

## INVITATION TO BID

DSWD MIMAROPA No. : **ITBid 2023-06-003**  
Date : **June 20, 2023**

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>
LOT 1: Waste Materials - Ink Cartridges and Toners (empty / expired)	DSWD Field Office MIMAROPA - 1680 F.T Benitez Street corner malvar, Malate, Manila  Property and Supply Section (PSS)	<b>Php 12, 010.50</b>

- No bid shall be accepted lower than the said floor price.
- 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.
- 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).
- 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 **June 20, 2023 to June 29, 2023** (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 4:00 p.m. and, **June 29, 2023** from 8:00 a.m. to 1:00 p.m.
- The bidder shall submit his/her bid proposal in **TWO (2) SEPARATE SEALED ENVELOPES** composed of documentary and financial components which must be placed into **one envelope**, securely sealed, and properly labeled containing the company name, address, contact number, signature, and bid form number on the

face of the envelope at Annex A Building, 1680 F.T. Benitez Street corner Malvar Street, Malate, Manila on or before 1:00 p.m. of **June 29, 2023**.

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, 5 and 6. 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 **June 29, 2023**, at exactly 1:30 p.m. in DSWD FO MIMAROPA, Annex A Building, 1680 F.T. Benitez Street corner 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,



**BENCHIE B. GONZALES**

Chairperson

Regional Property Disposal and Awards  
Committee



KMM/100/jkug

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

**INSTRUCTION TO BIDDERS (ITB)**

**DISPOSAL OF WASTE MATERIALS – Empty/Expired Ink/Cartridges THROUGH PUBLIC BIDDING**

(Located at Property and Supply Section, Annex Building, DSWD FO MIMAROPA)  
Attachment to DSWD MIMAROPA ITBid No. 2023-06-003

**A. Inspection of Serviceable and Unserviceable Properties**

Waste Materials for sale are available for viewing from **June 20, 2023 to June 29, 2023** 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 **June 29, 2023** 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. Floor Price**

A floor price per lot of the waste material, 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: Waste Materials - Ink Cartridges and Toners (empty / expired)	<b>Php 12, 010.50</b>

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

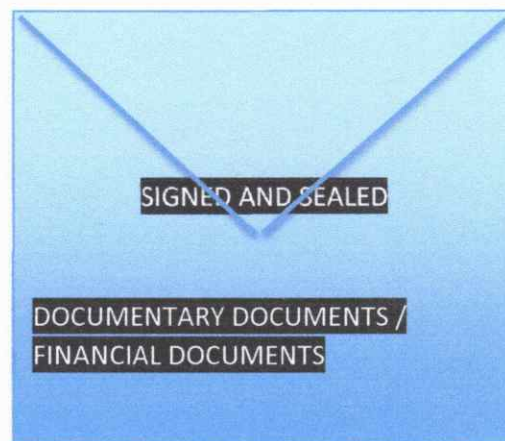
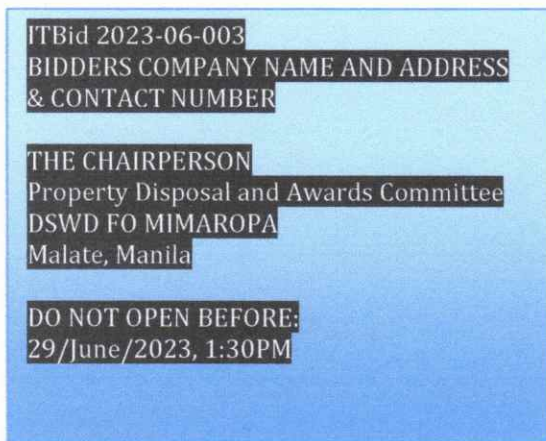
The bidder shall submit their bid proposal in **TWO (2) SEPARATE SEALED ENVELOPES** using the prescribed forms, along with the following documentary and financial components:

<b>ENVELOPE NO. 1 (Documentary Components)</b>	<b>ENVELOPE NO. 2 (Financial Components)</b>
<ul style="list-style-type: none"> <li>• Copy of Valid Business/Mayor's Permit;</li> <li>• Copy of Identification Card (I.D) of the Bidder and his/her representative;</li> <li>• Latest Notarized Special Power of Attorney (SPA) or Authority Letter (in case the duly authorized representative is attending the public bidding)</li> <li>• Photocopy of BIR Registration (BIR Form 2303)</li> </ul>	<ul style="list-style-type: none"> <li>• Duly accomplished Bid Form;</li> <li>• Bid Bond amount (equivalent to ten percent 10% of the Total Bid Offer in the form of cash, cashier's check or manager's check issued by a reputable bank payable to "Department of Social Welfare and Development Field Office MIMAROPA"</li> </ul>

