

INVITATION TO BID

Disposal of Various Unserviceable and No Longer Needed Office/ I.T. Equipment, Semi-Expendable Properties, Waste and 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 various unserviceable and no longer needed DSWD properties consisting of the following:

LOT NO.	DESCRIPTION	MINIMUM BID PRICE PER LOT	LOCATION
Unserviceable Office/I.T. Equipment, Semi-Expendable Properties, Waste Materials and Metal Scraps			
1	Unserviceable Office/I.T. Equipment, Semi-Expendable Properties and Waste Materials (Laptop, Desktop All-in-One, CPU, Cellphone, Airconditioner, Assorted Chairs & Tables, others)	₱86,904.31/lot	DSWD – Central Office Quezon City
2	Assorted Metal Scraps (Roof Sheets, Metal Furring, Metal Sheets, Reinforcement Bars, Metal Frames and Lighting Fixture Casing) Volume = 7,020.14kgs.	₱59,179.78/lot	
Assorted Waste/Scrap Materials			
3	Assorted Waste/Scrap Materials (Metal Scrap - 10,540kgs.; Damaged Plastic Storage Box 1,000pcs.; Slotted Carton - 11,472pcs.)	₱104,401.00/lot	Luzon Disaster Resource Center (LDRC) Pasay City

Bid forms can be secured electronically by registering through this link <https://tinyurl.com/3vfwbvyp> until 4:00 P.M. of **May 27, 2026**. 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 unserviceable and no longer needed DSWD properties at the DSWD – Central Office, Batasan Complex, Quezon City and at the DSWD - Luzon Disaster Resource Center (DSWD-LDRC, NAIA Chapel Road, Pasay City, starting **May 21, 2026 to May 27, 2026, 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 a valid government-issued Identification Card (ID) of the Bidder and his/her representative with three (3) specimen signatures;
3. Copy of a 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)

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 May 28, 2026 (Thursday)**.

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 **May 26, 2025**, at **2:00 P.M.** via Google Meet link <https://meet.google.com/oht-zcaq-wbc>, 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

Date: _____

Department of Social Welfare and Development
ADMINISTRATIVE SERVICE

FOR POSTING

Received By: Maria Date: 5/21/2026

PROPERTY DISPOSAL AND AWARDS COMMITTEE

Sealed Public Bidding for the Sale of Various Unserviceable Office/I.T. Equipment, Semi-Expendable Properties and Waste/Scrap Materials

ONE (1) LOT OFFICE/I.T. EQUIPMENT, SEMI-EXPENDABLE PROPERTIES AND WASTE MATERIALS LOCATED AT DSWD – CENTRAL OFFICE					
NO.	ITEM/s	QTY/UNIT	NO.	ITEM/s	QTY/UNIT
1	Desktop Computer (All in One)	2 units	31	Pull Up Banner	8 pieces
2	CPU	56 units	32	UV Sterilize Box	1 piece
3	Laptop	45 units	33	White Board	1 piece
4	Monitor	36 units	34	Filing Cabinet	19 pieces
5	Workstation	7 units	35	Mobile Pedestal	35 pieces
6	UPS	27 units	36	Chairs (Assorted)	342 pieces
7	Server UPS (220V)	6 units	37	Office Partitions	157 pieces
8	Printer	104 units	38	Table (Assorted)	51 pieces
9	Copier	9 units	39	Table Top	181 pieces
10	Electric Fan	10 units	40	Table Frame	163 pieces
11	Scanner	1 unit	41	Exhaust Fan	2 units
12	TV	14 units	42	Air Purifier	11 units
13	Cellphone	50 units	43	Air Cooler	2 units
14	Tablet	26 units	44	Refrigerator	1 unit
15	Wifi Device and Pocket Wifi	12 units	45	Washing Machine	1 unit
16	Audio Mixer	3 units	46	Fogging Machine	2 units
17	Audio Speaker	6 units	47	Mist Blower Machine	2 units
18	Wireless Microphone	3 units	48	Mimeo Machine	1 unit
19	Airconditioner Split (Indoor)	4 units	49	Hand Sanitizer Dispenser	32 pieces
20	Airconditioner Split Type (Indoor & Outdoor)	21 units	50	Alcohol Dispenser	5 pieces
21	Airconditioner Window Type	36 units	51	Thermal Scanner w/ Dispenser	10 pieces
22	Microwave Oven	5 units	52	Thermometer Gun	5 units
23	Coffee Maker	13 units	53	Toners & Drums	167 pieces
24	Electric Airpot	4 units	54	Tires	200 pieces
25	Medical Kit	14 pieces	55	Light Stand	8 pieces
26	Water Dispenser	4 units	56	Assorted Plastic	50 kilos
27	Hydraulic Jack (Manual)	2 pieces	57	Luminare	100 kilos
28	Hydraulic Stacker	1 unit	58	Sintra Board	25 kilos
29	Fire Extinguisher	10 pieces	59	Roll-up Door (Metal)	70 kilos
30	Wall Clock	4 pieces	-n/f-	-n/f-	-n/f-

ONE (1) LOT ASSORTED METAL SCRAPS LOCATED AT DSWD – CENTRAL OFFICE	
ITEM/s	ESTIMATED WEIGHT
Assorted Metal Scraps <i>(Roof Sheets, Metal Furring, Metal Sheets, Reinforcement Bars, Metal Frames and Lighting Fixture Casing)</i>	7,020.14kgs.

ONE (1) LOT ASSORTED WASTE/SCRAP LOCATED AT DSWD – LUZON DISASTER RESOURCE CENTER (LDRC)	
ITEM/s	ESTIMATED WEIGHT
Assorted Metal Scraps <i>(Scraps from roll up doors, material recovery facility, Truck container van, and other scraps)</i>	10,540kgs.
Damaged Plastic Storage Box	1,000pcs. or 1,500kgs.
Slotted Carton	11,472pcs. or 4,993kgs.