

05 December 2025

**INVITATION TO BID**
**Invitation to a Sealed Public Bidding for the  
Sale of Disposable PPE, SE and Other Materials & Scraps**

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	Disposal of PPE, SEs and Other Materials & Scraps	₱15,790.00

The disposable items/materials are located at DSWD Field Office CAR, 40 North Drive, Baguio City; DSWD Day Care Center, Engineers Hill, Baguio City; SN Oriental Building, Leonard Wood Road, Baguio City; and DSWD Warehouse, Puguis, La Trinidad, Benguet with a minimum bid price amounting to **Fifteen Thousand Seven Hundred Ninety Pesos (₱15,790.00)** for the whole Lot consisting of the following:

DESCRIPTION	Quantity	Unit of Measure
<b>Items located at DSWD Field Office CAR, 40 North Drive, Baguio City and DSWD Day Care Center, Engineers Hill, Baguio City</b>		
Desktop Computer Set, ACER Veriton S6610G, ACER V233HL 23" Monitor PSVCB0901414804AF79204, ETLMW0800515003A2B4221 PSVCB091414804ADD9204, ETLMW0800515003A034221	2	set
Desktop Computer Set, HP Compaq dx2300 SGH805093X, 3CQ8381T24	1	set
CPU, ACER Aspire TC-710 DTB15SP005551045013000	1	unit
CPU, ACER Aspire TC-710 DTB15SP005551045013000	1	unit
CPU, Acer Veriton X4110G DTVMASP00264900B763000	1	unit
CPU, HP PRODESK 280 G5 4CE0390XGP	1	unit
CPU, HP PRODESK 280 G6 4CE1082KV9	1	unit
CPU, ACER VERITON M4660G DTVQVSP4DLOO9021139600	1	unit
Workstation CPU, Xitrix Deskframe M-710 1625B020300264	1	unit
Monitor, Acer MMLY7SS0226470AB96858A	1	unit

Monitor, HP P22v G5 FHD CNK2500R5N	1	unit
Monitor, HP P22v G4 21.5 inch CN40300WZ5	1	unit
Laptop, Dell Vos 5481 14.0" JNZ7MT2	1	unit
Laptop, ACER TMP 614-51-G2-75B5 Notebook NXVM5SP00703005C3D2N00 NXVM5SP00703005C802N00	2	unit
Laptop, Lenovo Idea Pad 3 I5-1035G1 PF29SMTB, PF2A2D28	2	unit
Laptop, ACER TMP 614-51-52 TOUCH NXVM5SP00B117002832N00	1	unit
Acer Aspire 4750 G-2412G LXRJA0C0171220DED6200	1	unit
Laptop, Acer Travelmate P259-MG NXVEVSP0147280A2997600 NXVEVSP0147280A3E77600 NXVEVSP014728085D37600	3	unit
Laptop, Acer Travelmate P259-MG NXVEVSP01472809A3D7600	1	unit
Laptop, ACER Travelmate P2, TMP2410-G2-M50-MH I5-8250U NXVGTSP05393800A07200 NXVGTSP00193603F347200 NXVGTSP0539380011D7200 NXVGTSP0539380013D7200 NXVGTSP0539380012A7200 NXVGTSP053938001167200	6	unit
Laptop, DELL Latitude 3520 9RYGT93	1	unit
Laptop, ACER Travelmate TMP246-MG-53M7 NXV9UST00744612BF47600	1	unit
UPS, EATON 5L650PH PA53H25MYP, PA53H25TWF, PA53H25MYT PA53H25RKD, PA53H25KVM, PA53H25RKT PA53H25MWK, PA53H25NBA, PA53H25TWR PA53H25MYA	10	unit
UPS, SECURE UPS-650 VA, SN: 310026736B32908201585	1	unit
UPS, APC BV10001-MS, SN: 9B2152A02316	1	unit
UPS, Secure, 310W, SN: E2008044545	1	unit
UPS, SECURE, SN: 310026736B32908200105	1	unit
Printer, EPSON L3110 X5DY075219, X5DY075202, X5DY075197, X5DY407402, X5DY075217, X93P145329,	6	unit
Printer EPSON L310 Ink Tank System (C11CE57501) VHTK003948	1	unit
Printer, EPSON L3250 X8JZ013187, X8JZ013192, X8JZ013508, X8JZ005251, X8JZ001693, X8JZ035406, X8JZ002225	7	unit
Printer, EPSON L5290 X8H5036214	1	unit
Printer, EPSON L360 VGFK313560, VGFK309873	2	unit

