

REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE

June 30, 2022

INVITATION TO BID**To a Sealed Public Bidding for the Sale of Various Unserviceable Properties of DSWD-Field Office III Properties for CY 2021**

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 Properties of DSWD-Field Office III for CY 2021 through sale on an "as is, where is" basis (see attached list for the specific item).

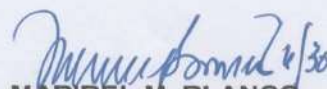
Prospective bidders may inspect the subject various unserviceable properties for disposal located at the DSWD Field Office, located at the Diosdado Macapagal Government Center, Maimpis, City of San Fernando (P) prior to submission of the sealed bid form.

Bid forms can be secured from the Regional Property and Awards Committee (RPDAC) Secretariat at the office of the Property and Supply Section (PSS), DSWD Field Office III, Diosdado Macapagal Gov't Center, Maimpis, City of San Fernando Pampanga and can also be inquired through telephone number (045) 861-3793 loc. 119.

Sealed bids shall be accompanied by a bidder's bond in the form of cash, cashier's check in an amount equivalent to at least ten percent (10 %) of the Total Bid Offer as indicated in Sec 9.6 of AO #06 of the Comprehensive Guidelines on the management of DSWD Properties and shall be submitted to the RPDAC Secretariat not later than 10:00 AM of July 11, 2022. Opening and deliberation of sealed bids will be at 11:00 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.

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.

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.


MARIBEL M. BLANCO
ARD for Administration
RPDAC Chairperson

REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE (RPDAC)

June 30, 2022

BID FORM**Gentlemen/Ladies:**

Please quote for the sealed public bidding for the disposal thru sale by lots on an "as is, where is" basis of various Unserviceable Properties consisting of the following:

LOT NO.	ITEM/DESCRIPTION	MINIMUM LOT BID PRICE	BID OFFER	REQUIRED BID BOND (10% of Bid Offer)
1	Various Unserviceable Properties - Property Plant and Equipment (PPEs) - Semi-Expendable Properties (PLS SEE ATTACHED LIST)	P94,160.00 36,842.30		
	GRAND TOTAL	P131,002.30		

Note : *(The amount of Bid should be indicated in numeric and in words, In case there is discrepancy between the two, the amount in words prevail.*

Prospective bidders may inspect the subject unserviceable properties located at the DSWD FO3 Property and Supply Section, Maimpis, City of San Fernando Pampanga.

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, Maimpis, City of San Fernando Pampanga inquired through telephone number (045) 861-3793 loc. 119.

In order to qualify, prospective bidders must bring the following:

1. Certified true copy of identification Card (ID) of the Bidder
2. Certified true copy of Updated Business/Mayor's permit
3. Certified true copy of BIR Registration

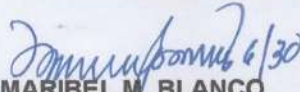
In case of representative the following must be presented:

1. Authorization Letter
2. Certified true copy of Identification Card (ID) of the owner
3. Certified true copy of Identification Card (ID) of authorized representative

(Note : Bring the original copies for verification)

Sealed bids shall be accompanied by a bidder's bond in the form of cash, cashier's check in an amount equivalent to of at least ten percent (10 %) of the Total Bid Offer as indicated in Sec. 9.6 of AO #06 of the Comprehensive Guidelines on the Management of DSWD Properties and shall be submitted to the RPDAC Secretariat not later than 10:00 AM of July 11, 2022. Opening and deliberation of sealed bids will be at 11:00 a.m. of the same date, to be held at DSWD Field Office III, Diosdado Macapagal Gov't Center, Maimpis, City of San Fernando Pampanga.

The DSWD Field Office III hereby reserve the right to reject any or all bids, to waive any formality therein, or to accent such bid/s that may be considered most advantageous to the government.


MARIBEL M. BLANCO
ARD for Administration
RPDAC Chairperson

For the winning bidder, the terms and conditions shall be indicated in the Notice of Award

Bid Bond:

Quoted by: _____

Amount: _____

(Print name and sign)

Form of Bond _____

Business Name: _____

ID Card No: _____

Address: _____

{for verification/refund purposes)

Tel./Fax Number: _____

IMPORTANT: Please read the attached Bidding Rules and Instructions to Bidders.

