

PROPERTY DISPOSAL AND AWARDS COMMITTEE

April 22, 2019

Invitation to Bid (Public Auction) for the Sale of Unserviceable Materials and Semi-Expendable Equipment PDAC: 2019-001

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	DESCRIPTION	No. of Units	Minimum Lot Bid Price
1	Plant and Equipment (PPE) and Semi-Expendable Equipment A. IT Equipment, Semi-expendable IT Equipment, Parts, Accessories and Supplies		Php 9,005.00
	Desktop Computer	28	
	Laptop	20	
	Printer	91	
	Scanner	1	
	UPS	84	
	Power Supply	11	
	Keyboard	19	
	Laptop Battery	14	
	Battery for UPS	12	
	Monitor	15	
	Adapter, TP Link Wireless	4	
	LAN Card	12	
	External Drive	3	
	Broadband	1	
	CD-ROM	4	
	RAM	7	
	Video card	2	
	Video Card/ Motherboard	18	
	Hard Disk Drive	13	
	Battery Charger, universal	2	
	Transistor for capacitor	1	
	Laptop Cooling Fan	1	
	Mouse, assorted	27	
	AVR-Power Ace	3	
	Delta Electronics	1	
	Computer Speaker	4	

Router, sure, wireless	2	
Monitor Filter, glass	2	
B. Communication Equipment, Semi-expendable Materials and Electrical Supplies		
Cellphone	1	
Digital Camera Recorder	2	
Television	6	
Radio with cassette recorder	1	
Digital Camera	2	
DVD Player	1	
Remote Control	1	
Telephone	8	
Videooke Player, Magic Sing, 18K, with song book	1	
Microphone	1	
Audiometer machine	1	
Organ, GL-444, 54-key digital organ	1	
Electrical Switch	1	
Bulb, firefly, 230V	10	
Charger for rechargeable battery, energizer	1	
Battery rechargeable, 12 volts	2	
Adapter	1	
Extension cord, 6 gangs-heavy duty	1	
Extension wire with fuse	1	
Radio	1	
Ballast, 36W	6	
Guitar	3	
Telefax machine	1	
C. Office Equipment and Semi-expendable Office Equipment		
Finger Scanner	2	
Floor Polisher	1	
Typewriter	2	
Laminating machine	2	
Binding machine	1	
Electric fan	4	
Exhaust fan	1	
Paper Shredder	1	
Bundy Clock	1	
D. Semi-Expendable Furniture and Fixtures		
Steel Cabinet	3	
Swivel Chair with armrest, gas lift	80	
Office Table, wooden	5	

Table, mono block, square, 4'x4'	1	
Computer Table, wooden and metal stand	1	
Cabinet, plastic	13	
Bed, wooden, single	1	
Door, made of plywood	1	
Steel Bed	1	
Crib, Wooden	2	
Sofa with foam	1	
Window blinds	1	
Plate rack, dura box	1	
E. Other Machinery and Equipment and Semi-Expendable Materials		
Weighing Scale	4	
Microwave Oven	3	
Washing machine with spin dryer	8	
Dryer	1	
Wall clock	8	
Big Steamer, 2 layer	1	
Electronic Time Recorder	1	
Mosquito Killer w/ bulb light	2	
Plastic Chopping board	1	
Rice Cooker	2	
Juicer	1	
Single burner electric stove	1	
Oven Toaster	4	
Plastic strainer	1	
Rechargeable light	6	
Emergency light	17	
Nebulizer	2	
Washing machine, semi-automatic	1	
Spin Dryer	1	
Oxygen gauge	1	
Water dispenser, hot and cold, table top	4	
Water dispenser with stand, hot and cold	6	
Flat iron, heavy duty	1	
Rice dispenser	1	
Mosquito swatter	1	
Vacuum cleaner	2	
Wheelchair for adult	1	
Air purifier	1	
Blender	3	
Insect killer lamp	2	

Table, mono block, square, 4'x4'	1	
Computer Table, wooden and metal stand	1	
Cabinet, plastic	13	
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Wheelchair for adult	1	
Air purifier	1	
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Insect killer lamp	2	

