

**REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE**  
**NOTICE OF NEGOTIATED SALE FOR THE VARIOUS UNSERVICEABLE**  
**PROPERTIES IN SWAD OCCIDENTAL MINDORO**

**(NS NO. 2022-01)**

The Department of Social Welfare and Development (DSWD) Field Office MIMAROPA invites all interested parties to a negotiated sale for the disposal through sale on an “**As-Is-Where-Is**” basis of various unserviceable Property, Plant and Equipment (PPE), semi expendable properties and waste materials consisting of the attached list.

Item Description	Minimum Bid Price
Lot 1: Lot 1: 14 units of Desktop Monitor; 14 units of CPU; 12 units of UPS; 8 units of Printers; 13 units of Laptop Computer; 1 unit of Motorcycle (donated); 4 units of Scanner; and other unserviceable PPEs and Furniture and fixtures.	<b>PHP 7, 074.00</b>

Prospective bidders may inspect the unserviceable properties in Pacita Orquia Building, Labangan Poblacion, San Jose, Occidental Mindoro in coordination with the SWAD Office staff c/o Mr. Marlon Medalla or inquire at mobile number 0905-7845283, from August 22-31, 2022 (excluding Saturday, Sunday and Holiday), from 8:00 AM to 5:00 PM.


Interested bidders may submit their best and final offers for negotiation addressed to **DIRECTOR BENCHIE B. GONZALES, Chairperson, RPDAC** at DSWD MIMAROPA Region – SWADT Office in M.H. Del Pilar Barangay 7, San Jose, Occidental Mindoro on or before 5:00pm of **31 August, 2022** and must attached the following documents:

- Photocopy of the company's latest Mayor's Permit
- Photocopy of BIR Registration (BIR Form 2303)
- Fully-accomplished Bid Form

Opening and deliberation of sealed bids/quotations will be held on September 1, 2022 at the Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila.

DSWD FO MIMAROPA reserves the right to accept or reject any or all bids/quotations, to waive any formality herein, to annul the negotiated sale and to reject all bids/quotations at any time prior to contract award, without thereby incurring any liability to the affected Bidder/s.

DSWD FO MIMAROPA likewise reserves the right to accept the offer most advantageous to the government.

  
**BENCHIE B. GONZALES**  
Chairperson  
Regional Property Disposal and Awards  
Committee

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

INSTRUCTION TO BIDDERS (ITB)

**DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH NEGOTIATED SALE**

(Located at Pacita Orquia Building, Labangan Poblacion, San Jose, Occidental Mindoro)

Attachment to DSWD MIMAROPA NS No. 2022-01

**A. INSPECTION OF UNSERVICEABLE PROPERTIES**

Properties for sale are available for viewing from from August 22-31, 2022 (excluding Saturday, Sunday and Holiday), from 8:00 AM to 5:00 PM in Pacita Orquia Building, Labangan Poblacion, San Jose, Occidental Mindoro:

**B. SCHEDULE OF OPENING OF SEALED BIDS/QUOTATIONS**

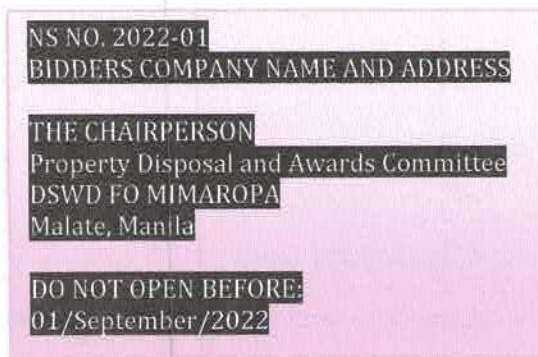
The Negotiated Sale shall be conducted on an "as is, where is" on a per lot basis by DSWD Regional Property Disposal and Awards Committee (RPDAC) on **September 01, 2022** at the Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila.

**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.

**D. SEALING AND MARKING OF BIDS**

Proposals must be placed in a sealed envelope with the following details:



All bids/quotations submitted should be properly accomplished and sealed, any bids/quotations falling under the following condition/situation shall be considered invalid:

1. Bids/Quotations is unsealed;
2. Bid/Quotations is unsigned by the bidder;

**E. SUBMISSION OF BIDS / QUOTATION**

1. The bids/quotations must be submitted using the **company's/firm's or personal letterhead (see attached Annex A)** to SWADT Office in M.H. Del Pilar Barangay 7, San Jose, Occidental Mindoro;
2. Deadline of submission of bids/quotations is on or before 5:00pm of **31 August, 2022**. Bids submitted beyond said deadline shall not be accepted.



**F. AWARDING OF BIDS / QUOTATION**

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.

**G. 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.

**H. 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.

**I. FAILURE OF BIDS / QUOTATION**

Failure of Negotiated Sale 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
- 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 or to Mr. Marlon Medalla at mobile number 0905-7845283.