BIDDING RULES AND INSTRUCTIONS TO BIDDERS

1. The bidding/auction for the disposal of unserviceable properties shall proceed only if there are at least three (3) 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. 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/lots with the corresponding bid offer.
 - 4.2 The business or residence address of the bidder.
 - 4.3 The business license number 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 Regional Property Disposal and Awards Committee (RPDAC) 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 to be submitted in two (2) sealed envelope

1st Envelope- Technical Envelope

1. Certified true copy of identification Card (ID) of the Bidder
2. Certified true copy of Updated Business/Mayor's permit
3. Certified true copy of BIR Registration

In case of representative the following must be presented:

1. Authorization Letter
2. Certified true copy of Identification Card (ID) of the owner
3. Certified true copy of Identification Card (ID) of authorized representative

Note: Bring the original copies for verification

2nd Envelope- Financial Envelope

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

The TWO (2) envelopes shall be **SEALED IN ONE ENVELOPE**, securely sealed, signed on the flap and mark as follows

For : Ms. Maribel M. Blanco
ARDA/RPDAC 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
For CY 2021

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

(Mahalagang kumpletuhin at pirmahan ang inyong bid form at ilakip ang kinakailangang bid bond)

8. 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 three (3) working days from the bid opening.
9. 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 RPDAC. In case of tie, the bidders involved shall immediately submit another sealed bid which shall, likewise, be opened until such tie is broken.
10. 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 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 sa Cashier lamang ng DSWD Field Office 3)**
11. 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.
12. The Bid Bond of the losing/disqualified bidder shall be returned to them immediately after the announcement of the results.
13. 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.
14. 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 articles ay babalikatin ng magwawaging bidder.)** (Maliban sa mga ito ay wala nang iba pang babayaran kaninuman ang magwawaging bidder)

15. 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 PDAC and shall be made only during working hours and within the period fixed by the RPDAC.

ENVELOPE SEALING ILLUSTRATION

1) 1 Lot – VARIOUS SCRAP/WASTE MATERIALS

1st Envelope – Technical

2nd Envelope – Financial



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

Name of Bidder :

Re : Sealed Public Bidding for the Sale of
Various Unserviceable Properties

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 2021

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)
Various Unserviceable Properties of DSWD-Field Office III Properties for CY 2021	(write in figures and in words)	

Name of Bidder : _____

Signature : _____

Position : _____

Name of Company : _____

Address : _____

Contact Number/Email No. : _____

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
PRICE QUOTATION FORM

Date: _____

A. PROJECT DETAILS:

Title of Project : _____

Requesting Office : _____

B. QUOTE/OFFER

Name of Firm/Offendor : _____

Business Address : _____

Contact Person : _____

Contact Number : _____

ITEM NO.	QTY.	UNIT OF MEASURE	ARTICLES/DESCRIPTION	UNIT COST	TOTAL COST
			PPE		
1	46	UNIT	LAPTOP-ACER, ASUS, LENOVO, HP, SAMSUNG, DELL		
2	49	UNIT	LAPTOP-HASEE		
3	7	UNIT	LAPTOP-COBY		
4	50	UNIT	NOTEBOOK COMPUTER-COBY		
5	43	UNIT	CPU		
6	34	UNIT	MONITOR		
7	13	UNIT	PRINTER-HEAVY DUTY		
8	4	UNIT	SWITCH HUB		
9	10	UNIT	AIRCONDITIONER		
10	2	UNIT	GENERATOR-PORTABLE		
11	1	UNIT	PUSH CART		
12	1	UNIT	PROJECTOR		
13	4	UNIT	CAMERA		
14	2	UNIT	GRASS CUTTER		
15	1	UNIT	SEWING MACHINE-HEAVY DUTY		
16	1	UNIT	CELLPHONE		
17	3	UNIT	TELEVISION SET		
18	1	UNIT	VIDEOKE, WITH SONY MONITOR		
19	4	UNIT	COPIER-PORTABLE		
20	2	UNIT	SPRAYING EQUIPMENT		
21	1	UNIT	STAIR PUMP		
22	23	UNIT	BED-STEEL		
23	6	UNIT	TABLE -WOOD, VISUAL AID & WOOD CABINET		
24	2	UNIT	SALA SET-MALAYSIAN RUBBER WOOD		
			TOTAL BID (Amount in Figures)		

