unit	Paper shredder, SN: 1705000367	
10	4	unit	Emergency lights, twin head	
11	2	unit	Plastic drawers, five (5) drawers	
12	1	unit	Water dispenser, Camel	
13	2	unit	Weighing scale	
14	1	unit	Water pump, blue, damaged compressor	
15	3	unit	Clothes rack, metal	
16	4	unit	Gang Chair	
17	1	unit	Printer stand, metal	
			<b>Driveway/ Ramp</b>	
18	6	unit	Swivel chair, mesh	
19	3	unit	Monobloc chairs	
20	15	unit	Table Shields	
21	1	unit	Hermaco Filing cabinet, wrinkled, brown	
22	1	unit	Sprayer, Jr. Kawasaki	
23	2	unit	Office table, CT4GR & bullnose	

Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
			<b>Vehicle parts (Located at DSWD Field Office-CAR, Baguio City)</b>	
24	4	unit	Tires	
25	5	unit	Vehicle Battery	
26	2	unit	Expansion valve	
27	2	unit	Element filter	
28	1	unit	Discharge hose	
29	1	unit	Hose fitting	
30	1	unit	Axle oil seal	
31	2	unit	Shock absorber	
32	3	unit	Oil filter	
33	1	unit	Wheel cylinder	
34	7	unit	Brake pad	
35	2	unit	Wheel bearing	
36	5	unit	Brake shoe kit	
37	1	unit	Magnetic clutch	
38	1	set	Thermostat	
39	1	set	AC Compressor	
40	1	unit	AC Belt	
41	1	unit	Pulley	
42	2	unit	Lower Ball koint	
43	1	set	Drain plug washer	
44	1	set	Seat cover	
45	1	set	Brake bulbs	
46	1	set	PC Belt	
47	1	unit	Alternator pulley	
48	1	unit	Air filter	
49	1	unit	Air Cleaner	
50	1	unit	Fuel Filter	
51	1	unit	Valve timing belt	
52	1	unit	Crank shaft	
53	1	unit	Camshaft	
54	1	unit	Oil seal balancer	
55	1	set	Velocity boots	
56	1	set	Gasket cover	
57	1	set	Tie rod end	
58	1	pc	Rack and pinion	
			<b>Located at RSCC Building, Puguis, La Trinidad, Benguet</b>	
59	2, 240	kilograms	Cartons for Family food packs (3215 pieces)	
60	2,406	kilograms	Cartons from Raw materials (3592 pieces)	
61	25	sets	Tents, damaged/incomplete sets	
62	9	unit	Swivel chairs, mesh	



Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
63	1	unit	Office table	
64	2	unit	Wooden shelf	
65	1	unit	Sewing machine	
66	8	unit	Wooden cabinet	
67	8	unit	Single bed, wooden, brown	
68	10	unit	Wooden table	
69	1	unit	Computer table	
70	20	unit	Used table shield	
71	1	unit	Telephone stand	
72	4	unit	Folding bed, old	
			<b>Property Warehouse</b>	
73	28	unit	Uninterruptible Power Supply (UPS)	
74	4	unit	Automatic Voltage Regulator (AVR)	
75	3	unit	External Hard Drive	
76	1	unit	Dash cam for DSWD CAR Ambulance (Regional Haven)	
77	1	unit	Scientific Calculator	
78	3	unit	Puncher	
79	3	unit	Stapler	
80	2	unit	Dater	
81	1	unit	HDMI to HDMI Cable, 20meters	
82	2	unit	Extension Cords	
83	31	unit	Mouse	
84	13	unit	Keyboards	
85	1	unit	Laptop cooler, CAR-HE0-20-0006	
86	1	unit	Graphics Card	
87	1	unit	Calculator	
88	1	unit	Wifi Receiver	
89	1	unit	Router, sn: R3GM1C8000602	
			<b>Day Care Center</b>	
90	10	unit	Folding bed	
91	1	unit	Water pump, blue, damaged compressor	
92	1	lot	Kitchen utensils (caseroles, pressure cooker, plates, etc)	
93	1	lot	Various laundry materials (pail, basins, hamper etc)	
94	2	unit	Wooden cabinets	
			<b>Printers</b>	
95	1	unit	Printer, MultiFunctional Color EPSON L360 sn: VGFK313535	
96	1	unit	Printer, MultiFunctional Color EPSON L360 SN: VGFK307094	

Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
97	1	unit	Printer, MultiFunctional Color EPSON L360 SN: VGFK313562	
98	1	unit	Printer, EPSON L360 SN: VGFK058008	
99	1	unit	Printer, MultiFunctional Color Epson L385 Multi Function Inkjet Color All-in-one printer SN: X2QL004798	
100	1	unit	Printer, MultiFunctional Color Epson L385 Multi Function Inkjet Color All-in-one printer SN: X2QL004881	
101	1	unit	EPSON L3150, WIFI Direct, All-in-one, Ecotank SN: X5EN001885	
102	1	unit	Printer, MultiFunctional Color, EPSON L3110 SN: X93P144592	
103	1	unit	Printer, MultiFunctional Color, EPSON L3150 Add. Desc:Ink Tank System: Draft A4 printing>30ppm for Black & up to 15ppm for colored; Wireless Printing (Wi-Fi); can print on photo/ glossy paper; with two units software re-setter SN: X5EN002244	
104	1	unit	EPSON L3150, WIFI Direct, All-in-one, Ecotank SN: X5EN000862	
105	1	unit	Printer, MultiFunctional Color, EPSON L3150 Add. Desc:Ink Tank System: Draft A4 printing>30ppm for Black & up to 15ppm for colored; Wireless Printing (Wi-Fi); can print on photo/ glossy paper; with 2(two) units software re-setter SN: X5EN001718	
106	1	unit	Printer, MultiFunctional Color All in one Printer, Ink Tank System EPSON L380 SN: X2Q4001886	
107	1	unit	Printer, MultiFunctional Color EPSON L220 Print Scan Copy, All-in-one Printer SN: VGWK196645	
108	1	unit	Printer, Large Format EPSON L1300 Printer SN: UB8Y008713	
109	2	unit	EPSON printers SN: SMXK217726, VGFK029593	
			<b>CPU</b>	
110	1	unit	Computer Set, Desktop Desktop HP Compaq 6200 SN: SGH126QVBS	
111	1	unit	Computer Set, Desktop,ACER Veriton M6620G SN: DTVE0SP016250072909200	
112	1	unit	Acer Veriton x46106; Intel Core i3-2120 65w SN: PSVCX09010208029169201	



Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
113	1	unit	Computer Set, Desktop Acer Veriton X4110G, AMD A8-7600 3.1 GHz, Radeon R7 graphics, 1TB HDD, 8GB DDR3 SN: DTVMASP00264900D9F3000	
114	1	unit	Computer Set, Desktop Acer Veriton X4110G, AMD A8-7600 3.1 GHz, Radeon R7 graphics, 1TB HDD, 8GB DDR3, 21.5 LED monitor, Win 10 Pro 64bit SN: DTVMASP00264900D653000	
115	1	unit	Computer Set, Desktop Acer Veriton X4110G, AMD A8-7600 3.1 GHz, Radeon R7 graphics, 1TB HDD, 8GB DDR3, 21.5 LED monitor, Win 10 Pro 64bit SN: DTVMASP00264900CC23000	
116	2	unit	Computer Set, Desktop HP PAV 550-165d; 21.5" HP Pavilion 22xw IPS Monitor; Window 10 Pro, Intel Core i3-6100(3m cache,3.7Ghz); 4GB DDR3-1600, 1TB 7200RPM SATA; HP wireless mouse & keyboard;UPS Secure V-Series 650 VA SN: 4CE5510063; 4CE551004Y	
117	2	unit	Computer Set, Desktop Acer Veriton X4110G, AMD A8-7600 3.1 GHz, Radeon R7 graphics, 1TB HDD, 8GB DDR3, 21.5 LED monitor, Win 10 Pro 64bit SN: DTVMASP00264901F043000; DTVMASP00264900D5D3000	
118	1	unit	Computer Set, Desktop HP PAV 550-165d; 21.5" HP Pavilion 22xw IPS Monitor; Window 10 Pro, Intel Core i3-6100(3m cache,3.7Ghz); 4GB DDR3-1600, 1TB 7200RPM SATA; HP wireless mouse & keyboard SN: 4CE5500362	
			<b>Office Equipment</b>	
119	1	unit	Computer Set, Tablet Samsung Galaxy Tab 2 (7.0) P3100	
120	2	unit	Mi.Sol WS110 Digital Compass & Altimeter	
121	1	Unit	Local Area Network Component, Pocket WIFI HUAWEI E5573CS-933LTE WIFIB28 , Black, 8GB Data with 1GB free FB	
122	1	Unit	Video Camera, Others Sony PJ60	
123	1	Unit	Computer Set, Tablet Lenovo B6000	
124	1	Unit	Security System, Others 1080 Full HD Car DVR Camera Recorder Model: Z 14	
125	1	Unit	Cellular phone, Samsung Galaxy S8	

Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
126	1	Unit	Software, ArcView 10.1 Single User	
127	1	Unit	Security System, Others Bullet/Dome Camera IP DS-2CD 1023G0-1 & DS-2CD 2120F-1 /HIKVISION	
			<b>Other Office Equipment</b>	
128	2	unit	Other Office Equipment (221), Laminating Machine, HD 12	
129	1	unit	Other Office Equipment (221), MULTI-FUNCTIONAL MANUAL STEEL PAPER TRIMMER CUTTER, 46CM X 38CM	
130	1	unit	External Computer Hardware, External Hard Disk, 1 TB EXTERNAL HARD DRIVE, 2.5" HDD, USB 3.0 , BRAND: SP	
131	1	unit	1 TB PORTABLE HARD DRIVE with bag SuperSpeed USB cable WD Discovery software for backup, password protection and drive utilities Quick install guide WD My Passport	
			<b>Computer Monitor</b>	
132	1	unit	Monitor, ACER Veriton, SN: MMLXXSS0015310C01A8500	
133	2	unit	Monitor, ACER Veriton S6610G SN: ETLMW08005150039EA4221; ETLMW0800515003AD04221	
134	1	unit	Monitor, ACER Veriton, SN: MMLY7SS0226470A9C5858A	
135	1	unit	Monitor, AOC E970SW SN: ANIGA1A002652	
136	1	Unit	Monitor, ACER Veriton SN: MMLV3SS0042470BE184202	
137	2	Unit	Computer Monitor, LED Monitor, SAMSUNG S23B300, 21.5" SN: ZUL4HMCC800043M; ZUL4HMBC701110L	
138	1	Unit	Monitor, Xitrix SN: W921S5DBBHS0116800425H	
139	1	Unit	Monitor, LED, HP SN: 6CM55119LT	
			<b>LAPTOP</b>	
140	5	Unit	Computer Set, Laptop Asus Pro 90NX0041-505890 (P2420LA) 5th Gen Intel Core i5-5200U processor @2.2Ghz, 14" Screen Display 500GB SATA, 8GB RAM DDR3 1600, Intel Graphics 5500, Intel Camera/WLAN/Bluetooth Windows 10 64Bit MS Office Home and Business 2016, Charger, Mouse and Carrying SN: G2NXCV14T801087, G2NXCV14T95608B,	



Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
			G2NXC14T85408E; G2NXC14T911086; G2NXC14T876089	
141	3	Unit	Computer Set, Notebook, COBY NBPC1165 Add. Desc:Processor: Multi-core 1.83Ghz, 4 cores, 2MB cache, latest CPU Architecture; OS:Latest propriety operating system 32/64-bit SN: NBPC1165A20160405236; 20160405159; 20160402951	
142	1	Unit	Computer Set, Laptop, XITRIX TRAVEL PRO SN: 2RK3R-QYNP9-W33K9-JT67Y-KD6T0-X19-04598	
143	1	Unit	Computer Set, Laptop, HP Compaq 510 (VF584PA) SN: CNU9484514	
144	2	Unit	Computer Set, Laptop, Acer Travelmate P259-MG, Processor: Intel Corei7 7500U Kabylake 7th Generation, with Laptop Bag and Wireless Mouse SN: NXVEVSP0147280A37A7600; NXVEVSP014728083F77600	
145	1	Unit	COMPUTER SET, LAPTOP, ACER TRAVELMATE P248-M 509E PROCESSOR: INTEL CORE I5-6200U LCD 14" HD ACER LCD MEMORY; 4 GB DDR3 LOW VOLTAGE MEMORY STORAGE: 1000 GB HDD SN: NXVBNSP0046470A9923400	
146	1	unit	Computer Set, Laptop, Lenovo, Model: 80RK, Lenovo ideapad 100-14IBD SN: PF0DW1E4	
147	1	unit	Laptop, ACER TMP 246 SN: NXV9USP00744612BE87600	
148	1	unit	ACER Travelmate 4750G-2432G50, 14" LED LCD panel SN: LXV4A0C0041410FE922000	
149	1	unit	Computer Set, Laptop ASUS X455LF; Processor: Intel Core i3-5005u; OS:Windows 10; RAM: ≥4GB DDR3 SN: G8N0CV106189339	
			<b>Other machineries and equipment</b>	
150	1	unit	Electrolux, Airconditioning Unit SN: 03700803	
			<b>Others</b>	
151	1	unit	BLINDS, VENETIAN; 150.55 sq. ft., special, vertical -2m x2.1 and 4m x 2.10m	

Item Number	Unit	Unit of Measure	Description	Minimum Bid Price
			<b>IT Equipment</b>	
152	6	unit	Computer Set, Desktop, ACER Veriton S6610G Add. Desc: Monitor LCD: ACER V233HL 23", Mouse: USB, Model: MOF9UO; UPS: Brand: Rise, 800VA; black, with Wi-Fi Antennae, TP Limk CD, Graphics card, and Genuine MS Office SN: PSVCB091414804AFD9205 (unreadable SN on unit) PSVCB0901414804B359204 PSVCB0901414908B849204 PSVCB0901414804ACE9204 PSVCB0901414804B249204 PSVCB0901414804ACA9204	
153	1	unit	ACER VERITON SN: DTVLASP18653404AE19600	
154	1	unit	Computer Set, Desktop, HP Compaq 8200 elite SFF i5 Add. Desc: HP 22" LCD Monitor, w/ Intex UPS 600VA SN: SGH152T6W9	
155	1	unit	Computer Set, Desktop Xitrix Deskframe EL-335 SN: 16117111800264	
156	1	unit	Software, ArcView 10.1 Single User	
157	2	unit	CPU, Ovation SN: HKC301500733, HKC301500240	
158	2	unit	CPU ACER TC-710, SN: DTB15SP005551044E03000; DTB15SP005551046043000	
159	1	unit	Heavy duty Printer, Develop Ineo 363	

Prospective bidders may inspect the materials and semi-expendable equipment located at the **DSWD-Field Office, 40 North Drive, Baguio City, Day Care Center, Engineer's Hill, Baguio City and Reception and Study Center for Children, Wangal, Puguis La Trinidad Benguet** during regular working days from **8:00AM to 5:00PM of November 18, 2022 to November 28, 2022 01:00PM.**

**Bid forms** can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat at the Office of the Property and Supply Section (PSS), Second Basement, DSWD Regional Office, 40 North Drive, Baguio City and can also be inquired through telephone number (074)-661-0430 Local 25032.

Pre-bid Conference shall be held at the **DSWD Field Office Cordillera Administrative Region , #40 North Drive, Baguio City on November 23, 2022 10:00am.**

Sealed bids shall be accompanied by a **bidder's bond** in the form of cash equivalent to at least **ten percent (10%)** of the Total Bid Price amounting to:







Lot Number	Bond Price
1	PhP 2, 220.00

and shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **November 28, 2022 01:00PM**. Opening and deliberation of sealed bids will be on **November 28, 2022 01:00PM** to be held at the **DSWD Field Office Cordillera Administrative Region , #40 North Drive, Baguio City.**

The DSWD CAR Field Office hereby reserves the right to reject any or all bids, to waive any formality therein, or to accept such bid/s that may be considered most advantageous to the government.