ANNEX A

**BID FORM**

**THE REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE:**

Submitted herewith is my bid proposal in response to the Negotiated Sale No. 2022-01 dated August 22, 2022 and its Instruction to Bidders for the disposal of unserviceable properties in DSWD MIMAROPA Region – SWADT Office in Occidental Mindoro:

Item Description	Bid Price
Lot 1: Lot 1: 14 units of Desktop Monitor; 14 units of CPU; 12 units of UPS; 8 units of Printers; 13 units of Laptop Computer; 1 unit of Motorcycle (donated); 4 units of Scanner; and other unserviceable PPEs and Furniture and fixtures.	

It is understood that DSWD FO MIMAROPA reserves the right to accept or reject any or all bids/quotations, to waive any formality herein, to annul the negotiated sale and to reject all bids/quotations at any time prior to contract award, without hereby incurring any liability to the affected Bidder/s.

I have fully read and understood the Instruction to Bidders and shall comply with the conditions stated therein.

Signature of Authorized Representative : \_\_\_\_\_  
Name of Authorized Representative : \_\_\_\_\_  
Business / Company Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_  
Mobile Number : \_\_\_\_\_  
Telephone Number : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Tax Identification Number (TIN) : \_\_\_\_\_

**ANNEX B**

**DESCRIPTION/LIST OF ITEMS  
FOR SALE**



**Lot 1:**

No.	Item/Description	Quantity	Remarks
1	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160402791, PAR: Marie Joy De Guzman, 4P's GOP	1	Unserviceable
2	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160402795, PAR: Meiryl Nolasco, 4P's GOP	1	Unserviceable
3	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160402136, PAR: Julius Amorado - Pantawid Sta. Cruz, Occidental Mindoro	1	Unserviceable
4	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A2016040, PAR: Elizabeth Safilo, Pantawid Mamburao Occidental Mindoro	1	Unserviceable
5	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160403979, no sticker/no accountable officer	1	Unserviceable
6	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160403661, no sticker/no accountable officer	1	Unserviceable
7	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160404986, PAR: Angelique Valiente, Pantawid, Magsaysay, Occidental Mindoro	1	Unserviceable
8	NETBOOK, COBY, Model: NBPC1165, 11.6" Notebook PC, SN: NBPC1165A20160402140, PAR: Cherry Mae Ambasa	1	Unserviceable
9	LAPTOP, Hasee, Model HEH41, SN: C4936H02251063, PAR: Ferdinand Ranada / SPAR: Junerey Rodriguez (POO-Convergence, Occidental Mindoro / PAR: Editha Ocampo / SPAR: Rona Canals	1	Unserviceable
10	LAPTOP, ACER Travelmate 4750-32352G50Mnss, Model No:MS2335, SN: NXV42SP00921002E3F2000, PAR: Gilbert Rey Avena / SPAR: Michael Madriaga - Pantawid POO	1	Unserviceable
11	LAPTOP, ACER Travelmate 4750-32352G50Mnss, Model No:MS2335, SN: NXV42SP00921002DF02000, PAR: Mark Anthony Fernandez - Pantawid POO, Occidental Mindoro	1	Unserviceable
12	LAPTOP, Hasee, Model HEH41, SN: C4936H02251101, PAR: Allan Postetades,	1	Unserviceable

	Pantawid POO, Occidental Mindoro		
13	LAPTOP, Hasee, Model HEH41, SN: C4936H02251033, PAR: Editha Ocampo / SPAR: Girly Lagrada, PAR: Ma. Veronica Tubas - Pantawid POO, Occidental Mindoro	1	Unserviceable
14	MONITOR, LCD, ACER, Model: V233HL, SN: ETLKG0C0051427B80E80C1, PAR: Severina Boongaling / SPAR: Melvin Saglin - POO Pantawid	1	Unserviceable
15	MONITOR, LCD, ACER, Model: V233HL, SN: ETLKG0C0051427B81C80C1	1	Unserviceable
16	MONITOR, LCD, ACER, Model: V233HL, SN: ETLKG0C0051427B83F80C1, PAR: Severina Boongaling / SPAR: Cyrus Christian Palazo (Abra De Ilog) 4P's SWADT Occidental Mindoro	1	Unserviceable
17	MONITOR, Xitrix, Model No: Xitrix 18.5" wide screen LED Monitor, Part No: XPN-LEDL1921, SN: W921S5D-BBH501168-00354G, PAR: Severina Boongaling / SPAR: Edmund Bonus, SWADT Occidental Mindoro	1	Unserviceable
18	MONITOR, Xitrix, Model No: Xitrix 18.5" wide screen LED Monitor, Part No: XPN-LEDL1921, SN: W921S5D-BAHL2T047-001910, PAR: Shiela Tapia, Disaster Monitoring Unit (OD) / SPAR: Jean Mangahas	1	Unserviceable
19	MONITOR, LCD, HANNS-G, Model No: HSG1027, SN: 851NH3NA00502, PAR: Severina Boongaling / SPAR: Dimapilis	1	Unserviceable
20	MONITOR, HP x20 LED, Model No: TFT20W80, HP Pavilion P600 Series, SN: CNC0270L1M, PAR: Priscila Contreras / SPAR: Maybelline Fule, MTA - Operations Division / SPAR: Lorna Laurel	1	Unserviceable
21	MONITOR, Xitrix, Model No: Xitrix 18.5" wide screen LED Monitor, Part No: XPN-LEDL1921, SN: W921S5D-BAHL2T047-00460B, PAR: Lolita Perez	1	Unserviceable
22	MONITOR, HP, Model: S5502, SN: CNC6200FCG	1	Unserviceable
23	MONITOR, SN: J2GJ48434335	1	Unserviceable
24	MONITOR, Acer, SN: MMLY7SS022634012FF858A, PAR: Severina Boongaling	1	Unserviceable
25	MONITOR, Acer, Model: V193HQW, SN: ETLKX0W0121290781E4321, PAR: Severina Boongaling	1	Unserviceable



