

**19 March 2024**

**INVITATION TO BID (ITB)**

**Invitation to a Sealed Public Auction for the  
Sale of DSWD-Field Office Caraga for Various Unserviceable Items**

The Department of Social Welfare and Development-Field Office Caraga, through its Property Disposal and Awards Committee (PDAC), hereby invites all interested parties to participate in a sealed public auction for the disposal through sale on an “As-Is-Where-Is” basis of various unserviceable properties consisting of the following:

NO.	QTY	DESCRIPTION	ESTIMATED WEIGHT/QTY	APPRAISAL PER UNIT/PC, say	APPRAISED VALUE PER UNIT
1	3 units	Desktop - HP Pavilion	3 units	100.00	300.00
2	22 units	Desktop - Computer HP Compaq	22 units	100.00	2,200.00
3	26 units	Desktop - Xitrix Deskframe EL-335	26 units	100.00	2,600.00
4	1 unit	Desktop - Workstation-Xitrix Deskframe M710	1 unit	100.00	100.00
5	16 units	Desktop - Acer Veriton	16 units	100.00	1,600.00
6	1 unit	Desktop - Xitrix EL2400	1 unit	100.00	100.00
7	1 unit	Desktop - Lenovo	1 unit	100.00	100.00
8	1 unit	Desktop - Computer Cloned	1 unit	100.00	100.00
9	16 units	Laptop - Acer Aspire	16 units	100.00	1,600.00
10	3 units	Laptop - Asus	3 units	100.00	300.00
11	3 units	Laptop - Coby NBPC1435	3 units	100.00	300.00
12	22 units	Laptop - HP Compaq	22 units	100.00	2,200.00
13	14 units	Laptop - HP Probook	14 units	100.00	1,400.00
14	42 units	Laptop - Acer Travelmate	42 units	100.00	4,200.00
15	79 units	Laptop - Coby NBPC1165	79 units	100.00	7,900.00
16	33 units	Laptop - Hasee HEH41	33 units	100.00	3,300.00
17	1 unit	Laptop - HP Mini 110-3713TU	1 unit	100.00	100.00
18	4 units	Laptop - Lenovo Thinkpad/Ideapad	4 units	100.00	400.00
19	3 units	Printer - Brother (HL-2130, MFC-J825DW)	3 units	50.00	150.00
20	4 units	Printer - Canon LBP Series (3250, 6650, 7200, 2900)	4 units	100.00	400.00
21	19 units	Printer - Canon Pixma Series (IP16980, IP2770, M897, MX437, IP2720, MP287, MP237, MG3570)	19 units	100.00	1,900.00
22	4 units	Printer - Epson A3 L1300	4 units	100.00	400.00
23	56 units	Printer - Epson L-Series (L120, L220, L360, L405, L3110, L3150, L485)	56 units	100.00	5,600.00
24	9 units	Printer - HP Deskjet (GT-5810, 2415, 2315, K209a)	9 units	100.00	900.00



