

21 June 2023

INVITATION TO BID
FOR THE SALE OF UNSERVICEABLE PROPERTIES, SEMI-EXPENDABLE
EQUIPMENT AND OFFICE SUPPLIES AND OTHER MATERIALS
PDAC 2023-002

The Department of Social Welfare and Development – CAR, hereby invites all interested parties to participate in a sealed public bidding for the disposal of **unserviceable properties, semi-expendable equipment, office supplies and other materials** through **Public Sale** on an **“as is, where is”** basis.

The disposable items/materials are located at **DSWD Field Office CAR, 40 North Drive, Baguio City** with a minimum bid price amounting to **Seven Thousand Eight Hundred Eighty-Five Pesos (Php 7,885.00)** for the whole Lot consisting of the following:

Item No.	Description	QTY	Unit of Measure	Minimum Bid Price
	Unserviceable properties, semi-expendable equipment, office supplies and other materials	1	LOT	Php 7,885.00
	1.a IT Equipment and Accessories			
1	Desktop Computer, Acer Veriton 2015	3 sets		
2	Desktop Computer, Acer Veriton X4110G	10 sets		
3	Desktop Computer, Acer Veriton X4906 core i3-550	1 set		
4	Desktop Computer, Acer Veriton M4630G Intel Core i7-4790	6 sets		
5	Desktop Computer, Acer Veriton Intel Core i3-6100	8 sets		
6	Desktop Computer, Acer Veriton M4630 Intel Core i5	1 set		
7	Desktop Computer, HP PAV 550-165d; 21.5" HP Pavilion 22xw IPS Monitor; Window 10 Pro, Intel Core i3-6100	2 sets		
8	Desktop Computer, Compaq Presario, CQ3000; Add. Desc:Processor: Pentium Dual-Core CPU, E5700@3.00 GHz; Memory (RAM) 2.00 GB; 32-bit Operating System; CPU; Monitor: Compaq W185q 47 cm/18.5";Automatic Voltage Regulator, Power Ace; Keyboard, compaq presario; Mouse, compaq presario; SN:CPU:4CE0490F8X	1 set		

9	Laptop, Acer Travelmate P259-MG, Processor: Intel Corei7 7500U Kabylake 7th Generation Add. Desc: SN: NXVEVSP014728085337600	1 unit		
10	Power Supply, Uninterrupted Power Supply Add. Desc:Delta VX 600VA/360W UPS SN:2420045117816	1 unit		
11	WIFI Receiver, External Computer Hardware, Wireless or WiFi Device TP- LINK TL-WN822N V.5.0 Add. Desc:Wireless USB adapter Antenna type: dual omni directional Frequency: 2.400-2.4835 GHz SN:216c641008401	1 unit		
12	Power Supply, Uninterrupted Power Supply APC BX65OLI-MS 650 VA Add. Desc: SN:9B1717A32713	1 unit		
13	Web Camera, A4 Tech PK-940HA BLACK Add. Desc:Full HD 1080p video calling; 720p HD video calling with supported clients 69 diagonal view; Autofocus; 1 omni-directional mic; Hi-speed USB 2.0 certified; UVC compliant; Universal clip with 360 swivel	1 unit		
14	External Computer Hardware, Wireless or WiFi Device TP-LINK TL-WN822N V.5.0 Add. Desc:Wireless USB adapter Antenna type: dual omni directional Frequency: 2.400-2.4835 GHz SN:2185138003686	1 unit		
15	Printer, MultiFunctional Color All in one Printer, Ink Tank System EPSON L380 Add. Desc: SN:X2Q4001876	1 unit		
16	Printer, EPSON L3150, WIFI Direct, All- in-one, Ecotank Add. Desc: SN:X5EN001891 / SN:X5EN000859	2 units		
17	External Computer Hardware, External Hard Disk SP ARMOR A30 Add. Desc:1TB, 2.5"HDD, USB 3.0 SN:SP1TBBNBR09993	1 unit		
18	Power Supply, Uninterrupted Power Supply APC BX65OLI-MS 650 VA Add. Desc: SN:9B1717A08966	1 unit		
19	Headphone, EDIFIER W800BT plus - Bluetooth Stereo. Qualcomm QCC3024 CHIPSET, Noise cancellation technology, can be simultaneously connected to two (2) Bluetooth devices Add. Desc: SN:887051140150	1 unit		

