

June 5, 2025

INVITATION TO BID

Invitation to a Sealed Public Bidding for the Sale of Waste  
 Materials/Serviceable/Unserviceable Items

The Department of Social Welfare and Development Field Office 10, through its Regional Property Disposal and Awards Committee (RPDAC), 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 waste material/serviceable/unserviceable properties consisting of the following:

ITEM DESCRIPTIONS	QUANTITY
<b>PPE SERVICEABLE OBSOLETE</b>	
Desktop	4
<b>PPE UNSERVICEABLE</b>	
Digital Camera	2
Desktop	1
Laptop	28
Floor mounted air conditioner	2
Photocopier	3
LED TV	1
<b>SEMI-EXPENDABLE UNSERVICEABLE</b>	
Refrigerator	1
Air conditioner Window Type	6
Laptops	63
Printers	50
Steel Cabinet	14
Bundy Clock	1
Laminator	1
DVD Player	2
LCD Projector Infocus	1
Sony Cassette Player	1
UPS	23
Digital Camera	1
Powerbank	1
Samsung Cellphone	38
Computer Desktop	11
Monitor	3
Water Dispenser	6



TV LED Monitor	3
Type writer	2
Floor polisher	1
Washing machine	2
Industrial Fan	4
Pushcart	1

**STARTING BID PRICE – Php. 24,349.60**

(Based on the agency appraised value)

**The schedule of RPDAC activities:**

ACTIVITY	DATE
Preparation of invitation to bid	June 5, 2025
Deadline for the submission of Bid Form	June 25, 2025 @ 12:00 PM, DSWD FO 10 Property and Supply Section
Opening of Buyers Bid	June 25, 2025 @ 1:00 PM

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.

**ARDA SALMAH M. BASHER, CESO IV**  
RPDAC Chairperson



## REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE (RPDAC)

Date: 5 June 2025

Bid No.: 2025 – 03

### BID FORM

Sir/Madam:

Please quote for the sealed public bidding or the disposal thru sale by lot/unit on an “as-is-where-is” basis of the hereunder unserviceable/serviceable properties:

DESCRIPTION	QUANTITY	MINIMUM BID PRICE PER UNIT (Php)	BID OFFER (Php)	REQUIRED BID BOND (D x 10%) (Php)	ENCLOSED BID BOND (Not lower than the required bid bond) (Php)
<b>PPE SERVICEABLE OBSOLETE</b>					
Computer Desktop	4				
<b>PPE UNSERVICEABLE</b>					
Digital Camera	2				
Desktop	1				
Laptop	28				
Floor mounted air conditioner	2				
Photocopier	3				
LED TV	1				
<b>SEMI-EXPENDABLE UNSERVICEABLE</b>					
Refrigerator	1				
Air conditioner	6				
Window Type					
Laptops	63				
Printers	50				
Steel Cabinet	14				
Bundy Clock	1				
Laminator	1				
DVD Player	2				
LCD Projector Infocus	1				
Sony Cassette Player	1				
UPS	23				
Digital Camera	1				
Powerbank	1				
Samsung Cellphone	38				
Computer Desktop	11				
Monitor	3				
Water Dispenser	6				

PAGE 1 of 2



TV LED Monitor	3			
Type writer	2			
Floor polisher	1			
Washing machine	2			
Industrial Fan	4			
Pushcart	1			

**STARTING BID PRICE – Php. 24,349.60**

(Based on the agency appraised value)

The DSWD Field Office 10 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 mobile number 0964-745-7114.

**ARDA SALMAH M. BASHER**  
RPDAC Chairperson

Terms: refer to Notice, if awarded

**Bid Bond**

Quoted by : \_\_\_\_\_  
(Print Name and Sign)

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

Address : \_\_\_\_\_  
Mobile/Tel No.: \_\_\_\_\_  
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	
	Complying	Non-Complying
Salmah M. Basher		
Bellene L. Ahmad		
Melanie R. Galagala		
Marie Carl T. Monteroso		
Hanilyn T. Cimafranca		
Edgar G. Requilme		
Roniel P. Tabar		
Arnel Q. Cabanao		



## **TERMS AND CONDITIONS**

### **A. AUCTION PROCEEDING**

At the date of the auction sale, all bidders shall register their names and addresses at the logbook and drop the sealed bid containing the quotation for the amount offered and the bidders bond equivalent to ten percent (10%) of the amount of bid in cash, cashier's or manager's check, in the box made for the purpose prior to the date designated time for opening of the bid whereupon submission of the bids shall be declared closed by the Committee, at the exact time set and shall be signed by all members of the Committee and the COA representative.

