

**PROPERTY DISPOSAL AND AWARDS COMMITTEE**

June 21, 2021

**Invitation to Bid (Sale / Auction)**  
**for the Sale of Unserviceable Materials and Semi-Expendable Equipment**  
**PDAC No: 2021-02 (2<sup>nd</sup> Posting for Lot 2)**

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:

**EXPIRED INKS, TONERS AND CARTRIDGES**

ITEM NO.	QTY	UNIT	DESCRIPTION	MINIMUM BID PRICE
<b>INK REFILLS:</b>				
1	13	bottle	Epson, T6641, black, 70ml	<b>PhP 11, 730.00</b>
2	47	bottle	Epson, T6642, cyan, 70ml	
3	142	bottle	Epson, T6643, magenta, 70ml	
4	137	bottle	Epson, T6644, yellow 70ml	
5	2	bottle	Epson, T673, Cyan, 70ml	
6	1	bottle	Epson, T673, Yellow, 70ml	
7	2	bottle	Epson, T673, light magenta, 70ml	
8	105	bottle	HP deskjet, GT51, black	
9	17	bottle	HP deskjet, GT52, cyan	
10	17	bottle	HP deskjet, GT52, magenta	
11	15	bottle	HP deskjet, GT52, yellow	
12	12	bottle	Universal, yellow, 100ml	
13	24	bottle	Universal, cyan, 100ml	
14	11	bottle	Universal, Inkonvert Mo, cyan, 100ml	
15	7	bottle	Universal, Bulk Ink, black	
16	6	bottle	Universal, Bulk Ink, magenta	



ITEM NO.	QTY	UNIT	DESCRIPTION	MINIMUM BID PRICE
17	5	bottle	Universal, Bulk Ink, cyan	
18	6	bottle	Universal, Bulk Ink, yellow	
19	1	bottle	Universal, Star Ink Bulk Ink, cyan, 500ml	
20	1	bottle	Universal, Star Ink Bulk Ink, magenta, 500ml	
21	1	bottle	Universal, Star Ink Bulk Ink, yellow, 500ml	
22	1	bottle	Izumi Toner for Bizhub C250/350, Yellow, 250g	
<b>INK CARTRIDGES:</b>				
23	79	cartridge	Brother, LC563, Black	
24	35	cartridge	Brother, LC563, Cyan	
25	34	cartridge	Brother, LC563, Magenta	
26	33	cartridge	Brother, LC563, Yellow	
27	8	cartridge	HP 678, black	
28	18	cartridge	HP 680, tri-colour	
29	11	cartridge	Lexmark #17, black	
30	6	cartridge	Lexmark #27, colored	
<b>TONERS:</b>				
31	13	piece	Brother TN 2060	
32	2	piece	Brother TN 261 Bk	
33	1	piece	Brother TN 261 cyan	
34	1	piece	Brother TN 261 magenta	
35	1	piece	Brother TN 261 yellow	
36	2	piece	Brother, TN 3320	
37	1	box	Develop TN 311	
38	1	box	Develop TNP22, black	
39	1	box	Develop TNP22, cyan	
40	2	box	Develop TNP22, magenta	



ITEM NO.	QTY	UNIT	DESCRIPTION	MINIMUM BID PRICE
41	2	box	Develop TNP22, yellow	
42	6	box	Fuji Xerox Cartridge, black, CT201370	
43	2	box	Fuji Xerox Cartridge, magenta, CT201372	
44	1	box	Fuji Xerox Cartridge, cyan, CT201371	
45	2	box	Fuji Xerox DocuPrint, Yellow C3290 FS	
46	1	box	Fuji Xerox DocuPrint, Cyan C3290 FS	
47	2	box	Fuji Xerox DocuPrint, Magenta C3290 FS	
48	1	box	Fuji Drum Cartridge, CT351007	
49	13	box	Fuji Drum Cartridge, CT351075	
50	9	box	Fuji Toner Cartridge, Docu-centre	
51	4	box	HP Laserjet, black 85A	
52	1	box	HP Laserjet, black 304A	
53	1	box	HP Laserjet, black 15A	
54	1	box	HP Laserjet C3903F	
55	4	box	HP Laserjet, black CE285AC	
56	12	box	HP Laserjet Q2612AC	
57	10	box	Develop, TN 414	
58	1	box	Fuji Xerox Waste Toner Bottle, CWAA0751	
			***nothing follows***	

Prospective bidders may inspect the materials and semi-expendable equipment located at the **DSWD-Field Office, 40 North Drive, Baguio City** during regular working days from **8:00am to 5:00pm of June 28, 2021 to July 6, 2021 10:00am.**

**Bid forms** can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat, Ms. Lovely B. Genove and/or Ms. Elaiza Joan P. Tongson at the Office of the Property and Asset Management Section (PSAMS), Lower 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 Training Center, Quinto Alley, Engineers' Hill, Baguio City** on **July 2, 2021 2:00pm.**

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 1, 173.00

and shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **July 6, 2021 10:00am**. Opening and deliberation of sealed bids will be on **July 6, 2021 10:15am** to be held at the **DSWD Training Center, Quinto Alley, Engineers' Hill, 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/CAO/Assistant  
Regional Director for  
Administration



DSWD Field Office Cordillera Administrative Region, 40 North Drive, 2600 Baguio City, Philippines

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**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)
Expired Inks, Toners and Cartridges	1 Lot	Php 11, 730.00		Php 1, 173.00

***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 during regular working days from **8:00am to 5:00pm June 28, 2021 to July 6, 2021 10:00am.**

**Bid forms** can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat, Ms. Lovely B. Genove and Ms. Elaiza Joan P. Tongson at the Office of the Property, Supply and Asset Management Section (PSAMS), 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 shall accomplish the Bid Tender, clearly indicating (items 1-3) and **attach** (items 4-6), 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. **2020 Business/Mayor's Permit or proof of renewal for 2021 Business Permit**
5. Copy of the **BIR Certificate of Registration, Proof of BIR Registration for FY 2021 with BIR Payment Form 0605.**
6. Properly filled up and signed **Annex A (Bidding Rules and Regulations).**

7. A bidder shall accomplish the Bid Tender **in at least three (3) copies, legibly written and sealed in one envelope**. Bid Tenders should be properly signed and sealed to be submitted on or before the time scheduled for the opening of bids. The envelope containing the bid tender should be sealed 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 1, 173.00

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **July 6, 2021 10:00am**. Pre-bid Conference will be held on **July 2, 2021 2:00pm** at the **DSWD Training Center, Quinto Alley, Engineers' Hill, Baguio City**.

Opening and deliberation of sealed bids will be at **DSWD Training Center, Quinto Alley, Engineer's Hill, Baguio City** on **July 6, 2021 10:15am**.

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.

Terms: refer to Notice, if awarded

**Bid Bond:**

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

Form of Bond

CASH

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

*\*for verification/refund purposes*

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

Quoted by: \_\_\_\_\_  
 (Print Name and Sign)

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

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

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

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