20	Printer, Officejet/Inkjet/Deskjet, Epson L3110 SN:X5DY407677	1 unit	
21	Printer, Multi-Functional Colored EPSON L405, 3-in-1 (Print,Scan,Copy); Wi-Fi Direct SN:X4FL000038	1 unit	
22	Headphone	1 unit	
23	Monitor	1 unit	
	1.b Furniture and Fixtures		
24	Dining Table, steel frame	1 unit	
25	Dining Table, black steel frame, laminated wooden top with 1 white chair steel frame	1 unit	
26	Steel Cabinet, brown	1 unit	
27	Steel Cabinet, cream (CAR-C94-190060)	1 unit	
28	Cabinet, wooden, cream, 49x67 inches (CAR-CW4-210002)	1 unit	
29	Cabinet, wooden, dark brown, 41x61 inches (CAR-CWO-210002)	1 unit	
30	White board with stand, 24x36 inches (CAR-XC3-190003)	1 unit	
31	Cabinet, wooden, 35.5 x 118 inches (CAR-CW1-210005)	1 unit	
32	Chair, swivel executive with armrest	1 unit	
33	Chair, swivel executive with armrest	1 unit	
34	Chair, swivel, mid back with arm rest, mesh, gas lift, black chrome base (CHINA)	1 unit	
35	Chair, Wooden with backrest	1 unit	
36	TABLE, BULLNOSE EDGE, WITH CENTER DRAWER (WITH LOCK), BUILT IN SIDE DRAWERS (3 DRAWERS WITH CENTRAL LOCKING SYSTEM), OFF WHITE, DIMENSION: L210cmXW60cmXH75cm	1 unit	
37	Table, Staff or Office Desk, free standing	1 unit	
38	Cabinet Mobile Pedestal, 3 drawers w/ lock	1 unit	
39	Cabinet Mobile Pedestal, 3 drawers w/ lock	1 unit	
40	Mobile Pedestal	1 unit	
41	Steel Cabinet, 4-Drawer Plain Steel with lock (Brown) HERMACO	1 unit	
43	Cabinet, wooden, Closet type, with three layer/compartments inside	1 unit	
44	Cabinet, wooden, four (4) drawers	1 unit	

45	Steel Cabinet, Filing Add. Desc:4-Drawer Plain Steel with lock (Brown) HERMACO	1 unit	
46	Steel Cabinet, 4-Drawer Corrugated Steel, with lock (Brown) HERMACO, Add. Desc:wrinkled	1 unit	
47	Sofa set made of bamboo, 3-sitter and 1 sitter sofa	1 set	
48	CANOPY TENT/RETRACTABLE TENT FOR TRADE FAIR EVENTS, BRAND: HOMESTAR, HEAVY DUTY, 3 METERS X 6 METERS, MATERIAL: ALUMINUM & METAL, WATERPROOF CANOPY	1 unit	
49	Chair, monoblock without armrest	15 pcs	
	1.3 OTHER ITEMS/MATERIALS		
50	Cellphone, Samsung Galaxy Note 3 Quad-Core 2.3GHz 32GB Storage Capacity Add. Desc: SN:EMEI: 354027070703074 SN: RF8GA1SF62N	1 unit	
51	Insect Killer, DAIMARU BRAND, LED Light Electric Indoor Mosquito Killer Bug, 220 V/60HZ, 12 W Flourescent Add. Desc:Effective Area: 20 square meters, plug type: US plug, Size: Approx. 31.5x25x5.5cm	1 unit	
52	Electric Fan, Stand Fan NIKON NSF16-3 Add. Desc:Plastic blade Grill Size: 16inch, 405mm Voltage: 230V Frequency: 60Hz Power: 60 watts SN:EF-1803230950	1 unit	
53	Air Conditioning Unit, Wall Mounted, Electrolux Add. Desc: SN:indoor: 03700782; outdoor: 02500448	1 unit	
54	Air Conditioning Unit, Wall Mounted, Electrolux Add. Desc: SN:indoor: 02500290; outdoor: 03700885	1 unit	
55	Air Conditioning Unit, Wall Mounted, Electrolux Add. Desc: SN:indoor: 03700829; outdoor: 03700886	1 unit	
56	Air Conditioning Unit, Wall Mounted, Electrolux Add. Desc: SN:02500340	1 unit	
57	Air Conditioning Unit, Wall Mounted, Electrolux Add. Desc: SN:94000384	1 unit	
58	Air Conditioning Unit, Wall Mounted, Electrolux	1 unit	