NO.	QTY	DESCRIPTION	ESTIMATED WEIGHT/QTY	APPRAISAL PER UNIT/PC, say	APPRAISED VALUE PER UNIT
25	24 units	Printer - HP Laserjet (P1102, Pro400, M127fn, M127fs, MFP130fn, P1006, M130A, 1606)	24 units	100.00	2,400.00
26	3 units	Printer - HP Mobile Printer L411a	3 units	100.00	300.00
27	1 unit	Printer - Fuji Xerox 3124	1 unit	300.00	300.00
28	3 units	Printer - HP InkTank (415, 315)	3 units	100.00	300.00
29	4 units	Printer - HP Laserjet M602	4 units	100.00	400.00
30	1 unit	Printer - HP Pro (8510)	1 unit	200.00	200.00
31	2 units	Aircon - 1HP window type condura, kelvinator	2 units	300.00	600.00
32	14 units	Aircon - 2 HP window type (Samsung, Condura, Carrier)	14 units	300.00	4,200.00
33	2 units	Scanner - Flat Bed HP	2 units	100.00	200.00
34	4 units	Scanner - High Speed Canon, Panasonic	4 units	100.00	400.00
35	4 units	Copier - Large Format: Gestetner, Taskalfa, Sharp, Kyocera	4 units	150.00	600.00
36	3 units	Copier - Ineo, Develop	3 units	150.00	450.00
37	2 units	Generator - Jiang Dong 6.5 HP	2 units	1,000.00	2,000.00
38	2 units	Generator - Norton PDE6000 15KVA	2 units	1,000.00	2,000.00
39	1 unit	Generator - KENBU 6KVA	1 unit	1,000.00	1,000.00
40	3 units	TV - 14" Sharp, Panasonic, Devant	3 units	100.00	300.00
41	1 unit	TV - 40" Sony Flat Screen	1 unit	150.00	150.00
42	1 unit	TV - 50" Devant Flat Screen	1 unit	150.00	150.00
43	1 unit	TV - 24" Devant Flat Screen	1 unit	100.00	100.00
44	2 units	TV - 32" Devant Flat Screen	2 units	100.00	200.00
45	4 units	TV - 49" Samsung Curve Flat Screen	4 units	150.00	600.00
46	4 units	Bundy Clock - Amano, Aibao, David Link	4 units	25.00	100.00
47	3 units	Dish Dryer - Markes	3 units	25.00	75.00
48	2 units	Ergonomic Chair	2 units	25.00	50.00
49	1 unit	DVD Player JVC	1 unit	25.00	25.00
50	3 units	Electric Stand Fan - Boston Bay, Panda, Panasonic	3 units	25.00	75.00
51	2 units	Fax Machine - KXFT933CX, KXFT983S	2 units	25.00	50.00
52	1 unit	POE Manager Switch SF300	1 unit	50.00	50.00
53	2 units	Refrigerator - Sharp, Sanyo 6.7 cu.m.	2 units	150.00	300.00
54	2 units	Washing Machine - Sharp Twin Tub	2 units	100.00	200.00
55	1 unit	Weighing Scale - Electronic	1 unit	150.00	150.00
56	1 unit	Electric Hand Drill HP1630 - MAKITA	1 unit	150.00	150.00
57	2 units	Guitar Amplifier - Aspire, GTX	2 units	150.00	300.00
58	3 units	Keyboard/Organ - Davis, X-Trek	3 units	100.00	300.00
59	4 units	Multimedia Projector - Acer, Infocus, Epson	4 units	50.00	200.00
60	1 unit	Sewing Machine - Select 570	1 unit	150.00	150.00
61	2 units	Typewriter - Brother, Interwood Electronic	2 units	50.00	100.00
62	214 units	Cherry Mobile Tablet A660	214 units	50.00	10,700.00
<b>TOTAL FOR EQUIPMENT, DESKTOP, ETC.</b>					<b>₱67,975.00</b>



NO.	QTY	DESCRIPTION	ESTIMATED WEIGHT	Appraisal per Kilogram/Pc, say	APPRAISED VALUE PER KILO/PC
1	834.5 kg	Various Vehicle Parts	834.5 kg	15.00	12,517.50
2	45.5 kg	Water Pump	45.5 kg	30.00	1,365.00
3	5 pcs.	Battery Vehicle	5 pcs.	300.00	1,500.00
4	94 kg	Various Wires	94 kg	40.00	3,760.00
5	14 kg	Various Metals	14 kg	15.00	210.00
6	48 pcs.	Various Vehicle Tires – Medium Size	48 pcs.	30.00	1,440.00
7	6 pcs.	Tires for Wing Van	6 pcs.	100.00	600.00
<b>TOTAL FOR WASTE MATERIALS</b>					<b>₱21,392.50</b>
<b>TOTAL MINIMUM FLOOR PRICE FOR THE WHOLE LOT</b>					<b>₱89,367.50</b>

Prospective bidder is encouraged to conduct ocular inspection of the property for sale before submitting his/her proposal located at the DSWD Home for Girls Center, Brgy. Bonbon, Butuan City during working days from **March 20-27, 2024, @ 9:00 a.m. to 3:00 p.m.**

Sealed bids shall be accompanied by a photocopy of a **valid government-issued identification card, Mayor's Permit** and a **bidder's bond** either in the form of cash, cashier's check or manager's check payable to DSWD-FO Caraga in an amount equivalent to at least ten percent (10%) of the Total Bid Offer, and shall be submitted to the DSWD-FO Caraga Secretariat for Disposal not later than **9:30 a.m. of April 2, 2024. Opening and deliberation of sealed bids will be at 10:00 a.m. of the same date**, to be held at Conference Room, Pahigayon Building, DSWD-FO Caraga, Capitol Site Compound, Butuan City.

