

REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE

26 May 2023

INVITATION TO BID

To a Sealed Public Bidding for the Sale of Various Scrap/Waste Materials of DSWD- Field Office III Properties for CY 2023

The Department of Social Welfare and Development Field Office III invites all interested parties to a sealed public bidding for the disposal of various Scrap/Waste Materials of DSWD-Field Office III for CY 2023 through sale on an "as is, where is" basis (see attached list for the specific item).


Prospective bidders may inspect the subject various Scrap/Waste Materials 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 June 6, 2023. 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)

May 26, 2023

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 Scrap/Waste Materials consisting of the following:

LOT NO.	ITEM/DESCRIPTION	MINIMUM LOT BID PRICE	BID OFFER	REQUIRED BID BOND (10% of Bid Offer)
1	VARIOUS Scrap/Waste Materials	P144,939.92		
	GRAND TOTAL			

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 prevails).*

Prospective bidders may inspect the subject Scrap/Waste Materials located at the DSWD FO3 Property and Supply Section, Maimpis, City of San Fernando Pampanga at least one or two days prior to submission of the sealed bid form. In case the bidder opted not to personally inspect the items, then his/her bids becomes final.

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
4. Certified true copy of Updated Business/Mayor's permit
5. Certified true copy of BIR Registration

(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 June 6, 2023. Opening and deliberation of sealed bids will be at 11:00 am 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 

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 scrap/waste materials 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. 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 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 and one (1) sealed mother 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
4. Certified true copy of Updated Business/Mayor's permit
5. Certified true copy of BIR Registration

Note: Bring the original copies for verification

2nd Envelope- Financial Envelope

7.1 Fully Accomplished Financial Bid Form

7.2 Bid Bond- 10% of the total bid offer

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

To : 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 scrap/waste materials of
DSWD – Field Office For CY 2023

Any bid failing under the following condition/situation shall be considered invalid:

- a. There is no bidding participant;
- b. Only one bidder submitted a bid tender;
- 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

1st Envelope- Technical



2nd Envelope – Financial



TO	: DIR. MARIBEL M. BLANCO ARDA/Chairperson RPDAC DSWD – FO III
Name of Bidder	:
Re	: Sealed Public Bidding for the Sale of Various Scrap/Waste Materials

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 Scrap/Waste Materials of
DSWD-Field Office III Properties for CY 2023

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 Price/Offer)
Various Scrap/Waste Materials for disposal of DSWD-Field Office III Properties for CY 2023	(write in figures and in words)	(write in figures and in words)

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 prevails).*

Name of Bidder : _____

Signature of Bidder : _____

Position : _____

Name of Company : _____

Address : _____

Contact Number/Email No. : _____