

15 October 2024

INVITATION TO BID

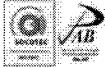
Invitation to a Sealed Public Bidding for the Sale of Unserviceable Properties, Semi-Expendable Equipment and Other Materials

The Department of Social Welfare and Development-Field Office CAR, through its Property Disposal and Awards Committee (PDAC), hereby invites all interested parties to participate in a sealed public bidding for the disposal through sale on an "as-is-where-is" basis of various unserviceable properties consisting of the following:

LOT NO.	DESCRIPTION	MINIMUM LOT/UNIT BID PRICE
1	Unserviceable properties, semi-expendable equipment and other materials and scraps	₱17,000.00

The disposable items/materials are located at DSWD Field Office CAR, 40 North Drive, Baguio City and DSWD Warehouse, Puguis, La Trinidad, Benguet with a minimum bid price amounting to Seventeen Thousand Pesos (Php 17,000.00) for the whole Lot consisting of the following:

DESCRIPTION	Quantity	Unit of Measure
IT Equipment and Accessories		
Desktop Computer Central Processing Unit (CPU), Acer Veriton M4640G SN: DTVMTSP076625079FE3000	1	Unit
Desktop Computer Central Processing Unit (CPU), ACER Veriton X4110G SN: DTMASP00264900C763000, DTVMASP00264900CDE3000, DTMASP00264900DBF3000, DTVMASP00264900D243000, DTMASP00264900CE23000	5	Unit
Desktop Computer Central Processing Unit (CPU), Acer Veriton M4630G, SN: DTVHHSP0865120184F9600 with monitor SN: MMLXXSS00152807C138500	1	set
Laptop, Asus Zenbook UX330U, SN:G8N0WU024227326	1	unit
Laptop, ASUS X507 UB SN:J5N0CX05X301197	1	unit
Laptop, Ultrabook Acer Aspire V15 Touch SN: NXMNKSP001421122323400	1	unit
Laptop, ACER TRAVELMATE P29-MG SN: NXVEVSP014728084B77600, NXVEVSP014728084CF7600, NXVEVSP014728084D67600, NXVEVSP014728084E07600, NXVEVSP01472809A467600, NXVEVSP0147280833B7600, NXVEVSP014728086037600, NXVEVSP0147280A34D7600, NXVEVSP0147280A3CD7600, NXVEVSP0147280A1A57600, NXVEVSP0147280A3D67600,	30	unit



NXVEVSP0147280A4027600, NXVEVSP014728083F37600, NXVEVSP0147280879C7600, NXVEVSP014728084017600, NXVEVSP0147280841B7600, NXVEVSP0147280A4D37600, NXVEVSP0147280A2D87600, NXVEVSP0147280A3E17600, NXVEVSP0147280A4917600, NXVEVSP0147280A4057600, NXVEVSP0147280854A7600, NXVEVSP01472808A0F7600, NXVEVSP0147280A4177600, NXVEVSP0147280A40B7600, NXVEVSP014728087AE7600, NXVEVSP0147280860A7600, NXVEVSP0147280A3437600, NXVEVSP0147280A41D7600, NXVEVSP014728087907600		
Laptop Asus Pro 90NX0041-505890 (P2420LA) SN: G2NXCVC14T822089, G2NXCVC14T987084, G2NXCVC14T991084	3	unit
Laptop, Lenovo G40-80, SN: PF9XB5A11023	1	unit
Laptop, Asus FL800U H9N0CV05489036F	1	unit
Monitors: various brands, models and dimensions	56	unit
Wifi Adapter: TP Link & TP Link Antenna	5	unit
Wifi Router/ Switch: various brands and models	25	unit
Uninterrupted Power Supply: various brands and models	41	unit
External Hard Disk Drive: various brands, models and capacity	13	Unit
Printer, Epson L3110, SN: X5DY075220, X93P144619, X93P145355	3	Unit
Printer, HP SMART TANK 519, SN: CN18A4MORP	1	Unit
Printer, Epson L3150, SN: X5EN003670, X93K049607, X5EN020411,	3	unit
Printer, Epson L3250, SN: X8JZ009980, X8JZ013462	2	Unit
Printer, Epson L360, SN: VGFK314400, VGFK314377	2	Unit
Printer, Epson X93K020328	1	Unit
Barcode Printer, HONEYWELL PC42t, SN: 15241B1EBE 15253B38E1	2	unit
Laptop Cooler	1	Unit
Barcode Scanner, Symbol (SN: SY6R2GW), EVNVN 1D & 2D (SN: EV00421D61108)	2	Unit
Document Scanner, Mobile Brother DS-720D, SN: E73230M7U111116	1	Unit
Scanner, EPSON DS-310, SN: X35E001992, X35E001990, X35E002038, X35E002037, X35E001958, X35E001987, X35E000794, X35E000817, X35E000819	9	unit
Projector, DLP, EPSON EB 905 SN: PAEF1Z0247L	1	unit
Projector, LCD, EPSON EB-S31, SN: WDWK5Y03385	1	unit
Projector, DLP ACER EV-S60H, SN: MRJK61101055200EB55900, MRJK61101055200F395900	2	unit
Projector, ACER U5320W, SN: MRJL111007525000E78400	1	unit
Communication Equipment		
Cellphone, Oppo A5s	1	Unit
Television: various brands and models	7	unit
Power Banks: various brands and models	22	unit
Web Camera: various brands and models	3	Unit
Headphones: various brands and models	24	Unit