Heater, portable multi-purpose	1	
Curtain rod, steel	5	
Cooking pot, aluminum	2	
Pan, aluminum	2	
Strainer, stainless	1	
Roller brush with plate	1	
Steamer	1	
Tray, aluminum, assorted size	9	
Light reflectorizer	3	
Griller, electric	1	
Tri-pad, aluminum	1	
Bike, stationary, heavy duty	1	
Salt meter	1	
Stove, double burner	6	
Stove, steel, single, heavy duty	3	
Shovel	1	
Ladder, metal/steel	1	
Percolator	1	
Thermos, ordinary	3	
Chandelier, dome type	1	
F. Office Supplies		
Dater	4	
Stapler, long handle, heavy duty	34	
Stapler, short handle	12	
Puncher	34	
Calculator	9	
Sharpener, mechanical	9	
Tape dispenser, 1"	4	

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 **April 23 to May 2, 2019**, 8:00 A.M. to 5:00 P.M.


Bid forms can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat, Mr. Victor U. Bomowey at the Office of the Property and Asset Management Section (PAMS), Lower Basement, DSWD Regional Office, 40 North Drive, Baguio City and can also be inquired through telephone number 444-8129.

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 **Nine Hundred Pesos and Fifty Centavos (Php900.50)** only and shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **10:00 a.m. of May 2,**

2019. Opening and deliberation of sealed bids will be at **10:30 a.m.** of the same date, to be held at the Office of the Assistant Regional Director for Administration.

The DSWD-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.
ARDA/PPDAC Chairperson

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 (A)	NO. OF UNITS (B)	MINIMUM BID PRICE (C)	BID OFFER (D)	REQUIRED BID BOND (C x 10%) (E)
1. IT Equipment, Semi-expendable IT Equipment, Parts, Accessories and Supplies				
2. Communication Equipment, Semi-expendable Materials and Electrical Supplies				
3. Office Equipment and Semi-expendable Office Equipment	1 lot	Php 9,005.00		Php 900.50
4. Semi-Expendable Furniture and Fixtures				
5. Other Machinery and Equipment and Semi-Expendable Materials				
6. Office Supplies				

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 April 23 to May 2, 2019, 8:00 A.M. to 5:00P.M.

Bid forms can be secured from the Property Disposal and Awards Committee (PDAC) Secretariat, Mr. Victor U. Bomoway at the Office of the Property and Asset Management Section (PAMS), Lower Basement, DSWD-Regional Office, 40 North Drive, Baguio City and can also be inquired through telephone number (074) 442-7917/444-3262.

Any qualified bidder shall accomplish the Bid Tender, clearly indicating, 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. The business license number or residence certificate number

A bidder shall accomplish the Bid Tender in at least three (3) copies, preferably typewritten. Bid Tenders should be properly signed 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 **Nine Hundred Pesos and Fifty Centavos only** and shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **10:00 AM on May 2, 2019**. Opening and deliberation of sealed bids will be at **10:30 AM** of the same date, to be held at the Office of the Assistant Regional Director for Administration/PDAC Chairperson.

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

ENRIQUE H. GASCON JR.
PDAC Chairperson

Terms: refer to Notice, if awarded
Bid Bond: _____
Amount: _____

Form of Bond _____ CASH _____

ID* Card/No.: _____

**for verification/refund purposes*

Quoted by: _____
(Print Name and Sign)

Business Name: _____

Address: _____

Business License/Residence Certificate Number: _____

Tel./Fax Number: _____

IMPORTANT: Please read the [Bidding Rules and Instructions to Bidders](#)

BIDDING RULES AND INSTRUCTIONS TO BIDDERS

1. The bidding/auction for the disposal of unserviceable articles shall proceed only if there are at least three (3) valid/complying sealed bids.
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.
3. Representatives from the Internal Audit Service (IAS) and/or the Commission on Audit (COA) shall be invited to witness the opening of the Bids.
4. 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.
5. 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 kinkailangang bid bond.)***
6. 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.
7. 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.
8. 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 tattlong araw at sa cashier lamang ng DSWD-Regional Office.)***
9. 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/offer.
10. The Bid Bond of the losing /disqualified bidder shall be returned to them immediately after the announcement of the results.
11. 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.
12. 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 ay paglilipat ng mga articles ay babalikatin ng magwawaging bidder.)***
(Maliban sa mga ito ay wala nang iba pang babayaran kaninumang magwawaging bidder.)
13. 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 and within the period fixed by the PDAC.