All bonds of non-winning bidder are refundable immediately after selection of winning bidder. Floor Price of the property for sale as indicated above is non-negotiable.

The bidder's bond of the winning bidder shall form part of the bid quotation and shall be considered as partial payment. However, bid bond shall be forfeited if the winning bidder failed to pay the total bid offer within the prescribed period stated in the Notice of Award.

All expenses, taxes, and charges in connection to this sale shall be borne by the buyer. Date of completion and full payment shall be made within five (5) working days from receipt of the Notice of Award.

Non-compliance of the winning bidder on the stipulated Terms and Conditions shall be grounds for the rejection of the bid without prejudice to a re-bidding as the situation warrants.

#### CONDITIONS OF SALE:

1. The unserviceable properties described above will be sold on "as is, where is" basis.
2. Bidder's quotation and the awarding of sale shall be undertaken as **ONE LOT** of all the unserviceable units/item as listed.



3. Participating bidders are presumed to have seen and inspected the above-listed unserviceable properties located at Home for Girls Center, Brgy. Bon-bon, Butuan City.
4. Bids shall be submitted using the prescribed **Bidding Form** as herein attached mark as **Annex A** and in strict compliance with the requirements of the Instructions.
5. Award shall be given to the highest responsive bidder whose total bid price is not lower than the stated floor price.
6. All units/items covered by this Invitation to Bid must be paid and picked-up by the winning bidder within ten (10) working days from the date of receipt of full payment. Storage fee equivalent to 1% of the total winning bid price will be charged per day of delay and shall be deducted from the bond until the whole amount is exhausted, after which the DSWD-FO Caraga may resell the unserviceable properties.
7. Withdrawal and hauling of the unserviceable properties shall be made only during official working hours from 8:00 a.m. to 5:00 p.m., Monday to Friday.
8. DSWD-FO Caraga hereby reserves the right to accept or reject any or all bids, to waive any formality therein, to annul the bidding process and reject all Bids anytime prior to Contract Award without thereby incurring any liability to the affected Bidder of Bidders 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, DSWD official facebook page and/or at the conspicuous places within the DSWD premises for the information of the general public.

  
**TRISTAN C. TELEN, Phd, MA, REB**  
Chairperson  
Regional Property Disposal and  
Awards Committee (RPDAC)



**Annex A**

**BID FORM**

Date: **02 APRIL 2024**

Bid No.: **01 – 2024**

**Gentlemen/Ladies:**

In conformity with the posted Invitation to Bid (ITB) for the sealed public bidding for the disposal thru sale of One (1) Lot of various unserviceable items as listed below on an “**as-is,where-is**” basis, please submit your quotation using the table below.

ITEM NO.	QTY	DESCRIPTION	MINIMUM FLOOR PRICE FOR ONE (1) LOT	BIDDER'S BID PRICE OFFER	REQUIRED BID BOND (C x 10%)	ENCLOSED BID BOND (Not lower than the required bid bond)
1	3 units	Desktop - HP Pavilion	₱89,367.50		₱8,936.75	
2	22 units	Desktop - Computer HP Compaq				
3	26 units	Desktop - Xitrix Deskframe EL-335				
4	1 unit	Desktop - Workstation-Xitrix Deskframe M710				
5	16 units	Desktop - Acer Veriton				
6	1 unit	Desktop - Xitrix EL2400				
7	1 unit	Desktop - Lenovo				
8	1 unit	Desktop - Computer Cloned				
9	16 units	Laptop - Acer Aspire				
10	3 units	Laptop - Asus				
11	3 units	Laptop - Coby NBPC1435				
12	22 units	Laptop - HP Compaq				
13	14 units	Laptop - HP Probook				
14	42 units	Laptop - Acer Travelmate				
15	79 units	Laptop - Coby NBPC1165				
16	33 units	Laptop - Hasee HEH41				
17	1 unit	Laptop - HP Mini 110-3713TU				
18	4 units	Laptop - Lenovo Thinkpad/Ideapad				
19	3 units	Printer - Brother (HL-2130, MFC-J825DW)				
20	4 units	Printer - Canon LBP Series (3250, 6650, 7200, 2900)				
21	19 units	Printer - Canon Pixma Series (IP16980, IP2770, M897, MX437, IP2720, MP287, MP237, MG3570)				
22	4 units	Printer - Epson A3 L1300				
23	56 units	Printer - Epson L-Series (L120, L220, L360, L405, L3110, L3150, L485)				
24	9 units	Printer - HP Deskjet (GT-5810, 2415, 2315, K209a)				
25	24 units	Printer - HP Laserjet (P1102, Pro400, M127fn, M127fs, MFP130fn, P1006, M130A, 1606)				
26	3 units	Printer - HP Mobile Printer L411a				