	Add. Desc: SN:03700237		
59	Air Conditioning Unit, Wall Mounted, Electrolux SN:indoor: 02500350; outdoor: 025000395	1 unit	
60	Mirror, rectangular, 2'x5" with capiz	2 pcs	
61	Dining Table stand, steel stand	1 pc	
62	Alcohol Stand, steel	1 pc	
63	Stereo set #0422117	1 pc	
64	Freezer	1 unit	
65	Washing Machine, LG 14 kgs model:WP1860R	1 unit	
66	Nebulizer, Apex, 92-021000	1 unit	
67	Dish Rack drainer, stainless	1 pc	
68	Rice cooker, 2.2 liters capacity	1 unit	
69	Hanging Rack, sampayan	2 pcs	
70	1.4 Vehicle Parts and Accessories		
	6 sets Brake pad, front and rear		
	4 pcs Oil filter		
	1 pc Fuel filter		
	1 pc PS Belt		
	1 piece A/C Belt		
	1 pc Pully adjuster		
	3 sets Front brake caliper		
	2 pcs Rotor Disc		
	12 pcs NT Bolt		
	24 pcs Lock washer		
	1 pc Shipter cable		
	1 pc Timing belt		
	1 pc Timing tensioner pulley		
	1 pc Auto tensioner		
	1 pc Wind Shield, rubber		
	1 unit O-ring		
	2 pcs Expansion Valve		
	1 pc Condenser		
	1 pc Evaporator		
	1 pc Receiver Dryer		
	1 pc Wheel stud and nut		
	1 pc Bolt		
	1 pc Wheel bearing		
	1 pc Halogen bulb		
	1 pc backlight bulb		
	1 pc Pin edge bulb		
	1 pc Rubber cap		

	2 pcs Rubber boot		
	2 pcs Clamp bushing front		
	2 pcs Stabiliser link, front		
	2 pcs Clamp bushing rear		
	3 units Battery		
71	1.5 TIRES	8 PIECES	
72	Office Supplies and Other Materials		
73	Basin, aluminum	1 pc	
74	Radio, AM/FM	3 pcs	
75	Pencil sharpener	1 pc	
76	Puncher	6 pcs	
77	Stapler	3 pcs	
78	INEO 363-DRUM DR 411 black	1 pc	
79	Keyboard	2 pcs	
80	Calculator	1pc	
81	Mouse	1pc	

Prospective bidders may inspect the disposable items/materials subject for public sale/auction at the DSWD-Field Office, 40 North Drive, Baguio City during regular working days from **8:00am to 5:00pm from 22 June 2023 to 28 June 2023 before 10:00am.**

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 downloaded at DSWD-CAR website through this link: <https://car.dswd.gov.ph/downloads/procurement/invitation-for-public-auction>

A **Pre-bid Conference** shall be held at the DSWD Field Office CAR, 40 North Drive, Baguio City on **26 June 2023 at 10:00am.**

Bidders shall submit a Sealed Bid to the PDAC Chairperson through the PDAC secretariat not later than **28 June 2023 at 10:00am** and 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 as follows:

Lot Number	Amount of Bid Bond
1	Php 788.50

Opening and deliberation of bids will be on 28 June 2023 at 10:30 am to be held at the Office of the **Property and Supply Section, DSWD – CAR, 40 North Drive, Baguio City.**

The DSWD-CAR 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.

For further information/inquiries, please refer to:

PDAC SECRETARIAT

Property and Supply Section, DSWD-CAR

40 North Drive, Baguio City

Email address: pams.focar@dswd.gov.ph

Telephone number: (074) 661-0430 Local 25032

-SGD-

ENGR. ENRIQUE H. GASCON JR.