Microphone: various brands and models	3	Unit
Wireless Presenter, PRESENTER PP-820	1	unit
Dynamic Speaker, Jinru	3	Unit
Digital Camera, GE A950 A140094564	1	Unit
CCTV Camera, 360 Fish eye camera bulb Two-way audio	2	unit
Furniture and Fixture		
Monobloc Chair: various colors and brands	13	piece
Junior monobloc Chair	1	piece
Table, bullnose edge, with center drawer (w/ lock) and built-in three (3) drawers	7	piece
Table, steel stand, wooden, yellow	1	piece
TABLE, WOODEN, Mahogany with 6 drawers; dimension: 63"x30.5"x30.5"	1	piece
Office Table with drawer, CT4GR, 3 side drawer	2	piece
Wooden Table, with 3 drawers	1	piece
SOFA CHAIR, dark blue leatherette with steel frame, one-seater	1	piece
CHAIR, SOFA SET, black leather, 2 1-seater	1	piece
Chair, Swivel, black, mesh cover	27	piece
Chair, with arm rest, Sigma C618	1	piece
Chair, Executive Chair, black	26	piece
Filing Cabinet, 4 drawers	6	piece
Filing Cabinet, 2 drawers	2	piece
Filing Cabinet, 3 drawers	2	piece
Plastic Dresser, 5 layers with 2 drawers per layer	2	piece
Medical Equipment		
Thermometer, Hands-free Infrared, digital display	3	piece
Other Machineries		
Bill Counter, YX 2109	1	piece
Sealer YNL-Z200, 110 TO 240 VAC, 150W	4	piece
Vault, Honeywell, Steel, Security Safe	5	piece
Air Conditioning Unit, Electrolux	1	set
Electric Fan, Air Cooler	2	unit
Electric Fan, Stand Fan, black	1	unit
Trolley, Luggage, 20-25kg	1	piece
Microwave Oven, Whirlpool AVM 278, black	1	Unit
Electric Indoor Mosquito Killer Bug, Daimaru	1	piece
Water Dispenser	1	unit
Electric Fan, Stand Fan, Standard	1	piece
Refrigerator, HISENSE 5.3 cu.ft	1	unit
Dish Sterilizer	1	unit
Washing Machine, Whirlpool LWT-1020	1	unit
Dryer, Whirlpool	1	unit
Emergency Light, Firefly, twinhead	3	piece
Percolator	1	piece