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27	1 unit	Printer - Fuji Xerox 3124				
28	3 units	Printer - HP Inktank (415, 315)				
29	4 units	Printer - HP Laserjet M602				
30	1 unit	Printer - HP Pro (8510)				
31	2 units	Aircon - 1HP window type condura, kelvinator				
32	14 units	Aircon - 2 HP window type (Samsung, Condura, Carrier)				
33	2 units	Scanner - Flat Bed HP				
34	4 units	Scanner - High Speed Canon, Panasonic				
35	4 units	Copier - Large Format: Gestetner, Taskalfa, Sharp, Kyocera				
36	3 units	Copier - Ineo, Develop				
37	2 units	Generator - Jiang Dong 6.5 HP				
38	2 units	Generator - Norton PDE6000 15KVA				
39	1 unit	Generator - KENBU 6KVA				
40	3 units	TV - 14" Sharp, Panasonic, Devant				
41	1 unit	TV - 40" Sony Flat Screen				
42	1 unit	TV - 50" Devant Flat Screen				
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56	1 unit	Electric Hand Drill HP1630 - MAKITA				
57	2 units	Guitar Amplifier - Aspire, GTX				
58	3 units	Keyboard/Organ - Davis, X-Trek				
59	4 units	Multimedia Projector - Acer, Infocus, Epson				
60	1 unit	Sewing Machine - Select 570				
61	2 units	Typewriter - Brother, Interwood Electronic				
62	214 units	Cherry Mobile Tablet A660				
63	834.5 kg	Various Vehicle Parts				
64	45.5 kg	Water Pump				
65	5 pcs.	Battery Vehicle				
66	94 kg	Various Wires				
67	14 kg	Various Metals				



ITEM NO.	QTY	DESCRIPTION	MINIMUM FLOOR PRICE FOR ONE (1) LOT	BIDDER'S BID PRICE OFFER	REQUIRED BID BOND (C x 10%)	ENCLOSED BID BOND (Not lower than the required bid bond)
68	48 pcs.	Various Vehicle Tires - Medium Size				
69	6 pcs.	Tires for Wing Van				

**It is understood that:**

1. Sealed bids shall be accompanied by a photocopy of a valid government-issued identification card and Mayor's Permit.
2. Quoted price shall be valid not less than 60 calendar days;
3. The above items shall be sold on "as is, where is" basis;
4. Bid bond should be at least 10% of the minimum bid price set by the government;
5. Bidder's quotation together with the bid bond will be accepted on or before April 2, 2024 at 9:30 a.m. by the PDAC Secretariat at the Property & Supply Section, DSWD-Field Office Caraga, Capitol Site Compound, Butuan City;
6. Notice of award shall be issued to successful bidder after approval by the Regional Director. The award will be cancelled, rendered ineffective if the bidder refuse to sign the award within 5 calendar days;
7. Bid bond of the winning bidder is considered as partial payment and full payment shall be made within 5 working days from receipt of notice of award and shall be made by cash or managers check payable to DSWD-Field Office Caraga;
8. In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the government;
9. The awardee shall withdraw the items within ten (10) working days from the date of receipt of full payment otherwise, storage fee equivalent to 1% of the total winning bid price will be charged per day of delay and shall be deducted from the bond until the whole amount is exhausted, after which the DSWD-FO Caraga may resell the unserviceable properties.

The DSWD-Field Office Caraga 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. (085) 303-8620 local 243 or at 0907-737-4132.

**TRISTAN C. TELEN, Phd, MA, REB**  
ARDA/RPDAC Chairperson

**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 Invitation to Bid.

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(PLEASE DO NOT WRITE BELOW THIS LINE)

RPDAC Members	LOT 1		Signature
	Complying	Non-Complying	
1. Tristan C. Telen			
2. Ramil M. Taculod			
3. Mary Ann M. Manla			
4. Gretchen F. Escala			
5. John A. Leonardo			
<i>Observers:</i>			
1.			
2.			
3.			