

**REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE (RPDAC)**

June 3, 2021

## INVITATION TO BID

### To a Sealed Public Bidding for the Sale of Various Unserviceable Properties of DSWD-Field Office III for CY 2020

1. The Department of Social Welfare and Development Field Office III invites all interested parties to a sealed public bidding for the disposal of various unserviceable Property, Plant and Equipment (PPE) and Semi-Expendable properties through sale by lot on an "as is, where is" basis (see attached list for the specific item).

ITEMS/DESCRIPTION	LOCATION	MINIMUM BID PRICE
1 Lot – Various Unserviceable Properties (pls see attached list)	DSWD – Field Office III, Gov't Center, Mampis City of San Fernando (P)	<b>P123,609.33</b>

2. Prospective bidders may inspect the subject unserviceable properties for disposal located at the DSWD Field Office III prior to the submission of bids.
3. Bid forms can be secured from the Regional Property and Awards Committee (RPDAC) Secretariat at the office of the Property, Asset and Supply Section, DSWD Field Office III, Diosdado Macapagal Gov't Center, Mampis, City of San Fernando Pampanga and can also be inquired through telephone number (045) 861-3793 loc. 119.
4. Sealed bids will be received at Property, Asset and Supply Section (PASS), DSWD Field Office III, City of san Fernando (P) by the RPDAC Secretariat not later than 9:00 AM of June 18, 2021. The bidder (company owner) shall enclose in a sealed mother envelope containing the following
  - 4.1. Technical envelope (sealed) 2 copies each
    - Certified true copy of the Business or Mayor's Permit
    - Certified true copy of BIR Registration (BIR form 2303)
    - Latest notarized Special Power of Attorney in case the company's representative is attending the bidding.
  - 4.2 Financial envelope (sealed) 2 copies each
    - Fully accomplished Bid Form
    - Minimum bond equivalent to ten (10)% in the form of cash or manager's check issued by a reputable bank payable to the Department of Social Welfare and Development Field Office III

5. No bid shall be accepted lower than the Minimum Bid Price.
6. Opening and deliberation of sealed bids will be at 10:00 AM of the same date, to be held at the DSWD Field Office III, Diosdado Macapagal Gov't Center, Maimpis, City of San Fernando Pampanga.
7. The DSWD Field Office III hereby reserve 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.
8. Let copies of this Invitation to Bid be posted to the conspicuous areas in the DSWD FO III premises, at the nearby barangays in the locality and other government agencies at the Government Center, Maimpis, City of San Fernando (P) and be advertised in its website for seven (7) working days to invite qualified bidders.

*Done 6/4*  
**MARIBEL M. BLANCO**  
OIC-ARD for Administration  
RPDAC Chairperson

## **BIDDING RULES AND INSTRUCTIONS TO BIDDERS**

1. The bidding/auction for the disposal of unserviceable articles shall proceed only if there are at least two (2) valid/complying bids.
2. The Regional Property Disposal and Awards Committee (RPDAC), 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 Bids. Bids that will be submitted beyond the deadline shall no longer be accepted.
3. Representatives from the Commission on Audit (COA) and/or the Internal Audit Unit shall be invited to witness the opening of the Bids.
4. Any Qualified bidder shall accomplish his bid tender, clearly indicating the following :
  - 4.1 The description of the items/lot with the corresponding bid offer.
  - 4.2 The business or residence address of the bidder.
  - 4.3 The tax identification number (TIN) or residence certificate number of the bidder
5. A bidder shall accomplish the bid offer in at least three (3) copies preferably typewritten. Bid offers/tenders should be properly signed and submitted to the Chairperson of the Property Disposal and Awards Committee (PDAC) on or before the time scheduled for the opening of bids.
6. A bidder may be allowed to withdraw his/her bid before the bid opening and this shall be returned to him/her unopened, no bidder shall be allowed to correct, modify or alter his/her bid.
7. All bids be submitted in a sealed mother envelope, the two (2) sealed envelope as follows :

### 1<sup>st</sup> Envelope- Technical Envelope (2 sets)

- Certified true copy of the Business or Mayor's Permit
- Certified true copy of BIR Registration (BIR form 2303)
- Latest notarized Special Power of Attorney in case the company's representative is attending the bidding.

(Note) Bring the original copies for verification

### 2<sup>nd</sup> Envelope- Financial Envelope (2 sets)

- 7.1 Accomplished Price Quotation Form (PQF)/Bid Form
- 7.2 Bid Bond- 10% of the total bid offer

The envelope shall be securely sealed as follows

To : Ms. Maribel M. Blanco  
OIC ARDA/PDAC Chairperson  
DSWD Field Office III

From : (Name of Bidder)  
Business Address

Re : Sealed Public Bidding for the Sale of Various Unserviceable Properties  
of DSWD-Field Office III for CY 2020