Chairperson, PDAC



PROPERTY DISPOSAL AND AWARDS COMMITTEE (PDAC)

Date: _____

PDAC NO.: **PDAC 2023-002**

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	REQUIRED BID BOND (C x 10%)	BID OFFER	AMOUNT OF ENCLOSED BID BOND <i>(Not lower than the required bid bond)</i>
(A)	(B)	(C)	(D)	(E)	(F)
Unserviceable properties, semi-expendable equipment, office supplies and other materials	1 Lot	Php 7,885.00	Php 788.50		

Bid Amount in Words:

Prospective bidders may inspect the subject unserviceable properties located at the DSWD-Regional Office, 40 North Drive, Baguio City during regular working days from **8:00AM to 5:00PM from 22 June 2023 to 10:00 AM of 28 June 2023.**

Any interested and qualified bidder should accomplish the Bid Tender/Form indicating the required information as follows:

1. The bid offer clearly indicated in figures and in words;
2. Name of the Bidder;
3. The business or residence address;

The accomplished Sealed Bids shall be attached with the following documents:

1. Certified True Copy of the **2023 Business Permit or proof of Renewal;**
2. Properly filled up and signed **Annex A (Bidding Rules and Regulations);**
3. Photocopy of the Identification Card (ID) of the Bidder and/or his/her representative;

4. Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative).
5. 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.

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"> • Photocopy of the Identification Card (ID) of the Bidder and his/her representative; • Certified True Copy of the Valid Business/Mayor's Permit; • Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative). 	<ul style="list-style-type: none"> • Duly accomplished Bid Form and Annex A (Bidding Rules and Regulations); • 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.

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

ENGR. 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 788.50

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **10:00 am of 28 June 2023**. Pre-bid Conference will be held on **10:00 am of 26 June 2023** 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 **10:30 am of 28 June 2023**.



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.

-SGD-
ENGR. ENRIQUE H. GASCON JR.
PDAC Chairperson/ARD for Administration

Terms: refer to Notice, if awarded

Bid Bond

- **Amount** : _____
- **Form of Bond (Cash/ Manager's Check)** : _____

Quoted by : _____
(Print Name and Sign)

Business Name : _____

Business Address : _____

Business License/Residence Certificate Number: _____

ID* Card Number : _____
**for verification/refund purposes*

Telephone Number : _____

Email Address, if any : _____

IMPORTANT: Please read the **Bidding Rules and Instructions to Bidders** included in the set of bidding documents.

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

- The bidding/auction for the disposal of unserviceable articles shall proceed only if there are at least three (3) sealed bids received within the set deadline.
 - 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 to Bid. 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
- (Mahalaqang kumpletuhin at pirmahan ang inyong bid form at ilakip ang kinakailanganang 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 100b ng tatlong araw at sa cashier lamang ng DSWD-Regional Office.)
 - In case the winning bidder 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 2nd highest bidder, and so on, in accordance with his/her original bid.
 - 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 winning bidder will be rated by the Observers as to its performance in hauling the items for disposal (timeliness, occupational safety & cleanliness). This will serve as a basis by the PDAC in evaluating the performance of bidder and will serve as a reference for future bidding activity.
- The hauling activity shall be supervised by the Property, Supply and Asset Management Section, Commission on Audit and Internal Audit Section.

Conforme:

Name of Bidder

Name of Establishmen

CHECKLIST OF REQUIREMENTS

TITLE: Sale of unserviceable properties, semi-expendable equipment, office supplies and other materials	PDAC No.: PDAC 2023-002
Minimum Bid Price: Php 7,885.00	Required Bid Bond: Php 788.50

ENVELOPE NO. 1 (Documentary Components)		
1	Photocopy of the Identification Card (ID) of the Bidder and/or his/her representative	
2	Certified True Copy of the Valid Business/Mayor's Permit	
3	Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative)	

ENVELOPE NO. 2 (Financial Components)		
1	Duly accomplished and signed Bid Tender/Form indicating the following, among others: <ul style="list-style-type: none"> The bid offer clearly indicated in figures and in words; Amount of Bid Bond Name of the Bidder Business Name The business or residence address Business License Number 	
2	Duly signed Annex A (Bidding Rules and Regulations)	
3	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.	

MARKING AND SEALING OF ENVELOPES

Envelope No. 1



Envelope No. 2



MAIN ENVELOPE

BIDDING DOCUMENTS: PUBLIC SALE/AUCTION
PDAC No.: PDAC 2023-002

MR. ENRIQUE H. GASCON JR.

Chairperson
Property Disposal and Awards Committee (PDAC)
DSWD-CAR
40 North Drive, Baguio City

Submitted by: **BIDDER'S COMPANY NAME**
COMPLETE ADDRESS
BIDDERS CONTACT DETAILS