



12 August 2024

## INVITATION TO BID

### Invitation to a Sealed Public Bidding for the Sale of Unserviceable Motor Vehicle, Office/I.T. Equipment and Semi-Expendable Properties

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:

QTY/UNIT	ITEM/DESCRIPTION	MINIMUM BID/ FLOOR PRICE
<i>Unserviceable Office/I.T. Equipment, Semi-Expendable Properties including Construction Materials/Debris</i>		
1 lot	<b>Office/I.T. Equipment and Semi-Expendable Properties</b> (Laptop/Desktop/Computer/Printer/Airconditioner/ Copier Machine/Impulse Sealer/ Uninterrupted Power Supply/ Fax Machine, others)	<b>₱154,821.70</b>
<i>Unserviceable Motor Vehicles</i>		
1 unit	<b>2000 Isuzu Mini Bus</b>	<b>₱78,000.00</b>
1 unit	<b>2010 Ford Ranger Pick-up</b>	<b>₱61,773.25</b>
1 unit	<b>2007 Isuzu Crosswind Wagon XL</b>	<b>₱37,490.00</b>
1 unit	<b>2007 Isuzu Crosswind Wagon XL</b>	<b>₱37,490.00</b>
1 unit	<b>2000 Toyota Revo Tamaraw</b>	<b>₱25,000.00</b>

Bid forms can be secured electronically by registering through this link <https://forms.gle/7wjJ362CpHUALvQW7> until 4:00 P.M. of August 22, 2024. The complete set of bidding documents will be sent to the prospective bidder's registered email account after completion and successful online registration.

Prospective offerors may inspect the abovementioned unserviceable properties at the DSWD – Central Office, Batasan Complex, Quezon City, during regular working days from **August 13-22, 2024, 8:00 A.M. to 4:00 P.M.**

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

1. Fully-accomplished Bid Form;
2. Copy of valid government-issued Identification Card (I.D) of the Bidder and his/her representative with three (3) specimen signatures;
3. Copy of Valid Business/Mayor's Permit; In case of submission of the expired permit, the electronic receipt and/or e-copy of Business/Mayor's Permit issued by the Local Government Unit will be accepted as proof that the bidder has applied for the renewal of the permit; and
4. Original/Certified True Copy (CTC) of Latest Notarized Special Power of Attorney (SPA) or Original Authority Letter, in case the duly authorized representative is attending the public bidding. (In case of CTC of SPA, the same must be signed by the principal)

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 properly 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 PDAC Secretariat at **Property Supply and Asset Management Division (PSAMD) Warehouse 1, Ground Floor, Matapat Bldg.** not later than **8:30 A.M. of August 23, 2024 (Friday)**.

Opening and deliberation of sealed bids shall be at **9:30 A.M.** of the same date, via virtual conferencing/webcasting (e.g. *Google Meet, Zoom, etc.*) pursuant to Inter-Agency Task Force (IATF) Health and Safety Protocols and approved A.O. No. 18m series of 2021, being implemented by the Department during COVID-19 pandemic. Bidders/Representatives can participate and witness the opening of bids through video conferencing or webcasting, such as but not limited to Google Meet or Zoom Platforms. The joining link will be forwarded to the bidder's registered email address before the scheduled opening and deliberation of sealed bids.

The PDAC will hold a Pre-Bid Conference happening on **August 22, 2024**, at 2:00 P.M. via Google Meet link [meet.google.com/xehffwvxm](https://meet.google.com/xehffwvxm), which shall be open to all registered prospective bidders.

The DSWD-Central Office 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. (02) 8931-91-45 or email at [pdacsecretariat@dswd.gov.ph](mailto:pdacsecretariat@dswd.gov.ph).

Let copies of this Invitation to Bid be posted at the DSWD website and/or at least on three (3) conspicuous places within the DSWD premises and disseminate the same to as many government agencies as possible within the locality for posting on their bulletin boards for the information of the general public.



**ATTY. GINA V. WENCESLAO**  
Assistant Secretary for GASSG  
Chairperson, Property Disposal and Awards Committee