



12 August 2025

INVITATION TO BID

Invitation to a Sealed Public Bidding for the Disposal through Sale of Four (4) lots of Waste/Scrap Materials

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 waste/scrap materials consisting of the following:

LOT	DESCRIPTION	MINIMUM BID PRICE PER LOT/KG	LOCATION
1	Cardboard (Boxes & Core) (Cardboard Box - 3,000kgs; Core from stretch plastic film - 6,500kgs)	₱2.00/kg	DSWD – NROC, Pasay City
2	Empty Nylon Sack (Volume = 7,000 kgs.)	₱8.00/kg	
3	Assorted Scrap Wrapping Plastic Film and Vacuum Plastic (Volume = 6,000 kgs.)	₱6.00/kg	
4	Assorted Scrap Metal (Volume = 4,701.20 kgs.)	₱51,700.24/lot	DSWD – Central Office Quezon City

Bid forms can be secured electronically by registering through this link <https://forms.gle/H2vXEXjSGgT4JEG77> until 4:00 P.M. of August 21, 2025. The complete set of bidding documents will be sent to the prospective bidder’s registered email account after completion and successful online registration.

Prospective bidders may inspect the abovementioned materials at the DSWD – Central Office, Batasan Complex, Quezon City, and National Resource Operations Center (NROC), NAIA Chapel Road, in Pasay City, during regular working days from **August 14, 2025 to August 20, 2025, 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 Authority Letter, Original/Certified True Copy (CTC) of Latest Notarized Special Power of Attorney (SPA) for Sole Proprietor and Partnership Company or Corporate Secretary’s Certificate for Corporation, 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)

Department of Social Welfare and Development
**ADMINISTRATIVE SERVICE
FOR POSTING**

Received By: *[Signature]*

Date: *8/14/25*



The bidder shall submit their bid proposal in **TWO (2) SEPARATE SEALED ENVELOPES** using the prescribed forms, composed of documentary and financial components, both of which shall be sealed and labeled accordingly, and enclosed into a **mother envelope**. The mother envelope must be securely sealed, signed, 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 22, 2025 (Friday)**.

Opening and deliberation of sealed bids shall be at **9:30 A.M.** of the same date. 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 20, 2025**, at 2:00 P.M. via Google Meet link meet.google.com/cqj-nrna-qby, 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.

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 Peace and Development Group
Chairperson, Property Disposal and Awards Committee