



PROPERTY DISPOSAL AND AWARDS COMMITTEE

03 January 2022

Invitation to Bid (Sale / Auction)
for the Sale of Unserviceable Materials and Semi-Expendable Equipment
PDAC No: PDAC 2022-001

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

Item No.	Quantity	Unit	Description	Minimum Bid Price
DSWD Field Office				
1	2	unit	Whiteboard stand, gray steel	
2	1	unit	Executive chair, black	
3	1	lot	CABINET, STORAGE RACK, Steel , Fabricated (from Procurement Section)	
Regional Haven for Women and Girls				
4	2	unit	Office chairs	Php 10,000.00
5	1	unit	Steel cabinet, four drawers, gray	
6	2	unit	Water Dispenser	
7	1	unit	Emergency Light	
8	1	unit	Rice Cooker	
9	1	unit	Sterilizer, stainless	
10	1	unit	Bowl, orange, square	
11	2	unit	Bowl, white, big	
12	1	unit	Chopping board, white	
13	8	unit	Can Opener, manual	
14	1	unit	Coconut grater, aluminum	
15	1	unit	Cup, white	
16	1	unit	Cup, white with design	
17	9	unit	Drinking glass, frosted	
18	1	unit	Drinking glass, clear with strawberry design	
19	4	unit	Fork, aluminum with handle, design	
20	2	unit	Knife, with orange handle	
21	7	unit	Mug, white	
22	1	unit	Mug, yellow	
23	2	unit	Mug, colored, brown	

Item No.	Quantity	Unit	Description	Minimum Bid Price
24	1	unit	Pan, teflon	
25	1	unit	Pitcher, frosted	
26	2	unit	Plates, orange, square	
27	1	unit	Plate, white, square, 9 1/2"	
28	6	unit	Plate, white, round	
29	1	unit	Plate, round, 8"	
30	1	unit	Pot cover, white, round, 11"	
31	1	unit	Saucer, white, 5 1/2"	
32	1	unit	Saucer, white, 6"	
33	1	unit	Saucer, colored, 6"	
34	1	unit	Saucer, oval, white with chinese character design	
35	2	unit	Spoon, serving, orange	
36	1	unit	Thermos, plastic, vacuum	
37	1	unit	Thong, stainless, 11"	
38	1	unit	Thong, stainless, 8"	
39	4	unit	Soup dipper, plastic	
40	1	unit	Soup dipper, aluminum	
41	40	unit	Dining chair, steel base	
42	33	unit	Monobloc chairs, plastic	
43	1	unit	Monobloc table, round	
44	1	unit	Monobloc table, rectangle	
45	2	unit	Wooden chair, with back rest	
46	1	unit	Office chair, with high back rest and arm rest	
47	2	unit	Dining table, black steel	
			DSWD Training Center and Secretary's Cottage	
48	2	piece	Wine glass	
49	1	piece	Tall Clear glass	
50	1	piece	Medium size clear glass	
51	1	piece	Cherry mug	
52	2	piece	Mug	
53	1	piece	Plain 6" plate	
54	2	piece	Flowery plate, 6"	
55	1	piece	Flowery small bowl	
56	1	piece	Flowery Saucer plate	
57	1	piece	Square striped saucer plate	
58	1	piece	Round plain saucer	
59	2	piece	Flowery shallow bowls	
60	1	piece	Flowery soup serving bowl	
61	1	piece	White oval serving plate	
62	9	piece	Plain white dinner plate	
63	5	piece	Saucer	
64	5	piece	Bowl Assorted	
65	5	piece	Cups	



Item No.	Quantity	Unit	Description	Minimum Bid Price	
66	2	piece	Fork		
67	1	piece	Kettle		
68	1	piece	Coffee filter		
69	6	piece	Pot covers		
70	1	piece	Spoon		
71	3	piece	Chopping board		
72	1	piece	Wok		
73	1	piece	Pot		
74	1	piece	How water pot		
75	1	piece	White dish drainer		
76	11	piece	Placemats		
77	30	piece	Curtain, checkered		
78	5	piece	Pillow case, checkered		
79	34	piece	Bedsheet, checkered		
80	4	piece	Curtain, checkered, white green		
81	28	piece	Towel		
82	18	piece	Blanket , woven		
83	1	piece	Checkered white, diagonal		
84	23	piece	Curtain, yellow		
85	5	piece	Cloth, sky blue		
86	4	piece	Curtain, mint green		
87	2	piece	Curtain, white, tree		
88	1	piece	Table runner, checkered		
89	2	piece	Curtain, checkered		
90		piece	Seat cover, green, flowery		
91	4	piece	Curtain, flowery		
92	17	piece	Curtain, assorted		
93	9	piece	Cloth, assorted		
94	7	piece	Lace curtain, assorted		
95	1	piece	Blanket , woven		
96	1	piece	Bed sheet		
			Property Warehouse		
97	2	unit	UPS		
98	2	unit	Wifi Receiver		
99	1	unit	Globe Tattoo Pocket Wifi		
100	1	unit	Cellular phone, SM-G900, IMEI: 353687064239376		
101	1	unit	Cellular phone, Grand IMEI: 357681063998542		
102	1	unit	Powebank		
103	1	unit	External Drive		

