

## INVITATION TO BID

DSWD MIMAROPA No. : **ITBid 2021-01-0001**  
Date : **January 26, 2021**

1. The Department of Social Welfare and Development (DSWD) Field Office MIMAROPA invites all parties to participate in the public bidding of waste materials (ink cartridges/toners) on an **“As-Is-Where-Is”** basis as indicated below:

<u>ITEMS/DESCRIPTION</u>	<u>LOCATION</u>	<u>FLOOR PRICE</u>
Lot 1: Ink cartridges/toners	DSWD Field Office MIMAROPA  Property and Supply Section (PSS)	<b>Php 35,000.00</b>

2. No bid shall be accepted lower than the said floor price.

3. Submit your proposals printed in your company’s/firm’s personal letterhead with your name, signature, company name (if any), address and contact numbers. Your proposal/s maybe submitted on a lot basis, depending on what can be covered by your service or business. Bid Fee will be Five Hundred Pesos (Php500.00) per bid proposal.

4. Interested bidders may get the bid documents from Property and Supply Section (PSS) upon payment of a non-refundable Bid Fee of Five Hundred Pesos (Php500.00) at the DSWD FO MIMAROPA Cashier Section.

5. Prospective bidders may view and inspect the empty ink cartridges/toners at DSWD FO MIMAROPA Property and Supply Section (PSS) with office address at Annex Building, 1680 F.T. Benitez Street cor. Malvar Street, Malate, Manila or inquire at telephone number (02) 336-8106 local 24053, from **January 26 to 28, 2021** (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 4:00 p.m. and, **January 29, 2021** from 8:00 a.m. to 12:00 n.n.

6. Sealed bids will be received at PSS on or before 12:00 n.n. of **January 29, 2021**. The bidder (company owner) shall enclose in a sealed envelope the following:

- Fully-accomplished Bid Form
- Minimum bond equivalent to ten percent (10%) or more of the bid in the form of cash or manager's check issued by a reputable bank payable to "Department of Social Welfare and Development Field Office MIMAROPA"
- Photocopy of the company's latest Mayor's Permit
- Photocopy of BIR Registration (BIR Form 2303)
- Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).

7. The company owner or his/her duly notarized representative must be present during the opening of the bids, otherwise, his/her envelope shall not be opened.


8. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.

9. Opening of bids will be held on **January 29, 2021**, at exactly 1:00 p.m. at DSWD MIMAROPA Annex Building, 1680 F.T. Benitez Street cor. Malvar Street, Malate, Manila.

10. It is understood that the quoted price is good for sixty (60) calendar days from bid opening; and DSWD reserves the right to accept or reject any bid, including that a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For more details, please see Instructions to bidders (ITB) that will be provided upon payment of Bid Fee.

Very truly yours,

  
**JOEL S. MIJARES**  
Asst. Regional Director for  
Administration and  
Chairperson (RPDAC)

  
JSM/HB/ICV/jkdg