8 SEPTEMBER 2025

INVITATION TO BID

INVITATION TO A SEALED PUBLIC BIDDING FOR THE SALE OF ONE (1) LOT CONSISTING OF VARIOUS UNSERVICEABLE EQUIPMENT AND WASTE MATERIALS OF CY 2024 FOR DISPOSAL OF FO-NCR and CRCFs

The Department of Social Welfare and Development-National Capital Region, through its Regional Property Disposal and Awards Committee (RPDAC), hereby invites all interested parties to participate in a sealed public bidding for the disposal through sale on an **"as-is-where-is"** basis, of various unserviceable consisting of the following:

LOT NO.	DESCRIPTION	MINIMUM LOT/UNIT BID PRICE
1	CONSISTING OF VARIOUS UNSERVICEABLE EQUIPMENT AND WASTE MATERIALS OF CY 2024 FOR DISPOSAL OF FO-NCR AND CRCFS	**₱ 104,861.00**

Bid Forms can be secured personally by the requesting party to the Property and Supply Section (PSS) office located at 389 San Rafael Street Cor. Legarda Street Sampaloc, Manila from **8:00 A.M to 4:00 P.M of 17 September 2025**.

Prospective bidders may inspect the abovementioned unserviceable properties and waste materials located at following DSWD NCR Offices and their corresponding addresses:

- **Regional and Study Center for Children**
  Road 3, Bagong Bantay, Quezon City
- **Golden Reception and Action Center for Elderly and other Special Cases**
  Road 3, Bago Bantay, Quezon City
- **National Vocational Rehabilitation Center (NVRC)**
  Brgy. Escopa 3, Quezon City
- **Rehabilitation Sheltered Workshop**
  Brgy. Escopa 3, Quezon City
- **Haven for Women (HFW)**
  North Gate Avenue, Muntinlupa City
- **Haven for Children (HFC)**
  Alabang Zapote Rd, Muntinlupa City
- **Haven for Children (HFC)**
  Alabang Zapote Rd, Muntinlupa City
- **Elsie Gaches Village (EGV)**
  Alabang Zapote Rd, Muntinlupa City
- **Marillac Hills (MH)**
  Northgate Ave., Muntinlupa City
- **Jose Fabella Center, (JFC)**
  Correctional Road, Mandaluyong City
- **Sanctuary Center (SC)**
  Welfareville Compound, Correctional Rd., Mandaluyong City
- **Inter-Agency Council Against Traficking**
  Welfareville Compound, Correctional Rd., Mandaluyong City
- **Nayon Ng Kabataan**
  Welfareville Compound, Correctional Rd., Mandaluyong City
- **Pantawid Pamilya Pilipino Program (4Ps)**
  J&T buidling, Manadaluyong City

DSWD Field Office NCR , 389 San Rafael St. cor. Legarda. Manila), Philippines 1008
Website: http://www.dswd.gov.ph / https://ncr.dswd.gov.ph Tel Nos.: 8733-0010 to 18 Telefax: 8488-3110

- **EPHPHETA, NVRC Compd.**
  Katipunan Avenue, Brgy. Escopa 3, Quezon City
- **DSWD Field Office - NCR**
  389 San Rafael St. cor. Legarda. Manila

The conduct of inspection shall be during working hours on **15 & 16 September 2025 from 8:00 A.M to 5:00 P.M.** and shall be **assisted by the RPDAC Secretariat**.

A Pre-Bid Conference will be held on **17 September 2025 at 2:00 P.M.** via Google Meet. All registered prospective bidders are encouraged to attend. The meeting can be accessed using the following link: https://meet.google.com/jck-ruxo-ewx

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 labelled containing the company name, address, contact number, signature, and bid form number on the face of the envelope.

Additionally, a **bid bond** equivalent to at least **ten percent (10%)** of the Total Bid Offer is required. The bid bond must be in the form of **cash, cashier's check, or manager's check** and shall accompany the bid proposal.

All submissions must be delivered to the **RPDAC Secretariat** at the **Property and Supply Section (PSS) Office**, 2nd Floor Kaunlaran Building, Sampaloc Manila no later than **10:00 A.M. on 22 September 2025 (Monday).**

Bids received below the minimum Bid Price shall be automatically rejected at bid opening. Late Bids shall not be accepted.