Gas Stove High Pressure Cast Iron Gas Burner Stove, electric igniter, 2 burner, adjustable flame	1	unit
Others		
Various Scraps and Computer parts	1	lot
Generator Parts	1	lot
Vehicle Parts	1	lot
FFP Slotted Carton	155	Kg
Family Kit Slotted Box	9.5	Kg
Vacuum Seal Bag-Clear	1,182	Pc
Vacuum Seal Bag, with logo	197	pc

Prospective bidders may inspect the disposable items/materials subject for public sale/auction at the DSWD-Field Office, 40 North Drive, Baguio City and DSWD Warehouse, Puguis, La Trinidad, Benguet during regular working days from **8:00am to 5:00pm from 15 October 2024 to 21 October 2024 before 9:45AM.**

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/invitation-for-public-auction/>

A **Pre-bid Conference** shall be held at the DSWD Field Office CAR, 40 North Drive, Baguio City on **18 October 2024 at 1:00PM.**

Bidders shall submit a Sealed Bid to the PDAC Chairperson through the PDAC secretariat not later than **21 October 2024 at 9:45am** 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	₱ 1,700.00

Opening and deliberation of bids will be on 21 October 2024 at 10:00AM to be held at the **DSWD Premises, 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 to Bid be posted in the DSWD website and/or at least three (3) conspicuous places within the DSWD premises and disseminate the same to as many as government agencies as possible within the locality for posting in their bulletin boards for the information of the general public.

RINA CLAIRE L. REYES
Chairperson, PDAC



PROPERTY DISPOSAL AND AWARDS COMMITTEE (PDAC)

Date: 15 OCTOBER 2024

Bid No.: 2024-002

BID FORM

Gentlemen/Ladies:

Please quote for the sealed public bidding for the disposal thru sale by lot on an “as-is-where-is” basis of the hereunder unserviceable properties:

LOT / UNIT	DESCRIPTION	MINIMUM BID PRICE PER LOT	BID OFFER	REQUIRED BID BOND (C x 10%)	ENCLOSED BID BOND (Not lower than the required bid bond)
(A)	(B)	(C)	(D)	(E)	(F)
1	Unserviceable properties, semi-expendable equipment and other materials and scraps	₱17,000.00		₱1,700.00	

TOTAL BID BOND: ₱ _____

Bid Amount in Words:

Any interested and qualified bidder should accomplish the Bid 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 **2024 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 sobre, 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 in three (3) copies;• 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 in two (2) copies (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. (PDAC ITB No. 2024-002) on the face of the envelope.**

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

RINA CLAIRE L. REYES
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	₱1,700.00

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **21 October, 2024, 9:45AM**. Pre-bid Conference will be held on **18 October 2024, 1:00PM** 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 **21 October 2024, 10:00AM**.



The DSWD-Field Office 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. For further information, you may contact the PDAC Secretariat through telephone no. (074) 661-0430 loc 25133

RINA CLAIRE L. REYES
PDAC Chairperson/ OIC ARD for
Administration

Terms: refer to Notice, if awarded

Bid Bond

Amount : _____
Form of Bond : _____
ID* Card/No : _____
Business Name : _____

Quoted by : _____
(Print Name and Sign)
Address : _____
Tel/Fax Number : _____
Email Address : _____

*for verification/refund purposes

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

(PLEASE DO NOT WRITE BELOW THIS LINE)

PDAC Members	LOT 1		Signature
	Complying	Non-Complying	
1.			
2.			
3.			
4.			
5.			
<i>Observers:</i>			
1.			
2.			
3.			



ANNEX A

BIDDING RULES AND INSTRUCTIONS TO BIDDERS

- The bidding/auction for the disposal of unserviceable articles shall proceed only if there is at least one (1) sealed bid 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

(Mahalagaq 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 three (3) 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 kahero 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 the bidder and will serve as a reference for future bidding activity.
- The hauling activity shall be supervised by the Property and Supply Section, Commission on Audit and Internal Audit Section.

Conforme:

Name of Bidder

Name of Establishment