	Mindoro		
45	UPS, Phoenix, SN: 4315750632	1	Unserviceable
46	UPS, Liebert, SN: 438C01007	1	Unserviceable
47	UPS, APC ES500, SN: 7B1114L07108	1	Unserviceable
48	UPS, Intex, SN: B19060151200, PAR: Gilbert Rey Avena	1	Unserviceable
49	UPS, Intex, SN: 1319060157200-793, PAR: Christina Galero	1	Unserviceable
50	UPS, Intex, SN: 1319060151200-253, PAR: Elizabeth Zapilo	1	Unserviceable
51	UPS, Phoenix, SN: EL4311520035	1	Unserviceable
52	UPS, Kebos, SN: 6501711602837	1	Unserviceable
53	UPS, Kebos, SN: 6501711602840, PAR: Sheila Sarabia	1	Unserviceable
54	KEYBOARD, HP Desktop, SN: CW04435399	1	Unserviceable
55	KEYBOARD, Acer	1	Unserviceable
56	KEYBOARD, Desktop, KWD-820	1	Unserviceable
57	CORD, Desktop	20	Unserviceable
58	MOUSE, Coby Netbook	5	Unserviceable
59	CHARGER, Laptop	7	Unserviceable
60	BAG, Coby Netbook	4	Unserviceable
61	KEYBOARD, HP Desktop, SN: CW04435400	1	Unserviceable
62	PRINTER, HP Officejet 100, Product Number: CN551A, SN: MY5C2F1007, PAR: Gilbert Rey Avena - Pantawid POO Romblon	1	Unserviceable
63	PRINTER, Kyoera Taskalfa 3050ci, SN: NPB2200016, PAR: Severina Boongaling, SPAR: Gilbert Rey Avena, SWADT Occidental Mindoro 4P's	1	Unserviceable
64	PRINTER, HP Deskjet 3920, SN: CN58L1610J	1	Unserviceable
65	PRINTER, Brother Laser Jet, Model: HL22400, SN: E69528A1J569410, PAR: Gilbert Rey Avena,	1	Unserviceable



	Pantawid POO-SWADT Occidental Mindoro		
66	PRINTER, Kyocera KM-2820, SN: QXW9X00046, PAR: Shiela Sarabia	1	Unserviceable
67	PRINTER, SAMSUNG-ML2950ND, MLT-D103L, SN:26NKBJXF6000V2K, PAR: Annie Mendoza	1	Unserviceable
68	PRINTER, SAMSUNG-ML2950ND, MLT-D103L, SN:26NKB8WH3600H5M	1	Unserviceable
69	PRINTER, HP Deskjet 4515, SN: CN56J41015	1	Unserviceable
70	SCANNER, Canon Lide 110, SN: KEFC08881, PAR: Shiela Sarabia	1	Unserviceable
71	SCANNER, Canon Lide 110, SN: KEFC09083, PAR: Gilbert Rey Avena	1	Unserviceable
72	SCANNER, Canon Lide 110, SN: KEFB86495 PAR: Palazo (Abra De Ilog)	1	Unserviceable
73	SCANNER, Canon lide 110, SN: KEFC09063, PAR: Cirilo Daguison	1	Unserviceable
74	FAX MACHINE, Panasonic, Model: KX-FP206, SN: 7LBBA037100, PAR: Severina Boongaling	1	Unserviceable
75	ROUTER, Internet, Cisco brand, Model No.: EA4500-AP, Linksys EA4500 dual band N900 router with gigabit and USB, SN: 12A10604206846 / 1081C171G5059	1	Unserviceable
76	REFRIGERATOR, Natural Freezer, FN-770170	1	Unserviceable
77	TYPEWRITER, Manual, Olympia	1	Unserviceable
78	TYPEWRITER, Manual, Olympia	1	Unserviceable
79	TYPEWRITER, Manual, Olympia	1	Unserviceable
80	GENERATOR, Portable, Honda EM2200	1	Unserviceable
81	GENERATOR, Giang-dong, Model:JD3800103800, SN: 240007Q290209, PAR: Severina Boongaling/SPAR: Gilbert Rey Avena		Unserviceable
82	CHAIR, Executive	15	Unserviceable
83	CHAIR, Conference	10	Unserviceable
84	FAN, stand fan, PAR: Gilbert Rey Aavena	1	Unserviceable
85	FAN, stand fan, PAR: Gilbert Rey Aavena	1	Unserviceable
86	MOTORCYCLE, DT 125	1	Unserviceable