Item No.	Quantity	Unit	Description	Minimum Bid Price
104	1	unit	Voice Recorder, Sony	
105	5	unit	Keyboard	
106	4	unit	Mouse	
107	3	unit	Calculator	
108	1	unit	Puncher	
109	1	unit	Stapler	
110	2	unit	File tray	
111	1	unit	Printer, Multi-Functional Color Epson L385, Inkjet Color All-in-one printer, SN: X2QL004884	
112	1	unit	Printer, EPSON L360 SN: VGFK230399	
113	2	unit	Printer, EPSON L210 SN: SMXK224149, SMXK250139	
114	1	unit	Printer, HP Deskjet SN: CN68N3G0WW-06BN	
ICT Parts/Accessories				
115	11	unit	Motherboard	
116	13	unit	WD Eternal Hard Drive, 500 GB HDD	
117	1	unit	WD Eternal Hard Drive, 1TB HDD	
118	1	unit	Seagate External Hard Drive, 500GB	
119	2	unit	Toshiba Hard Dish Drive 4TB	
120	8	unit	Chicony Power supply	
121	1	unit	Delta Power Supply Unit	
122	1	unit	Trend 600 watts Power Supply Unit	
123	7	unit	Galaxy 512 MB Video Card	
124	6	unit	Galaxy 16GB Video card	
125	1	unit	Manli 1GB Video Card	
126	3	unit	WD My passport External Hard Drive, 500gb	
127	5	unit	WD External Hard Drive, 500GB	
128	11	unit	TP Link Wireless PCI Adapter	
129	1	unit	TP Link WPA PCI Adapter	
130	2	unit	ACER Heatsink with fan	
131	12	unit	Unifosa HDDR3, 4GB RAM	
132	3	unit	Samsung 1GB RAM	
133	2	unit	Nanya 2GB RAM	
134	4	unit	Kingston RAM, 4GB	
135	1	unit	Kingston, 2GB RAM	
Vehicle Parts				
136	2	unit	Lower ball joint	
137	2	unit	Upper ball joint	



Item No.	Quantity	Unit	Description	Minimum Bid Price
138	1	unit	Stabilizer link	
139	2	unit	Stabilizer bushing	
140	8	unit	Leaf spring bushing	
141	2	unit	Rear shock absorber	
142	2	unit	Front shock absorber	
143	2	unit	Tie rod end	
144	1	unit	Timing chain	
145	1	unit	Chain guide A	
146	1	unit	Chain guide B	
147	1	unit	Chain tensioner	
148	1	unit	Front bumper assembly	
149	1	unit	Valve timing belt	
150	1	unit	Balancer timing balance/belt	
151	1	unit	Balancer timing belt tensioner	
152	1	unit	Oil Seal Cam Shaft	
153	1	unit	Oil Seal Crank Shaft	
154	1	unit	Oil Seal Balancer	
155	1	unit	Oil Seal Oil Pump	
156	1	unit	Sleeve Balance	
157	1	unit	Sleeve Oil Pump	
158	1	unit	Pulley Timing Belt	
159	1	unit	Arm timing belt	
160	1	unit	Adjuster timing bet	
161	1	unit	P/S belt	
162	1	unit	AC belt	
163	1	unit	Tensioner Alternator	
164	55	unit	Tire	
			Computer	
165	30	unit	Acer Veriton, S6610G	
			PSVCB0901414804B1A9204	
			PSVCB091414908B939204	
			PSVCB0901414908C019204	
			PSVCB09016206051129204	
			PSVCB0901414804AA29204	
			PSVCB0901414908B829204	
			PSVCB0901414804A9E9204	
			PSVCB0901414804AF09204	
			PSVCB0901414804AD59204	
			PSVCB0901414804B4C9204	
			PSVCB0901414908B9A9204	
			PSVCB0901414908BF39204	
			PSVCB0901414804B289204	