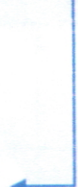
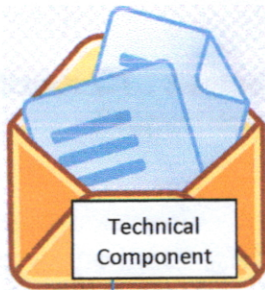
8. Any bid failing under the following condition/situation shall be considered invalid:
  - a. Bid is unsealed;
  - b. It is unsigned by the bidder;
  - c. No bid bond/amount of bid is insufficient
9. After all the bids have been opened and the tabulations completed, the Presiding Officer shall announce the name of the highest complying bidder and the amount of his/her bid. The Notice of Award shall be issued by the RPDAC to the winning bidder within five (5) working days from the bid opening.
10. 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 tie, the bidders involved shall immediately submit another sealed bid which shall, likewise, be opened until such tie is broken.
11. 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 Field Office III Cashier. Full payment shall be made within five (5) working days from the date of receipt of the Notice of Award.
12. 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.
13. The Bid Bond of the losing/disqualified bidder shall be returned to them immediately after the announcement of the results.
14. The defaulting highest bidder shall be disqualified from participating in future auctions without prejudice to the imposition of sanctions the RPDAC may recommend, including but not limited to the forfeiture of his/her bid bond in favor of the government.
15. 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,
16. 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 Tally Out Sheet/Gate Pass together with a copy of Official Receipt, in coordination with the RPDAC and shall be made only during working hours and within the period fixed by the RPDAC.

**17. ENVELOPE SEALING ILLUSTRATION**

**1 ) 1 LOT – VARIOUS UNSERVICEABLE PROPERTIES**

1st Envelope – Technical

2<sup>nd</sup> Envelope – Financial



TO : MS. MARIBEL M. BLANCO  
OIC ARDA/Chairperson RPDAC  
DSWD – FO III

Name of Bidder :  
Business Address :

Re : Sealed Public Bidding for the  
Sale of Various Unserviceable Properties of  
DSWD-Field Office III for CY 2020

BIDDER'S COMPANY LETTER HEAD

**FINANCIAL BID FORM**

The Chairperson  
Regional Property Disposal and Awards Committee (RPDAC)  
DSWD – Field Office III  
Gov't Center, Maimpis, City of San Fernando

**SUBJECT : Sealed Public Bidding for the Sale of Various Unserviceable Properties of DSWD-Field Office III Properties for CY 2020**

Submitting herewith my Bid Proposal with full knowledge of the requirement relating to the bidding as provided in the Invitation to Bid:

Item Name Description	Bid Price/Offer	REQUIRED BID BOND (10% of Bid Offer)
One (1) lot Various Unserviceable Properties of DSWD-Field Office III Properties for CY 2020	(write in figures and in words)	

Name of Bidder : \_\_\_\_\_

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address of the Company : \_\_\_\_\_

Tax ID No. (TIN) : \_\_\_\_\_

Contact Number/Email No. : \_\_\_\_\_

**LIST OF PROPERTIES FOR DISPOSAL FOR CY 2021**

ITEM NO.	ARTICLES/DESCRIPTION	QTY.
<b>PROPERTY, PLANT AND EQUIPMENT (PPE)</b>		
1	LAPTOP	84
2	NETBOOK-COBY	173
3	IPAD	1
4	CPU	46
5	MONITOR	26
6	SCANNER	2
7	PRINTER	14
8	UPS	13
9	AIRCONDITIONER-WINDOW TYPE	8
10	AIRCONDITIONER-FLOORMOUNTED	1
11	REFRIGERATOR	2
12	GRASS CUTTER	3
13	CELLPHONE	5
14	TELEVISION SET	1
15	PIANO	1
16	BED- STEEL	5
17	TYPEWRITER	4
18	COPIER	7
19	GENERATOR	1
20	SWITCH HUB	1
21	Power Spray	2
<b>SEMI-EXPENDABLE PROPERTIES</b>		
1	DESK LAMP	9
2	ELECTRIC FAN	89
3	EMERGENCY LIGHT	3
4	CHAIR	45
5	SOFA	8
6	STEEL FILING CABINET	1
7	DESKTOP COMPUTER-CPU	11
8	PRINTER	58
9	SWITCH HUB	1
10	TABLET-	5
11	HARD DRIVE	5
12	UPS	6
13	LAPTOP	4
14	NETWORK CABLE KIT TESTER	1
15	TELEVISION SET	2
16	SOUND SYSTEM, SPEAKER, AMPLIFIER, MICROPHONE, DVD PLAYER, STEREO WITH DVD PLAYER, MEGAPHONE (ASSORTED)	11
17	GUITAR	2
18	FAX MACHINE	4
19	ORGAN	1
20	CCTV	3
21	RADIO CASSETTE RECORDER	4
22	CELLPHONE	15

23	SMOKE DETECTOR	2
24	WHEEL BARROW	2
25	WEIGHING SCALE	1
26	GRASS CUTTER	2
27	BICYCLE	1
28	MOP SQUEEZER	6
29	LADDER	1
30	REFRIGERATOR	2
31	POWER BANK	9
32	RICE COOKER	2
33	WASHING MACHINE	3
34	BLENDER	3
35	STOVE	5
36	ELECTRIC KETTLE	2
37	AIRPOT	1
38	DOG HOUSE	1
39	GAS RANGE	1
40	WATER JUG	1
41	WATER DISPENSER	3