### **B. DETERMINING WINNING BID**

After the opening of all bids the member secretary shall prepare the Abstract of Bids in three (3) copies to determine the winning bidder. The highest price offered shall be the winning bid provided that the amount shall be higher or equal to the pre-determined minimum bid. In case of a tie the Committee shall exercise reasonable discretion in determining the winning bid.

### **C. BIDDER'S BOND**

Immediately after the winning bidder has been determined by the Committee, the winning bidder's bond shall be considered as partial payment and the difference in the amount between the bid and the bid bond shall be paid in the form of cash, cashier's or manager's check of a respectable bank in Cagayan de Oro City within five (5) working days from the date of the receipt of the Notice of Award.

### **D. AWARD TO THE WINNING BIDDER**

The award shall be made to the winning bidder as soon as the Notice of Award is approved/ signed by the Chairman of the Disposal Committee. The balance of the bid amount shall be paid in full within five (5) working days from the receipt of the Notice of Award and the articles/ materials shall be immediately withdrawn from the government premises within one hundred twenty (120) days. A daily storage fee of one half ( $\frac{1}{2}$ ) of the selling price shall be imposed on items not claimed within one hundred twenty (120) days from the date of full payment. If the property remains unclaimed after one hundred twenty (120) days, a grace period of sixty (60) days shall be given, after which ownership of the awarded property shall automatically revert to the Authority. The Authority shall then have the right to dispose the property through whatever manner the disposal Committee deems advantageous to the Authority.

**THIS OFFICE RESERVED THE RIGHT TO REJECT ANY OF ALL BIDS, TO WAIVE ANY DEFECT THEREIN, OR TO ACCEPT SUCH BID OR A PART THEREOF AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE GOVERNMENT.**



Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office 10  
Cagayan de Oro City

Sheet No. 1

Bid No. 003-2025

NOTICE TO BIDDERS

(Note: Read first before filling up)

Sealed proposals marked “PROPOSAL FOR THE SALE OF OBSOLETE/UNSERVICEABLE PROPERTIES AT DSWD-10” subject to the terms and conditions contained herein, will be received at the Office of the Regional Director, Department of Social Welfare and Development Field Office 10, until **12:00PM**, Wednesday of **June 25, 2025** and publicly opened for the sale of the following material:

DESCRIPTION	QUANTITY	MINIMUM BID PRICE PER UNIT (Php)	BID OFFER (Php)
<b>PPE SERVICEABLE OBSOLETE</b>			
Computer Desktop	4		
<b>PPE UNSERVICEABLE</b>			
Digital Camera	2		
Desktop	1		
Laptop	28		
Floor mounted air conditioner	2		
Photocopier	3		
LED TV	1		
<b>SEMI-EXPENDABLE UNSERVICEABLE</b>			
Refrigerator	1		
Air conditioner Window Type	6		
Laptops	63		
Printers	50		
Steel Cabinet	14		
Bundy Clock	1		
Laminator	1		
DVD Player	2		



LCD Projector Infocus	1	
Sony Cassette Player	1	
UPS	23	
Digital Camera	1	
Powerbank	1	
Samsung Cellphone	38	
Computer Desktop	11	
Monitor	3	
Water Dispenser	6	
TV LED Monitor	3	
Type writer	2	
Floor polisher	1	
Washing machine	2	
Industrial Fan	4	
Pushcart	1	

**“AS IS WHERE IS, CASH AND CARRY BASIS”**

IMPORTANT:

ISSUING OFFICER :

Time of Payment :

(Terms and Conditions at the back hereof)

DSWD, Field office 10, Cagayan de Oro City

Five (5) Working Days from the receipt of Notice of Award



**RAMEL F. JAMEN**  
Regional Director