Let copies of this Invitation be posted to three (3) conspicuous areas and be advertised in the DSWD website.

  
**ENRIQUE H. GASCON JR.**  
PDAC Chairperson/Director  
III/Assistant Regional Director for  
Administration 



**PROPERTY DISPOSAL AND AWARDS COMMITTEE (PDAC)**

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

**BID FORM**

Gentlemen/Ladies:

Please quote for the sealed public bidding for the disposal thru sale on an “as is, where is” basis of unserviceable Property, Plant and Equipment (PPE) and Semi-Expendable Equipment and Materials as follows:

ITEM	NO. OF UNITS	MINIMUM BID PRICE	BID OFFER	REQUIRED BID BOND (C x 10%)
(A)	(B)	(C)	(D)	(E)
<b>Lot 1: Unserviceable Properties and Semi-expendable office supplies and equipment</b>	1 Lot	Php 22, 200.00		PhP 2, 220.00

***Bid Amount in Words:***

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Prospective bidders may inspect the subject unserviceable properties located at the DSWD-Regional Office, 40 North Drive, Baguio City, Day Care Center, Engineer’s Hill, Baguio City, and at the Reception and Study Center for Children (RSCC), Puguis, La Trinidad, Benguet during regular working days from **8:00AM to 5:00PM November 18, 2022 to November 28, 2022 01:00PM.**

**Bid forms** can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat at the Office of the Property and Supply Section (PSS), 1<sup>st</sup> Basement, DSWD-CAR Field Office, 40 North Drive, Baguio City and can also be inquired through telephone number (074) 661-0430 Local 25032.

Any qualified bidder should accomplish the Bid Tender, clearly indicating (items 1-3) and **attach** (items 4-5), among others the following:

1. The bid offer clearly indicated in figures and in words;
2. Name of the Prospective Bidder;
3. The business or residence address;
4. Certified True Copy of the **2022 Business Permit**
5. Properly filled up and signed **Annex A (Bidding Rules and Regulations)**.
6. The bidder shall submit their bid proposal in **TWO (2) SEPARATE SEALED ENVELOPES** using the prescribed forms, along with the following documentary and financial components. *(Ang bidder ay kinakailangang magsumite ng kanilang bid gamit and kaukulang papeles/dokumento sa dalawang (2) hiwalay at selyadong envelopes, kasama ng mga sumusunod na dokumento:)*



ENVELOPE NO. 1 (Documentary Components)	ENVELOPE NO. 2 (Financial Components)
<ul style="list-style-type: none"> <li>• Photocopy of the Identification Card (ID) of the Bidder and his/her representative;</li> <li>• Certified True Copy of the Valid Business/Mayor's Permit;</li> <li>• Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative).</li> </ul>	<ul style="list-style-type: none"> <li>• Duly accomplished Bid Form and Annex A;</li> <li>• Bid bond amounting to at least ten percent (10%) of the Minimum Bid Price in the form of Cash, Cashier's Check or Manager's Check.</li> </ul>

Note: For Envelope No. 1, it should be marked as "**Documentary Components**" whilst Envelope No. 2 should also be marked as "**Financial Components**". Both Envelopes must be placed into **ONE ENVELOPE**, securely sealed and properly labelled containing the company name, address, contact number and PDAC ITB No. on the face of the envelope.

7. The bidder shall accomplish the Bid Tender and the envelope containing the bid tender should be sealed, labelled and addressed properly and correctly to:

**ENRIQUE H. GASCON JR.**  
**PDAC Chairperson**  
**40 North Drive, Baguio City**

Erasures should be avoided or duly initialed by the bidder.

Sealed bids shall be accompanied by a **bidder's bond** in the form of cash in an amount equivalent to:

Lot Number	Bond Price
1	PhP 2, 220.00

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **November 28, 2022 01:00PM**. Pre-bid Conference will be held on **November 23, 2022 10:00am** at the **DSWD Field Office Cordillera Administrative Region , #40 North Drive, Baguio City**.