CANVASSER
(Signature Over Printed Name)

SUPPLIER
(Signature Over Printed Name)

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
PRICE QUOTATION FORM

Date: _____

A. PROJECT DETAILS:

Title of Project : _____

Requesting Office : _____

B. QUOTE/OFFER

Name of Firm/Offerrer : _____

Business Address : _____

Contact Person : _____

Contact Number : _____

ITEM NO.	QTY.	UNIT OF MEASURE	ARTICLES/DESCRIPTION	UNIT COST	TOTAL COST
			ICS		
1	2	unit	Calculator		
2	1	unit	Desk Lamp		
3	14	unit	Emergency Light		
4	127	unit	Electric Fan		
5	1	unit	Exhaust Fan		
6	68	unit	Chair		
7	67	unit	Office Table		
8	13	unit	Computer Table		
9	4	unit	Gang Chair		
10	2	unit	Wooden Cleopatra		
11	2	unit	Cabinet Steel w/ drawers		
12	1	unit	Shoe Cabinet wooden		
13	6	unit	Palo China Chair		
14	4	unit	Bed Pull-out		
15	7	unit	Uratex w/ leatherette		
16	1	unit	Stainless Chair		
17	12	unit	bed wooden		
18	9	unit	Cabinet wooden		
19	3	unit	Dish Tray		
20	1	set	Acacia Sofa Set		
21	1	unit	Oval Shaped Mirror		
22	6	unit	Dining Table		
23	6	unit	Double deck Steel		
24	85	unit	Printer		
25	35	unit	UPS		
26	2	unit	AVR		

ITEM NO.	QTY.	UNIT OF MEASURE	ARTICLES/DESCRIPTION	UNIT COST	TOTAL COST
27	4	unit	Hard Drive		
28	6	unit	Swith Hub		
29	5	unit	Router		
30	30	unit	Tablet		
31	2	unit	Laptop		
32	1	unit	Desktop,CPU		
33	10	unit	Telephone		
34	1	unit	Fax Machine		
35	1	unit	Microphone		
36	1	unit	Camera		
37	2	unit	Speaker		
38	3	unit	Casette/Radio		
39	2	unit	Guitar		
40	6	unit	Handheld Radio		
41	1	unit	Car Stereo		
42	10	unit	Powerbank		
43	3	unit	Sewing Machine		
44	10	unit	Stove		
45	1	unit	Electric Meter		
46	1	unit	Bicycle		
47	5	unit	Rice Sealer		
48	3	unit	Alcohol Dispenser		
49	1	unit	Electric Blower		
50	1	unit	Rectangular Base		
51	1	unit	Hand Mixer		
52	1	unit	Saw		
53	2	unit	Portable Power Sprayer		
54	1	unit	Grass Cutter		
55	1	unit	Oxygen Rergulator Valve		
56	1	unit	Jetmatic		
57	1	unit	Air Purifer		
58	6	unit	Mop Bucket Plastic		
59	2	unit	Knapsack Backpack Sprayer		
60	4	unit	Washing Machine		
61	1	unit	Water Heater		
62	6	unit	Wheel Chair		
63	1	unit	Chest Freezer		
64	1	unit	Water Dispenser		
65	2	unit	Voice Recorder		
66	1	unit	Dowel, Juicer		

ITEM NO.	QTY.	UNIT OF MEASURE	ARTICLES/DESCRIPTION	UNIT COST	TOTAL COST
67	9	unit	Rice Cooker		
68	1	unit	Coffee Maker		
69	1	unit	Door Lock		
70	2	unit	Blender		
71	4	unit	Burner		
72	2	unit	Steamer		
73	1	unit	Cooler		
74	1	unit	Flat Iron		
75	1	unit	Sphygmomano- meter		
			TOTAL BID (Amount in Figures)		

CANVASSER

(Signature Over Printed Name)

SUPPLIER

(Signature Over Printed Name)