Bid opening and deliberation of sealed bids shall be at **2:00 P.M of the same date**, at the **Office of the Assistant Regional Director for Administration** via face to face. Bidders/Representatives can participate and witness the opening of bids.

Let copies of this Invitation to Bid be posted in the DSWD website and/or at least three (3) conspicuous places within the DSWD premises and disseminate the same to as many as government agencies as possible within the locality for posting in their bulletin boards for the information of the general public.

BENCHIE B. GONZALES
Assistant Regional Director for Administration
Chairperson, Regional Property Disposal and Awards Committee

TERMS AND CONDITIONS

1ST ENVELOPE (Documentary Component)

- Copy of Identification Card (I.D) of the Bidder and his/her representative;
- Copy of Business/Mayor's Permit (current);
- Latest Notarized Special Power of Attorney or Authority Letter (in case the duly authorized representative is attending the public bidding)

2ND ENVELOPE (Financial Component)

- Duly accomplished Bid Form;
- Bid Bond amount (equivalent to at least ten percent 10% of the Total Bid Offer in the form of cash, cashier's check or manager's check

Prospective bidders shall conform the following **TERMS AND CONDITIONS** that apply to public bidding of various unserviceable properties:

a. Any bid falling under the following conditions shall be considered invalid:

1. Bid is unsealed;
2. It is unsigned by the bidder and is not properly accomplished;
3. No bid bond/amount or bid bond is insufficient;
4. There is no copy of the current Business/Mayor's Permit and copy of Identification Card (ID) of the bidder and his/her representative attached;
5. Failure to attach the Latest Notarized Special Power of Attorney or Authority Letter for the bidder's duly authorized representative attending the activity.

b. Bids received shall be opened on the time, date and place set in the Invitation to Bid. The highest bid offered shall be the winning bidder **provided that the bid amount is higher than the Appraised Value.**

c. During the opening of bids, the presence of the bidder/representative is strictly required.

d. The highest bidder is required to present to the RPDAC the original copy of the submitted documents within three (3) working days. The 3-working days compliance shall start from the actual opening of bids.

d.1 Failure to present the required documents within the prescribed period shall be grounds for disqualifications;

d.2 In case of disqualification of the highest bidder, the next higher bidder shall automatically be considered as the winner or whatever is beneficial to the government;

d.3 In the event of disqualification, forfeiture and/or withdrawal by the winning bidder, the second highest bidder, and so on, shall be declared as the winning bidder provided that the bidder complies with the terms and conditions of the bid.

e. Upon verification and declaration by the RPDAC, the winning bidder's bid bond shall be considered as partial payment for the bid and the difference in the amount between the bid and the bid bond shall be paid in the form of cash, cashier's or manager's check within five (5) working days from the date of receipt of the **Notice of Award (NOA).**

f. The RPDAC has decided that the bid bonds of the three (3) highest bidders shall also be retained in support of statements d.1, d.2, d.3 and e.

g. The bidders' bond will only be returned to the non-winning bidders after the announcement of the bidder and bidding has been officially closed.

h. The ten percent (10%) Bid Bond shall be forfeited if the full price is not paid within the five (5) working days upon receipt of the NOA by the winning bidder.

i. The winning bidder shall be responsible for the hauling of the scrap materials, unserviceable properties within ten (10) working days upon receipt of NOA to clear the area where the items are located.

j. The winning bidder shall also pay any taxes, costs or charges of any kind or nature whatsoever levied in connection with the sale of the materials. All expenses incidental to the withdrawal of the articles shall also be borne by the awarded bidder.

k. In case of a tie in the highest offered price, the concerned bidders shall immediately submit another sealed bid to break the tie, which shall, likewise, be opened by the Committee.

l. In case of withdrawal of bids, a bidder may be allowed to withdraw a bid tender before the opening of bids or before the start of the deliberation. A bidder may submit the Notice of Withdrawal to the RPDAC Secretariat before the start of the deliberation. Bids requested to be withdrawn shall be returned unopened to the bidder. No bidder shall be allowed to change or withdraw his/her bid after the deadline for the submission of bids.

The DSWD-NCR Office hereby reserves the right to reject any or all bids, to waive any formality therein, or to accept such bid/s that may be considered the most advantageous to the government. For further information, you may contact the RPDAC Secretariat through telephone/cellphone No.: 09293399727 or email at pams.foncr@dswd.gov.ph.

CONFORME:

_____
Name of Bidder
(Signature over Printed Name)

_____
Company Name/Address