

Date: \_\_\_\_\_

**INVITATION TO BID****Invitation to a Sealed Public Bidding for the  
Sale of Two (2) Unserviceable Vehicles**

The Department of Social Welfare and Development-Central Office, through its Property Disposal and Awards Committee (PDAC), 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 properties consisting of the following:

LOT NO.	DESCRIPTION	MINIMUM LOT/UNIT BID PRICE
1	2003 FORD RANGER 4x4 XLT Property No.: 241-006 Plate No.: SGS 310 Chassis No.: MNCLSFE402W319817 Engine No.: WLAT-362555	<b>₱18,306.12 AS OF NOVEMBER 21, 2023</b>
2	2009 FORD RANGER 4x4 2 Cylinder Property No.: 241-007 Plate No.: SKA 379 Chassis No.: MNCLSFE909W827887 Engine No.: WEAT-1108991	<b>₱39,541.78 AS OF NOVEMBER 21, 2023</b>

Prospective Bidders may obtain further information from DSWD FO XII RPDAC Secretariat, site visit the actual property and/or inspect the Bidding Documents at the address given below during office hours.

A complete set of Bidding Documents may be acquired by interested Bidders on **December 14-15, 2023 to December 19-20, 2023, from 8:00AM to 4:00PM** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, in the amount of **Five Hundred Pesos (₱500.00) only**. The RPDAC Secretariat shall allow the bidder to present its proof of payment for the fess which will be presented in person, by facsimile, or through electronic means on or before **December 19, 2023, 4:30PM**.

Interested Bidders shall contact the RPDAC Secretariat through e-mail at [property.fo12@dswd.gov.ph](mailto:property.fo12@dswd.gov.ph) for further instructions on the purchase and payment of the Bidding Documents.

Bids must be duly received by the RPDAC Secretariat through manual submission at the office address indicated below on or before **December 19, 2023, 5:00PM**. **Late bids shall not be accepted.**

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Bid opening and evaluation of bids shall be on **December 20, 2023, 10:00AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

**Propective bidders are hereby reminded, as follows;**

**A. Who may Participle in Public Bidding**

Any person, partnership or corporation complying with the prescribed rules and regulations to be prescribed by the RPDAC pursuant to this guideline may participate in the sale by public bidding.

However, officers and employees involved in the preparation of disposal activities, including their relatives within the fourth civil degree of consanguinity or affinity shall be prohibited to participate in the public bidding.

**B. Accomplishment and Submission of Bids**

1. Preparation of the Bid Tender. Any qualified bidder shall accomplish his Bid Tender, clearly indicating the following, among others;
  - a. The description of the items/lots with the corresponding bid offer clearly Indicated in figures and in words;
  - b. The name and signature of the bidder;
  - c. The business or residence address of the bidder;
  - d. The business licence number or Residence Certificate number of the bidder; and
  - e. Terms and conditions offered regarding bidders bond, payment, default and delivery.
2. A bidder shall accomplish the Bid Tender in at least three (3) copies, preferably typewritten. Bid tenders should be property signed and submitted to the Chairman of the Disposal Committee on or before the time scheduled for the opening of the bids. The envelope containing the bid tender should be sealed and addressed properly and correctly.
3. If the items are being sold by lots, bidders shall submit bid tenders for different lots in separate envelopes.
4. If the items are being sold by lots and all lots where interested buyers may offer a bid for each lot, or a single bid for all lots, the bid tender shall be submitted in only one envelope.
5. Erasures or interlineation should be avoided or duly initialed by the bidder.

#### **D. Bid Bond**

1. Bids bond per item/lot, as the case may be, which shall accompany the bid tender or is presented at the time of the opening of bids, shall be required from each bidder and should be at least 10% of the minimum bid price set by the government.
2. Bid bonds should be in the form of cash, manager's check, or cashier's check Acquired from a reputable bank within the area where bidding is to be held.

#### **E. Payment**

1. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash, cashier's check or manager's check of a reputable bank within the area where the bidding was held.
2. Full payment shall be made within five (5) working days from the date of the notice of award.
3. In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the government.

#### **D. Claiming of Award**

1. Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt. It shall be effected in the presence of the reporting property officer or his duly authorized representative and witnessed by the Disposal Committee.
2. The property officer of the owning agency shall accomplish a tally-out sheet as evidence of actual delivery. The tally-out sheet shall be signed by authorized agency officials and the buyer acknowledging receipt of the items.
3. Claims shall be made only during official government working hours.
4. Claims shall be made within the period fixed by the Disposal Committee but not more than 30 days after awarding. Failure on the part of the awardee to claim the property within the stipulated period, shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages, i.e., costs incurred in the conduct of another public bidding or negotiation.

If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall then have the right to dispose of the property through whatever manner the Disposal Committee deems most advantageous to the government.

## E. Defective Bids

Bids that are not in prescribed form (e.g. unsigned bids) and/or those not accompanied or guaranteed by bid bonds at the time of opening bids are considered Defective bids.

Defective bids are automatically disqualified. However, exceptional cases May occur where a defective bid may be favourably considered by the Disposal Committee. The defective bid may then be rectified in the presence of the bidders and Members of the Disposal Committee.

The **Department of Social Welfare and Development Field Office XII (DSWD FO XII)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Administrative Order 06 Series of 2017 of DSWD, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

***DSWD FO XII-RPDAC Secretariat  
Administrative Division-Property and Supply Section  
Department of Social Welfare and Development FO XII  
Brgy. Carpenter Hill, City of Koronadal, South Cotabato  
Email Address: [property.fo12@dswd.gov.ph](mailto:property.fo12@dswd.gov.ph)  
Contact Number: +63 999-905-8087***

You may visit the our official websites for downloading of Bidding Documents at <https://fo12.dswd.gov.ph/bid-bulletin/>

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.

  
**BAILANO A. SALIK-ALI**  
ARDA  
RPDAC Chairperson 



