

## INVITATION TO BID

DSWD MIMAROPA No. : **ITBid 2021-02-0002**  
Date : **February 02, 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:

ITEMS / DESCRIPTION	LOCATION	FLOOR PRICE
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 **February 02 to 05, 2021** (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 4:00 p.m. and, **February 05, 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 **February 05, 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 refutable 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 **February 05, 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/HBC/ICV/jkug

**Republic of the Philippines  
Department of Social Welfare and Development  
Field Office MIMAROPA**

**INSTRUCTION TO BIDDERS (ITB)**

**DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING**  
(Located at Property and Supply Section, Annex Building, DSWD FO MIMAROPA)  
Attachment to DSWD MIMAROPA ITBid No. 2021-02-0002

- A. Inspection of Serviceable and Unserviceable Properties**  
Waste materials for sale are available for viewing from **February 02, 2021 to February 05, 2021** at the Property and Supply Section, Annex Building, DSWD FO MIMAROPA, 1680 F.T. Benitez Street, Malate, Manila:
- B. Schedule of Public Bidding**  
The public bidding shall be conducted on an “as is, where is” on a per lot basis by DSWD Regional Property Disposal and Awards Committee (RPDAC) on **February 05, 2021** at the **Regional Learning Resource Center, Annex Building, DSWD FO MIMAROPA, 1680 F.T. Benitez cor Malvar Street, Malate, Manila.**
- C. Qualification of Bidders**  
Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the RPDAC.
- Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.
- D. Floor Price**  
A floor price per lot of the waste materials, has been set in accordance with the accounting and auditing rules and regulations with the following amount per lot:

<b>ITEMS/DESCRIPTION</b>	<b>FLOOR PRICE</b>
Lot 1: Ink cartridges/toners	<b>Php 35,000.00</b>

**E. Submission of Bids and Bid Bonds**

1. The bid must be submitted using the **company's/firm's or personal letterhead (see attached Annex A)** to the RPDAC Secretariat, Property and Supply Section, Annex Building, DSWD FO MIMAROPA, 1680 F.T. Benitez St., Malate, Manila, in a sealed envelope and shall be labeled with the **DSWD FO MIMAROPA-ITBid No., the bidder's name, address and contact number;**
2. A Bid Bond amounting to **10% of the floor price** in the form of Cash, must be submitted and placed inside the sealed envelope. Bids submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.
3. The Bid Bond will be returned to the non-winning bidder right after the award.
3. The RPDAC secretariat shall receive the sealed envelope acknowledging receipt indicating the date and time received;
4. Deadline of submission of bids is at **12:00 p.m, February 05, 2021.** Bids submitted beyond said deadline shall not be accepted.

**F. Opening of the Bids**

1. The opening of the bids will immediately follow after the deadline of submission of bids on **February 05, 2021, 1:00 p.m.** at DSWD Annex Building, 1680 F.T. Benitez Street cor Malvar Street, Malate, Manila, in the presence of at least 2 RPDAC members and the bidders who choose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and,
3. An Abstract of Bids shall be prepared by RPDAC Secretariat for reference.

**G. Awarding of Bids**

1. Award shall be made to the highest bidder;
2. In case of a tie, the RPDAC will resort to non-discretionary criteria (toss coin or draw lots) **to determine the winning bidder;** and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

**H. Payment**

1. One-time payment in cash shall be made within **five (5) calendar days,** from receipt of the Notice of Award.
2. An Official Receipt shall be issued by the DSWD Cash Section covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

**I. Pick-up/Hauling of the Property by the Winning Bidder**

1. The winning bidder shall be given **five (5) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Incidental expenses to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the contract shall be revoked/ cancelled and payment made shall not be returned.

**J. Forfeiture/Return of the Bid Bond**

1. The Bid Bond shall be forfeited in favor of DSWD in the following instances:
  - a. if the winning bidder refuses to accept the award;
  - b. in case the winning bidder fails to make the payment within the prescribed period; and
  - c. if the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.

**K. Failure of Bidding**

Failure of bidding shall be declared in the following instances:

If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, all bids are below the floor price and, subject to the conditions in Sections G.3, and H.3, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

**CONFORME:**

\_\_\_\_\_  
Name and Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

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For inquiries, please contact Mr. Jeffrey Karlo U. Guerrero or Ms. Imee C. Villanueva at Tel.No. (02) 336-8106 loc. 24053.

**ANNEX A**

**Bidder's Company or Personal Letterhead**  
(with address and contact number)

**The DSWD Property Disposal Committee:**

Submitted herewith is my bid proposal in response to DSWD MIMAROPA – Request for Quotation dated **February 02, 2021**:

<u>ITEMS/DESCRIPTION</u>	<u>BID PRICE</u>
Lot 1: Ink cartridges/toners	

It is understood that DSWD reserves the right to accept or reject any bid, including that of 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.

I have read and fully understood the Instruction to Bidders.

Very truly yours,

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Tax ID No. (TIN) : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Mobile No. : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

**ANNEX B**

**DESCRIPTION/LIST OF ITEMS  
FOR SALE**

**Lot 1:**

<b>No.</b>	<b>Item/Description</b>	<b>Quantity</b>	<b>Remarks</b>
1	Ink cartridges, HP 680, black	75	Empty
2	Ink cartridges, HP 680, tri-color	49	Empty
3	Ink cartridges, HP 704, black	19	Expired
4	Ink cartridges, HP 704, tri-color	19	Expired
5	BROTHER, Ink Cartridge, LC539XL, Black	1	Expired
6	BROTHER, Ink Cartridge, LC535XL, Magenta	6	Expired
7	BROTHER, Ink Cartridge, LC39, Magenta	2	Expired
8	Toner, Kyocera, TK-135	7	Empty
9	Toner, Kyocera, TK-18	15	Empty
10	Toner, Kyocera, TK-50H	7	Empty
11	Toner, Kyocera, TK-520K	2	Empty
12	Toner, Kyocera, TK-520C	1	Empty
13	Toner, Kyocera, TK-520Y	1	Empty
14	Main Charger, Kyocera, MC6720, waste toner	1	Empty
15	Fuser Kit, Kyocera , FK-6307, waste toner	1	Empty
16	Muratec, toner cartridge, waste toner	5	Empty
17	Brother, toner cartridge, TN-2360	12	Empty
18	Brother, toner cartridge, TN 2880	3	Empty
19	Brother, DR2255	2	Empty
20	BROTHER, Ink Cartridge, LC539XL, Black	4	Empty
21	BROTHER, Ink Cartridge, LC535XL, Cyan	1	Empty
22	BROTHER, Ink Cartridge, LC535XL, Magenta	1	Empty
23	BROTHER, Ink Cartridge, LC535XL, Yellow	1	Empty
24	HP, Laserjet, 48A	6	Empty
25	HP, Laserjet, 17A	4	Empty
26	HP, 932XL	7	Empty
27	HP, 933XL	9	Empty
28	HP, Deskjet 98, D4160, black	8	Empty
29	HP, Deskjet 98, 460c,5740, tricolor	8	Empty
30	Waste toner box, WT680	1	Empty
31	Samsung, 203U	8	Empty
32	Ink, Duplo, DC14, black	1	Empty
33	Fuji xerox, cartridge	1	Empty
34	Fuji xerox, drum (48800, 15940)	3	Empty
35	Kyocera, TK1147	1	Empty