Item No.	Quantity	Unit	Description	Minimum Bid Price
			PSVCB0901414804B4E9204	
			PSVCB0901414804AA09204	
			PSVCB0901414908BF79204	
			PSVCB0901414804B259204	
			PSVCB0901414804B069204	
			PSVCB0901414908BA79204	
			PSVCB0901414804AB19204	
			PSVCB0901414908B5B9204	
			PSVCB0901414908B489204	
			PSVCB0901414908B7B9204	
			PSVCB09014148045849204	
			PSVCB0901414908B769204	
			PSVCB0901414804AC29204	
			PSVCB0901414804ABC9204	
			PSVCB0901414804AD19204	
			PSVCB0901414B549204	
			PSVCB0901414804B389204	
166	2	unit	ACER Veriton S6620G	
			DTVE1SP024249024059200	
			DTVE1SP024249023F39200	
167	1	unit	ACER Veriton S6630G, sn: DTVJRSP025350053709600	
168	2	unit	ACER Veriton M6620G	
			DTVE0SP016250072849200	
			DTVE0SP0162500725E9200	
169	4	unit	Desktop Computers-HP Compaq 8200 Elite SFF CPU: SGH120QQSW Monitor: 3CM11800JW	
			SGH141RN6M	
			SGH141RN6D	
			SGH120QQSF	
170	2	unit	Workstation-Xitrix Deskframe M- 710	
			1625B0203000212	
			1625B020300138	
171	1	set	BenQ G615ADPL, Intel Atom 2.13 ghz, @gb ddr3 memory, 2GB Apacer DDR3 memory, SN: SN:CPU:HKC301503304; MONITOR: ETLEF0810893103B924237	
172	1	unit	HP PAV 550-165d; 21.5" HP Pavilion 22xw IPS SN: 4CE551004W	



Item No.	Quantity	Unit	Description	Minimum Bid Price
173	1	unit	Desktop Computer: Compaq Presario CQ 3000 series; Processor: Pentium ® Dual-Core CPU SN: 4CE0490F8Z	
174	1	unit	ACER Extense; model M-2160; OS - Dual Load Win7/Win10; CPU - Intel Core Mi3-4170 Processor; RAM - 4 GB DDR3 1600 MHz UDIMM; HDD - 1 TB 3.5 inch; CPU SN:DTX0CSPO426100009A9600	
175	1	unit	Ovation CPU SN: HKC301500105	
176	2	unit	HP Pavillion, Monitor, 21.5" SN: 6CM5370609, 6CM55119KZ	
177	1	unit	Xitrix Monitor, SN: W921S5D-BAHL2T047-004317	
			Laptop	
178	2	unit	Coby Laptop, SN: NBPC116520160400733, NBPC116520160405160	
179	1	unit	Computer Set, Laptop, Acer TravelMate 246 SN: NXV9USP00744612BDF7600	
			Communication Equipment	
180	1	unit	Camera, Nikon AW100 SN: 70120457	
181	1	unit	COMPACT Digital Camera, Canon G1X Powershot SN: 462953001984	
			Stored at RSCC, Puguís, La Trinidad, Benguet	
182	1,544.3	kilogram	Assorted Boxes	

Prospective bidders may inspect the materials and semi-expendable equipment located at the **DSWD-Field Office, 40 North Drive, Baguio City and Reception and Study Center for Children, Wangal, Puguís La Trinidad Benguet** during regular working days from **8:00am to 5:00pm of January 4, 2022 to January 12, 2022 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 Field Office Cordillera Administrative Region** on **January 10, 2021 1:00 pm**.

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 1,000.00

and shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **January 12, 2022 10:00am**. Opening and deliberation of sealed bids will be on **January 12, 2022 10:15am** to be held at the **DSWD Field Office Cordillera Administrative Region**.

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



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)
Lot 1: Unserviceable Properties and Semi-expendable office supplies and equipment	1 Lot	Php 10,000.00		PhP 1,000.00

Bid Amount in Words:

Prospective bidders may inspect the subject unserviceable properties located at the DSWD-Regional Office, 40 North Drive, Baguio City, at the Reception and Study Center for Children (RSCC), Puguig, La Trinidad, Benguet and at the DSWD Training Center, Engineers' Hill, Baguio City during regular working days from **8:00am to 5:00pm January 4, 2022 to January 12, 2022 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), 1st 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 4-6), 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. **2021 Business Permit or Proof of Renewal for FY 2022**
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 1,000.00

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **January 12, 2022 10:00am**. Pre-bid Conference will be held on **January 10, 2021 1:00pm** at the **DSWD Field Office Cordillera Administrative Region**.

Opening and deliberation of sealed bids will be at **DSWD Training Center, Quinto Alley, Engineer's Hill, Baguio City** on **January 12, 2022 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*

Business License/Residence Certificate Number: _____

Tel./Fax Number: _____

ENRIQUE H. GASCON JR.

PDAC Chairperson/OIC ARD for Administration

Quoted by: _____
(Print Name and Sign)

Business Name: _____

Address: _____



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. 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 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.

- 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 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 Establishment