Printer, EPSON L405 X4FL001507	1	unit
Audio Component, Headphone PLANTRONICS C3220	3	unit
External Computer Hardware, Wireless or WiFi Device TP-LINK TL-WN822N V.5.0 Wireless USB adapter Antenna type: dual omni directional Frequency: 2.400-2.4835 GHz	1	unit
Web Camera, A4 Tech PK-930HA BLACK 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
Audio Component, Headphone LOGITECH H370, Digital Sound Quality for music, games and calls; Noise canceling mic; In-line controls; adjustable headband	1	unit
Hard Disk Drive, WD, 1TB	1	unit
Network Switch, D-Link, 8 port	1	unit
ROMOSS Coeus 20 Powerbank. 20,000 mAh capacity, LED indicator, dual USB output ports.	1	unit
Various Tables	16	piece
Various Chairs	82	piece
Mobile Pedestal	4	unit
Electric Fan, Stand Fan Plastic Blade	2	unit
Electric Fan, Industrial Fan INDUSTRIAL FAN 30" tripod type, 3 fan speed control with oscillation, heavy duty, with built in thermal fuse, adjustable height up to at least 180cm	1	unit
MULTIFUNCTIONAL AIR COOLER 100 watts VOLTAGE/FREQUENCY 230V/60Hz WORKING CURRENT: 0.45 A WATER CONSUMPTION: 2-2.5 L/h OUTLET SIZE: 420 x 360mm MAX AIR VOLUME: 2500m <sup>3</sup> /h POWER: 100W WATER STORAGE: 10L ITEM SIZE: 330x350x890 mm WEIGHT: 11 kg FAN TYPE: Centrifugal Fan	1	unit
Laminating Machine ACSYS MQ-320 LAMINATING MACHINE, 13' HEAVY DUTY Maximum entry width: A3 Rollers: 4 Laminating Speed: 480mm/min Pre-heat time: 4-5min Suitable for cold and hot lamination	1	unit
PANASONIC KX-FP711, Plain Paper Fax	1	unit
WEIGHING SCALE 60kls Heavy duty, metal stainless, flat plate, mechanical	10	piece
Various Emergency Light/Lamp	7	unit
Weighting Scale Heavy duty Bathroom Weighing Scale (Manual)	2	unit
Medical Equipment (3), Thermometer, Non Contact, Laser Temperature Gun Infrared Thermometer, Yuwell SN: B2004078384	1	unit
DAIMARU BRAND, LED Light Electric Indoor Mosquito Killer Bug, 220 V/60HZ, 12 W Flourescent Effective Area: 20 square meters, plug type: US plug, Size: Approx. 31.5x25x5.5cm	1	unit
Motor Vehicle Parts	1	lot
Destroyed Office Supplies and Scrap Materials	1	lot
3SM Battery	5	unit
Tires	48	piece
Expired/ Empty Toners and inks	1	lot

Corrugated Brown Box (Storage Boxes)	40	piece
<b>Items located at DSWD Field Office CAR Annex, SN Oriental Building, Leonard Wood Road, Baguio City</b>		
Copier, Develop Ineo 363, SN: A1V4WY4306652	1	unit
<b>Items Located at RROS (DSWD Warehouse,) Puguis, La Trinidad, Benguet</b>		
Regular Slotted box for Family Food Packs	428	piece
Regular Slotted box for Family Kits	6,566	piece
Blue Plastic Container box covers (with damage cracks)	36	piece
Green Plastic Container box covers (with damage cracks)	43	piece

Prospective bidders may inspect the disposable items/materials subject for public sale/auction at the DSWD Field Office CAR, 40 North Drive, Baguio City; DSWD Day Care Center, Engineers Hill, Baguio City; SN Oriental Building, Leonard Wood Road, Baguio City; and DSWD Warehouse, Puguis, La Trinidad, Benguet during regular working days from **8:00am to 5:00pm from 05 December 2025 to 11 December 2025 before 05:00.**

**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 and via Video Tele Conferencing (meet.google.com/jcx-gyko-hve) on **10 December 2025 at 09:00AM.**

Bidders shall submit a Sealed Bid to the PDAC Chairperson through the PDAC secretariat not later than **11 December 2025 at 05:00PM** 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	₱ 1,579.00

**Opening and deliberation of bids will be on 12 December 2025 at 01:00PM** 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.

  
**RONILO R. FLORES**  
 Vice Chairperson, PDAC

**PROPERTY DISPOSAL AND AWARDS COMMITTEE (PDAC)**

Date: 05 December 2025

Bid No.: 25-02

**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	Disposal of PPE, SEs and Other Materials & Scraps	<b>₱15,790.00</b>		<b>₱1,579.00</b>	

**TOTAL BID BOND:** ₱ \_\_\_\_\_

**Bid Amount in Words:**


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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 **2025 Business Permit or proof of Renewal (Official Receipt)**;
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"> <li>• Photocopy of the Identification Card (ID) of the Bidder and his/her representative;</li> <li>• Certified True Copy of the Valid Business/Mayor's Permit or Proof of Renewal;</li> <li>• Latest Notarized Special Power of Attorney (in case bidder is represented by a duly authorized representative).</li> </ul>	<ul style="list-style-type: none"> <li>• Duly accomplished Bid Form and Annex A (Bidding Rules and Regulations) in <b>three (3) copies</b>;</li> <li>• 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.</li> </ul>

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. 25-02) 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:

**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	₱1,579.00

This shall be submitted to the PDAC Chairperson through the PDAC Secretariat not later than **11 December, 2025 5:00PM**, Pre-bid Conference will be held on **10 December 2025, 09:00AM** 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 **12 December 2025, 01:00PM.**

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

**RONILO R. FLORES**  
 AO V, OIC Administrative Division Chief  
 PDAC Chairperson

Terms: refer to Notice, if awarded

<b>Bid Bond</b>		<b>Quoted by</b>	:	_____	(Print Name and Sign)
<b>Amount</b>	:	<b>Address</b>	:	_____	
<b>Form of Bond</b>	:	<b>Tel/Fax Number</b>	:	_____	
<b>ID* Card/No</b>	:	<b>Email Address</b>	:	_____	
<b>Business Name</b>	:			_____	

\*for verification/refund purposes

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

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**(PLEASE DO NOT WRITE BELOW THIS LINE)**

PDAC Members	LOT 1		LOT 2		LOT 3		Signature
	Complying	Non-Complying	Complying	Non-Complying	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;
  - d. incomplete documentary requirements as required in the Bid Form.

**(Mahalaqang 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 2<sup>nd</sup> 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