**Note:** For Envelope No. 1, Please marked as "Documentary Components", whereas for Envelope No. 2, to be marked as "Financial Components". Both envelopes must be placed into **one envelope**, securely sealed and properly labeled containing the company name, address, contact number, signature, and bid form number on the face of the envelope.

**Sealing and marking of Bids**

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



**F. Opening of the Bids**

1. The opening of the bids will immediately follow after the deadline of submission of bids on **June 29, 2023, 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.

**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, only one (1) bidder submitted a bid tender for each lot, 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 **June 20, 2023**:

<u>ITEMS/DESCRIPTION</u>	<u>BID PRICE</u>
LOT 1: Waste Materials - Ink Cartridges and Toners (empty / expired)	

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:**

No.	Item/Description	Quantity	Remarks
1	Ink Cartridge, HP 680, Black, empty	62	Empty
2	Ink Cartridge, HP 680, Tricolor, empty	51	Empty
3	Ink Cartridge, HP 678, Tricolor, empty	18	Empty
4	Ink Cartridge, HP 678, Black, empty	13	Empty
5	Kyocera Toner, TK-1147 (unused)	13	Unused
6	Ink Cartridge, HP, Officejet 933 XL, Cyan (expired/unused)	6	Unused/expired
7	Ink Cartridge, HP, Officejet 933 XL, Magenta (expired/unused)	6	Unused/expired
8	Ink Cartridge, HP, Officejet 933 XL, Yellow (expired/unused)	6	Unused/expired
9	Ink Cartridge, HP, Officejet 932 XL, Black (expired/unused)	2	Unused/expired
10	Ink Cartridge, HP, 955XL, Black (expired/unused)	1	Unused/expired
11	Ink Cartridge, HP, 955XL, Cyan (expired/unused)	1	Unused/expired
12	Ink Cartridge, HP, 955XL, Magenta (expired/unused)	2	Unused/expired
13	Ink Cartridge, HP, 955XL, Yellow (expired/unused)	4	Unused/expired
14	Ink Cartridge, Brother, LC539 XL, Black (unused/expiration date: 2023-12)	9	Unused
15	Ink Cartridge, Brother, LC535 XL, Cyan (expired/unused)	4	Unused/expired
16	Ink Cartridge, Brother, LC535 XL, Cyan (unused/expiration date: 2023-12)	6	Unused
17	Ink Cartridge, Brother, LC535 XL, Yellow (expired/unused)	6	Unused/expired
18	Ink Cartridge, Brother, LC535 XL, Yellow (unused/expiration date: 2023-12)	4	Unused
19	Ink Cartridge, Brother, LC535 XL, Magenta (unused/expiration date: 2023-12)	5	Unused
20	Ink Cartridge, Brother, LC535 XL, Magenta (expired/unused)	5	Unused/expired
21	Ink Cartridge, HP, Laserjet, 80A-CF28A, Black (expired/unused)	4	Unused/expired
22	Drum Unit, Brother, DR-2255 (unused)	2	Unused
23	Toner Cartridge, Brother, TN-2360 (unused)	3	Unused
24	Canon, Pixma, PGI-35 Black, (expired/unused)	20	Unused/expired
25	Canon, Pixma, CLI-36 colored, (expired/unused)	16	Unused/expired
26	Canon, Pixma, CLI-36 colored, (un-used/expiration date: 2023-12)	2	Unused

27	Ink Cartridge, HP, Officejet 932 XL, Black, (unused/expiration date: 2023-12)	6	Unused
28	Ink Cartridge, HP, Officejet 933 XL, Magenta, (unused/expiration date: 2023-12)	6	Unused
29	Ink Cartridge, HP, Officejet 933 XL, Yellow, (unused/expiration date: 2023-12)	6	Unused
30	Ink Cartridge, HP, Officejet 933 XL, Cyan, (unused/expiration date: 2023-12)	1	Unused
31	Ink Cartridge, HP, Officejet 933 XL, Cyan, unused/expired	5	Unused