

November 15, 2024

**INVITATION TO BID**
**Invitation to a Sealed Public Bidding for Waste Materials/ Scrap**

The Department of Social Welfare and Development-Central Office, 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:

Unit	DESCRIPTION	MINIMUM LOT/UNIT BID PRICE
257	Epson Printers	P1,285.00
48	HP Printers	P240.00
19	Brothers Printers	P95.00
8	Canon Printers	P40.00
9	Kyocera Xerox Machine	P135.00
1	Rizo Xerox machine	P100.00
141	Office Chair	P1,410.00

Prospective bidders may inspect the unserviceable property located at above-mentioned location during working days today **November 16 to 20, 2024** from **8am – 5pm**.

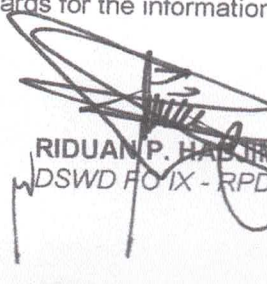
Bid Forms can be secured electronically by accessing this link <https://docs.google.com/forms/d/1e84uJY0qsXthQaNYimqbBAv1rg1AVZJnJeitFFzLnMY/edit> until 4pm on **November 11 to 14, 2024**. The complete set of bidding documents will be sent to the prospective bidders' address.

Sealed bids shall be submitted in a separate envelope for each lot accompanied by a bidder's bond in a form of cash, cashier's check or manager's check in the amount equivalent to at least ten percent (10%) of the total bid offered and shall submitted to RPDAC secretariat at Property and Supply Section (PSS) Office, Administrative Division, Ground Floor, DSWD FO IX Building, not later than **10:30 am of November 21, 2024**.

Opening and deliberation of the bid shall be at **10:30 AM** on the same date, via plenary. Bidders/Representatives can participate and witness the opening of bids at the above-mentioned venue.

DSWD field office IX hereby reserves the right to reject any of all bids, to waive any formality therein, and to accept such bids that may be considered most advantageous to the government. For further information, you may contact the **RPDAC secretariat Basir H. Kuming at 09067018207**.

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.



**RIDUAN P. HADDADIN CESOL III**  
 DSWD FO IX - RPDAC Chairperson

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

Date: November 07, 2024

**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)
257 unit	Epson Printers	P1,285.00			
48 unit	HP Printers	P240.00			
19 unit	Brothers Printers	P95.00			
8 unit	Canon Printers	P40.00			
9 unit	Kyocera Xerox Machine	P135.00			
1 unit	Roza Xerox Machine	P100.00			
141 unit	Office Chair	P1,410.00			

Prospective bidders may inspect the Waste materials/ Scrap in their respective mentioned stated above during regular working days on **November, 16-20, 2024, 8am – 5pm.**

Bid Forms can be secured electronically by accessing this link <https://docs.google.com/forms/d/1e84uJY0qsXthQaNYimqbBAv1rq1AVZJnJeitFFzLnMY/edit>  
The bidding documents will be sent to the prospective bidder's registered email accounts after completion and successful online registration.

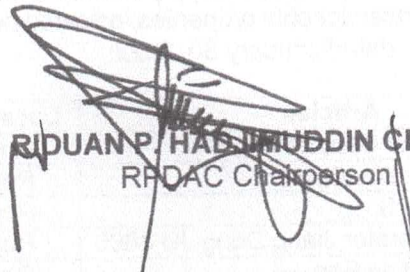
In order to pre-qualify, prospective bidders must submit the following:

1. Fully-accomplished Bid Form;
2. Copy of Identification Card (ID) of the Bidder and his/her representative;
3. Copy of latest and valid Business/Mayor's Permit; in case of submission of the expired permit, the official receipt will be accepted as proof that the bidder has applied for the renewal of the Business/Mayor's Permit;
4. Latest Notarized Special Power of Attorney or Authority Letter (in case the duly authorized representative is attending the public bidding).

The bidder shall submit his/her bid proposal in TWO (2) SEPARATE SEALED ENVELOPES composed of documentary and financial components which must be placed into one envelope, securely sealed, and property labeled containing the company name, address, contact number, signature, and bid form number on the face of the envelope. A bid bond shall be imposed on each bidder in the amount equivalent to at least ten percent (10%) of the total Bid Offer in the form of cash, cashier's check, or manager's check, and shall be submitted to the PDAC Secretariat at Property and Supply Section (PSS) Ground Floor, DSWD Bldg. not later than **10:30 AM of November 21, 2024.**

Opening and deliberation of sealed bids shall be at **10:30 AM** of the same date, to be held at the DSWD Conference Room, Ground Floor, DSWD-Field Office-IX.

Bidders/Representative can participate and witness the opening of bids through video conferencing or webcasting (e.g., Google Meet, Zoom, etc)  
 The DSWD-Field Office IX 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 RPDAC Secretariat through Cellphone No. **09067018207** and look for **Basir H. Kumping**.

  
**RIDUAN P. HAS MUDDIN CESO III**  
 RPDAC Chairperson

Terms: refer to Notice, if awarded

**Bid Bond**

**Amount** : \_\_\_\_\_  
**Form of Bond** : \_\_\_\_\_  
**ID\* Card/No** : \_\_\_\_\_  
**Business Name** : \_\_\_\_\_

**Quoted by** : \_\_\_\_\_ (Print Name and Sign)  
**Address** : \_\_\_\_\_  
**Tel/Fax Number** : \_\_\_\_\_  
**Email Address** : \_\_\_\_\_

\*for verification/refund purposes

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

(PLEASE DO NOT WRITE BELOW THIS LINE)

RPDAC Members	LOT 1		LOT 2		LOT 3		Signature
	Complying	Non-Complying	Complying	Non-Complying	Complying	Non-Complying	
1. RENATO G. FOJAS- RPDAC MEMBER							
2. RODNA GRACE E. SUGABO-RPDAC MEMBER							
3. ENGR. ROLEISTE C. FALSIS-RPDAC MEMBER							
4. USAY J. KUYONG JR.- RPDAC MEMBER							
<i>Observers:</i>							
1.							
2.							
3.							