



Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

RR Road, Cristobal Street, Paco, Manila, Philippines 1007
Trunk line: 689-7750 Direct line: 711-4647 & 563-9395



INVITATION TO BID

For the Sale of ASSORTED IT AND OFFICE EQUIPMENT and UNSERVICEABLE VEHICLES

The Disposal Committee of the PS-PhilGEPS invites bidders to bid for the purchase of unserviceable items, as follows:

NO.	ITEM DESCRIPTION	QTY.	APPRAISED VALUE
ASSORTED IT AND OFFICE EQUIPMENT		1 LOT	25,000.00
1.	Router (ZyXel), Prestige Series, S5B1629937	1 unit	
2.	Tape Dispenser, Table Top	1 pc	
3.	Calculator	1 pc	
4.	Stapler	1 pc	
5.	UPS, Gamatronics, SN215022	1 unit	
6.	Fax Machine, PS-OE-0006	1 unit	
7.	Shredder, PS-PS-001	1 unit	
8.	Scanner, 9167540QE00903222 SS2000	1 unit	
9.	Scanner, Acer	1 unit	
10.	Cassette, 852075281	1 unit	
11.	Adding Machine, PS-CCM-001	1 unit	
12.	Shredder, Kostal, 0162	1 unit	
13.	Oven Toaster, Micromatic MP208ADJ071802	1 unit	
14.	Bundy Clock, PS-OE-0205-UP	1 unit	
15.	Projector, SN4815	1 unit	
16.	Water Dispenser	1 unit	
17.	CD Player, Samsung, SH-152	1 unit	
18.	CD Player, 458421015156	1 unit	
19.	CD Writer, PS-TPO-CDW-001	1 unit	
20.	Coffee Maker, Kyowa, 180373	1 unit	
21.	Vacuum Cleaner, Euroclean	1 unit	
22.	Printer Lexmark	35 units	
23.	Emergency Light, Twin Beam, Omni	5 units	
24.	Refrigerator	2 units	
25.	Assorted Printer Parts, (Plastic)	1 lot	
26.	Assorted Cables/Wires, (Monitor, CPU, Telephone, etc.)	1 lot	
27.	Adaptor, HP	1 pc	
28.	Adaptor, IBM	1 pc	

29.	Monitor, A178, Magic View	1 unit	
30.	Monitor, Compaq, 04138823QC303	1 unit	
31.	Monitor, PS-MO-IT-05	1 unit	
32.	Monitor, Boka, 20031016456	1 unit	
33.	Monitor, HP Compaq, CNC42706KK	1 unit	
34.	Monitor, PS-HE-0130B	1 unit	
35.	Monitor, Red Fox	1 unit	
36.	Monitor, PS-TPO-MO-013	1 unit	
37.	Monitor, GEPS-ITE-0008-13	1 unit	
38.	Monitor, GEPS-ITE-0023-13	1 unit	
39.	Monitor, Red Fox	2 units	
40.	CPU Casing Parts, (GI)	11 pcs	
41.	CPU, PS-TPC-075	1 unit	
42.	CPU Casing/Chassis	1 unit	
43.	Tent Post, Steel Tubes	52 pcs	
UNSERVICEABLE VEHICLES		1 LOT	508,000.00
1.	Car, Sedan, Honda Civic, plate# SEU-126	1 unit	
2.	Car, Sedan, Honda City, w/ plate# SEU-107, Engine# PH13Z0002511	1 unit	
3.	Car, Sedan, Honda Civic, plate# SFK-445	1 unit	
4.	Car, Sedan, Honda Civic, plate# SFK-500	1 unit	
5.	Forklift, 3.5 tons capacity, Toyota 2FD35	1 unit	
6.	Fuso Fighter Truck, Model 1994, Plate No. SHH-843	1 unit	
7.	Honda Civic Sedan, Model 1999, Plate No. SFK-425	1 unit	
8.	Isuzu Giga Truck, Model 1992, Plate No. SHW-394	1 unit	
9.	Toyota Commuter Van, Model 2000, Plate No. SFN-393	1 unit	
10.	Truck, 6 wheeler, Isuzu, plate# SHH-834	1 unit	
11.	Van, commuter, Toyota Hi-Ace, plate# SFN-323	1 unit	
12.	Van, commuter, Toyota Hi-Ace, plate# SHV-248	1 unit	
13.	Van, commuter, Toyota Hi-Ace, plate# SHY-248	1 unit	
14.	Van, SUV, Mitsubishi Delica, plate# SHG-950	1 unit	
			Appraised Value: Php. 533,000.00

The schedule of bidding activities is as follows:

ACTIVITIES	SCHEDULE
Phone up for the Invitation to Bid	August 14, 2015
Issuance and availability of Bid Tender	August 14, 2015
Viewing of items for sale	August 14, 2015
Submission, Opening of Bids and Awarding	August 24, 2015 @ 3:00 PM

The submission of bids shall be at the office of the General Administrative and Servicing Division on August 24, 2015 at 2:00 PM and opening shall be at 3:00 PM same day at Conference Room A, 2nd floor, PS Complex, Cristobal Street, Paco, Manila.

No bid shall be considered unless accompanied by (10%) of the appraised value in the form of cash or cashier's/manager's checque. Late bids shall not be accepted. Bids will be opened in the presence of all the bidders or their duly designated representatives and the PS COA representative. Highest bidder shall pay the bid bond to the cashier after award. The bid bond of non-winning bidders shall be returned outright.

For more information, please call Mr. Ulysses Melvin Mora of the PS-Administrative Division at telephone no. 563-93-95.

The PS Disposal Committee reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

(Sgd.)**JULIETA M. LOZANO**
Chairperson, Disposal Committee

TERMS AND CONDITIONS

1. Sealed bids shall be dropped in the bid box located at the Office of the General Administrative and Servicing Division, 2nd floor, not later than 2:00 P.M., August 24, 2015.
2. Bidders are required to enclose a bid bond equivalent to ten percent (10%) of the bid price per lot in the form of cash, cashier's or manager's cheque acquired from a reputable bank.
3. A bidder may be allowed to withdraw his tender of offer before the date and time set for the opening of the bids and shall be returned to the bidder unopened.
4. All bids will be opened at 3:00 P.M. on the same day of bid submission in the presence of all the bidders or their duly designated representative/s at the Conference Room A, 2nd Floor, PS Complex, Cristobal St., Paco, Manila.
5. Awards shall be given to the highest bidder, provided the offer is not less than the appraised value of the equipment being sold. The bid bond of non - winning bidders shall be returned outright.
6. The ten percent (10%) bid price deposited by the awardee shall automatically be converted into partial payment for the lot bid, the balance of the offered bid price shall be paid within five (5) working days from the date of the notice of award, otherwise, the bid bond shall be forfeited in favor of the government.
7. The awardee has seven (7) working days to clear the area where the items are located from the receipt of the Notice of Award.
8. The PS Disposal Committee reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

CONFORME:

Name of Bidder

(Signature over Printed Name)

Company Name/ Address