Opening and deliberation of sealed bids will be at **DSWD Field Office Cordillera Administrative Region , #40 North Drive, Baguio City** on **November 28, 2022 01:00PM**.

The DSWD-Regional Office hereby reserves the right to reject any or all bids, to waive any formality therein, or to accept such bid/s that may be considered most advantageous to the government.

**ENRIQUE H. GASCON JR.**  
 PDAC Chairperson / ARD for Administration

Terms: refer to Notice, if awarded**Bid Bond:**

Quoted by: \_\_\_\_\_

Amount: \_\_\_\_\_

Form of Bond \_\_\_\_\_ CASH

ID\* Card/No.: \_\_\_\_\_

*\*for verification/refund purposes*

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business License/Residence Certificate Number: \_\_\_\_\_

Tel./Fax Number: \_\_\_\_\_

**I hereby attest the veracity of the information provided herein and certify that all the attached documents are Certified True Copy of the Original.**

\_\_\_\_\_  
Name and Signature of Bidder



## ANNEX A

### BIDDING RULES AND INSTRUCTIONS TO BIDDERS

- All bids submitted on the scheduled date and time should be properly accomplished and sealed. The bidder may secure a downloadable bid documents that are posted in the DSWD CAR Website or secure a copy from the Property Disposal and Awards Committee (PDAC) Secretariat. *(Ang mga isinumiteng bid ay marapat lamang na napunan ang lahat ng bahagi at selyado. Maaring makakuha ng bid form ang interesadong bidder sa pamamagitan ng pag-download nito sa DSWD CAR Website o sa pamamagitan ng paghingi ng kopya mula sa PDAC Secretariat.)*
- The bidder shall submit their bid proposal in **TWO (2) SEPARATE SEALED ENVELOPES** using the prescribed forms, along with the following documentary and financial components. *(Ang bidder ay kinakailangang magsumite ng kanilang bid gamit and kaukulang papeles/dokumento sa dalawang (2) hiwalay at selyadong envelopes, kasama ng mga sumusunod na dokumento:)*

ENVELOPE NO. 1 (Documentary Components)	ENVELOPE NO. 2 (Financial Components)
<ul style="list-style-type: none"> <li>Photocopy of the Identification Card (ID) of the Bidder and his/her representative;</li> <li>Certified True Copy of the Valid Business/Mayor's Permit;</li> <li>Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative).</li> </ul>	<ul style="list-style-type: none"> <li>Duly accomplished Bid Form and Annex A;</li> <li>Bid bond amounting to at least ten percent (10%) of the Minimum Bid Price in the form of Cash, Cashier's Check or Manager's Check.</li> </ul>

Note: For Envelope No. 1, it should be marked as "**Documentary Components**" whilst Envelope No. 2 should also be marked as "**Financial Components**". Both Envelopes must be placed into **ONE ENVELOPE**, securely sealed and properly labelled containing the company name, address, contact number and PDAC ITB No. on the face of the envelope.

- The bidding/auction for the disposal of unserviceable properties shall only proceed only if there are **at least two (2) valid/complying sealed bids**. *(Ang pag-bid o pagbebenta ng mga di na mapapakinabangang bagay o gamit ay magpapatuloy lamang kung mayroong "valid" at selyadong bids na hindi bababa sa dalawa (2).)*
- The Property Disposal and Awards Committee (PDAC), constituted by a quorum and presided over by its Chairperson, or Vice-chairperson, shall open all bids received within the deadline, at the date, time and place set in the Invitation. Bids that will be submitted beyond the deadline shall no longer be accepted.
- Representatives from the Internal Audit Section (IAS) and/or the Commission on Audit (COA) shall be invited to witness the opening of the Bids.
- A bidder may be allowed to withdraw his/her bid before the bid opening and this shall be returned to him/her unopened. After the bids have been opened, no bidder shall be allowed to correct, modify or alter his/her bid.

