

INVITATION TO BID

DSWD MIMAROPA No. : **ITBid 2022-10-005**
Date : **October 12, 2022**

1. The Department of Social Welfare and Development (DSWD) Field Office MIMAROPA invites all parties to participate in the public bidding of unserviceable Property, Plant and Equipment on an **"As-Is-Where-Is"** basis as indicated below:

<u>ITEMS/DESCRIPTION</u>	<u>LOCATION</u>	<u>FLOOR PRICE</u>
Motor Vehicle, Toyota FX-AUV-Diesel (Plate Number SEP 265)	DSWD Field Office MIMAROPA, Malate Manila	Php 21, 700.00

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 DSWD FO MIMAROPA Property and Supply Section (PSS) with office address at Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila upon payment of a non-refundable Bid Fee of Five Hundred Pesos (Php500.00).

5. Interested bidders are requested to attend the Pre-Bid conference via Google Meet on October 17 at 1:00 p.m. You may join through this link: meet.google.com/yfy-pdvi-rkj.

6. Prospective bidders may view and inspect the unserviceable Property, Plant and Equipment at Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila or inquire at telephone number (02) 336-8106 local 24053, from **October 12, 2022 to October 20, 2022** (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 4:00 p.m. and **October 20, 2022** from 8:00 a.m. to 1:00 p.m.

7. Sealed bids will be received at Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila on or before 1:00 p.m. of **October 20, 2022**. 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).

8. 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.

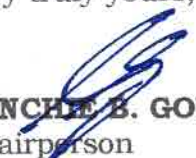
9. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.

10. Opening of bids will be held on **October 20, 2022**, at exactly **1:30 p.m.** in DSWD FO MIMAROPA, Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila.

11. 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,


BENCHE 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 PUBLIC BIDDING
(Located at Property and Supply Section, Annex Building, DSWD FO MIMAROPA)
Attachment to DSWD MIMAROPA ITBid No. 2022-10-005

A. Inspection of Serviceable and Unserviceable Properties

Properties for sale are available for viewing from **October 12, 2022 to October 20, 2022** (excluding Saturday, Sunday and Holiday), from 8:00 AM to 5:00 PM in DSWD FO MIMAROPA, Annex A Building, 1680 F.T. Benitez Street corner Malvar 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 **October 20, 2022**, at exactly **1:30 p.m.** 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.

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. Sealing and marking of Bids

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

ITBid 2022-10-005
BIDDERS COMPANY NAME AND ADDRESS

THE CHAIRPERSON
Property Disposal and Awards Committee
DSWD FO MIMAROPA
Malate, Manila

DO NOT OPEN BEFORE:
20/October/2022, 1:30PM



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. Floor Price

A floor price per lot of the property, has been set in accordance with the accounting and auditing rules and regulations with the following amount per lot:

ITEMS/DESCRIPTION	FLOOR PRICE
Motor Vehicle, Toyota FX-AUV-Diesel (Plate Number SEP 265)	Php 21, 700.00

F. 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, at the Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila;
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 **1:00 p.m., October 20, 2022**. Bids submitted beyond said deadline shall not be accepted.

G. Opening of the Bids

1. The opening of the bids will immediately follow after the deadline of submission of bids on **October 20, 2022, 1:30 p.m.** at the Annex A Building, 1680 F.T. Benitez Street corner 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.

H. 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.

I. 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.

J. 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.

K. 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.

L. 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

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

ANNEX A

BID FORM

THE REGIONAL PROPERTY DISPOSAL AND AWARDS COMMITTEE:

Submitted herewith is my bid proposal in response to the Invitation to Bid No. 2022-10-005 dated October 12, 2022 and its Instruction to Bidders for the disposal of unserviceable properties in DSWD Field Office MIMAROPA in Malate, Manila:

Item Description	Bid Price
Lot 1: Motor Vehicle, Toyota FX-AUV-Diesel (Plate Number SEP 265)	

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 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	Motor Vehicle, Toyota FX-AUV-Diesel (Plate Number SEP 265)	1	Unserviceable / Scrap / Junk