- All bids to be submitted should be properly accomplished and sealed. Any bid falling under the following condition/situation shall be considered **invalid**:

- a. bid is unsealed;
- b. it is unsigned by the bidder;
- c. no bid bond/amount of bid bond is insufficient

**(Mahalagang kumpletuhin at pirmahan ang inyong bid form at ilakip ang kinakailangang bid bond sa selyadong sobre.)**

- After all the bids have been opened and the tabulations completed, the Presiding Officer shall announce the name of the highest complying bidder and the amount of his/her bid. The notice of award shall be issued by the PDAC to the winning bidder within three (3) working days from the bid opening.
- The bidder/s whose bid offer/s is/are considered the most advantageous to the government shall be awarded, provided the offer shall not be less than the minimum bid set by the PDAC. In case of a tie, the bidders involved shall immediately submit another sealed bid which shall, likewise, be opened until such tie is broken.
- The Bid Bond of the winning Bidder shall be considered as partial payment of the Final Bid Price. The difference between the Final Bid Price and the Bid Bond shall be paid in the form of cash to the DSWD Cashier. Full payment shall be made within five (5) working days from the date of receipt of the Notice of Award. ***(Ang bid bond ng magwawaging bidder ay magiging paunang bayad niya. Ang natitirang halaga ay dapat bayaran sa loob ng tatlong araw at sa cashier lamang ng DSWD-Regional Office.)***
- In case the winning bidder **fails the post qualification, refuses the award or defaults to pay the full amount of the sale within the prescribed period**, the second and the third highest bidders, and so on, shall be informed and allowed, in that order, to raise his/her bid to an amount equivalent to that offered by the defaulting highest bidder, and shall accordingly be awarded and required to pay the full amount of the sale otherwise, it shall be awarded to the 2<sup>nd</sup> highest bidder, and so on, in accordance with his/her original bid/offer.
- The Bid Bond of the losing /disqualified bidder shall be returned to them immediately after the announcement of the results.
- The defaulting highest bidder shall be disqualified from participating in future auctions without prejudice to the imposition of sanctions the PDAC may recommend, including but not limited to the forfeiture of his/her bid bond in favor of the government.
- In addition to the amount of the sale, the winning bidder shall also pay any taxes, costs or charges of any kind or nature whatsoever levied in connection with the sale of the materials. All expenses incidental to the withdrawal of the articles shall also be borne by the awarded bidder. ***(Ang anumang bayarin at gastusin kaugnay ng pagbebenta at paglilipat ng mga materyales ay babalikatin ng magwawaging bidder. Maliban sa mga ito ay wala nang iba pang babayaran kaninuman ang magwawaging bidder.)***
- Disposal of all hazardous materials should be in compliance with Republic Act No. 6969 otherwise known as ***“An Act to Control Toxic Substances and Hazardous and Nuclear Wastes, Providing Penalties for Violations Thereof, and for Other Purposes.”***



- The winning bidder can only claim the articles after he/she has fully paid the total amount of the sale as evidenced by an Official Receipt issued by the DSWD Cashier. He/she shall only be able to withdraw the sold items upon presentation of a duly accomplished Gate Pass together with a copy of Official Receipt, in coordination with the PDAC and shall be made only during working hours. **Hauling of the unserviceable properties and equipment shall be made within five (5) working days upon receipt of Notice of Award.**
- The winning bidder shall haul ***all*** the materials including the scrap and debris contained in the list included in the bid lot. All waste materials generated by the hauling of materials/equipment being disposed (i.e., parts of table and chairs, steel, cements from the filing cabinet with vault, etc) should also be cleared by the winning bidder.
- The winning bidder should also ensure that all personnel facilitating the hauling of items for disposal should practice *Occupational Safety* (i.e wearing of gloves, safety shoes, hard hat, as applicable).
- The winning bidder should ensure that all haulers are 18 years old and above.
- The hauling activity shall be supervised by the representatives from the Property and Supply Section, Commission on Audit and/or Internal Audit Section.

**Conforme:**\_\_\_\_\_  
*Name of Bidder*\_\_\_\_\_  
*Name of Establishment*