



INVITATION TO A PUBLIC AUCTION

The Procurement Service – Department of Budget and Management (PS-DBM) through its PS Disposal Management Committee will conduct Public Auction under No. Public Auction 2023-03 through sealed bids on **11 August 2023**, after 10:00 AM at Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro City, for the sale of the following items:

LOT NO.	ITEM DESCRIPTION BRAND/MODEL	UNIT	QTY	FLOOR PRICE	LOCATION
UNSERVICABLE PROPERTIES OF THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) REGIONAL DEPOT CAGAYAN DE ORO					
1	Air Conditioner "Koppel" 1HP	unit	1	₱ 1,800.00	Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro City.
	Desktop Computer Enlight P-4	unit	1		
	Desktop Computer Redfox with Lexmark Printer	unit	3		
	Desktop Computer HP Compaq dx 2310 17" Desktop Computer Redfox with Lexmark Printer	unit	1		
	Printer Epson FX-2190	unit	1		
	Printer Epson LX-300	unit	1		
	UPS Umart	unit	1		
	AVR	unit	1		
	Computer Chair	unit	1		
	UPS 600VA Lieber psa ITON	unit	1		
	Printer Canon	unit	1		

	Trolley Cart	pc	2		
	Television 14"	unit	1		

Bidding mechanics:

1. The public auction will be conducted in accordance with the guidelines under COA Circular No. 89-296 dated January 29, 1989;
2. The bid form may be obtained personally from the PS Disposal Management Committee on July 28, 2023 – August 09, 2023 from 9:00 AM to 4:00 PM at the Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro City. It can also be downloaded through the PS Website at <https://ps-philgeps.gov.ph/home/>
3. All bid proposals shall use the bid tender form obtained from the PS DMC. The bid tender form shall be accomplished in **One (1) original copy and Two (2) Certified True Copies** with signature in each and every page and shall be submitted in a sealed envelope properly addressed to:

The Chairperson

Disposal Management Committee
Ground Floor, PS-DBM Building
RR Road, Cristobal Street, Madrigal Compound, Paco, Manila

4. All bids must be accompanied by Invitation to Bid with signature of authorized representative in each and every page as a proof of understanding the mechanics of public auction and bid bond/s in the form of cash, manager’s check or cashier’s check acquired from a reputable bank with an amount equivalent to at least 10% of the floor price for the lot to be bid. All checks should be payable to the Procurement Service.
5. Qualification of bidders: all individuals, partnerships and/or corporations are qualified to participate in the public auction subject to the submission of qualification documents, as may be required by the PS DMC. For this bidding, the latest Mayor’s Permit shall be required from participating bidders.
6. All interested bidders may conduct ocular inspection of the items starting July 28, 2023 – August 10, 2023 at Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro City.
7. Bid proposals shall be submitted not later than August 11, 2023 until 10:00 AM only through the PS DMC at Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro

City. The public auction shall be conducted on a lot and "As is, Where is" bases subject to other terms and conditions which PS DMC may impose. Late bids shall not be accepted. The opening of the bids will be on August 11, 2023, immediately after the deadline at the PS Conference Room.

8. The envelope containing the bid form and other requirements should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time of the opening of bids shall be considered defective bids which automatically disqualify the respective bidder.
9. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
10. Sealed bids shall be dropped in the bid box located at Procurement Service Regional Depot X, Department of Budget and Management Compound, National Highway Bulua, Cagayan de Oro City. All bids will be opened in the presence of all bidders or their duly designated representative/s and PS COA representative.
11. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the PS Cashier Section afterwards and shall submit a photocopy of the Official Receipt (OR) to the PS DMC secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
12. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
13. The winning bidder's bond shall automatically be considered as a partial payment and the balance shall be paid in full to the PS Cashier Section in the form of cash, manager's check or cashier's check acquired from a reputable bank within five (5) working days from the receipt of the Notice of Award.
14. In case of failure of payment of the bid price within the required period, the award shall be cancelled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
15. The Official Receipt (OR) showing full payment of the bid price shall be presented to the Head of the Regional Depot which shall serve as the basis for the preparation of the Gate Pass within five (5) days upon receipt of the OR.
16. The highest winning bidder shall be responsible for the expenses incidental to the cost of weighing and hauling of the items subject for disposal. The awardee has



thirty (30) calendar days from the receipt of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/cancelled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.

17. Failure of bidding shall be declared if all 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; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

18. The Procurement Service – DBM reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government. The decision of the PS-DBM is final and binding.

Schedule of Activities:

ACTIVITIES	SCHEDULE
Posting of Invitation to Bid	July 28, 2023
Issuance and availability of Bid Tender	July 28, 2023 – August 09, 2023
Pre-Bid conference	August 2, 2023
Viewing of items for sale	July 28, 2023 – August 10, 2023
Deadline of submission of bids	August 11, 2023 / 10:00AM
Opening and awarding of bids	August 11, 2023 1:30pm / immediately after the deadline of submission

For queries or concerns, you may email Ms. Gemmarie Ann R. Teric of the PS DMC Secretariat at (gteric@ps-philgeps.gov.ph)


Signature Redacted
DAVE Y. VALDERRAMA
 Chairperson
 Disposal Management Committee

Conforme:

Signature of the Authorized Representative over
 Printed Name



BID TENDER

PUBLIC AUCTION 2023-03

Date: _____

MR. DAVE Y. VALDERRAMA

Chairperson, Disposal Management Committee

Dear Sir/Mesdames:

We are pleased to submit our proposal to purchase Lot No. 1 of unserviceable items/properties as follows:

LOT NO.	DESCRIPTION	UNIT	QUANTITY	FLOOR PRICE	BID PRICE
1	Air Conditioner "Koppel" 1HP	unit	1	₱1,800.00	
	Desktop Computer Enlight P-4	unit	1		
	Desktop Computer Redfox with Lexmark Printer	unit	3		
	Desktop Computer HP Compaq dx 2310 17"	unit	1		
	Printer Epson FX-2190	unit	1		
	Printer Epson LX-300	unit	1		
	UPS Umart	unit	1		
	AVR	unit	1		
	Computer Chair	unit	1		
	UPS 520-600VA, Umart	unit	1		



LOT NO.	DESCRIPTION	UNIT	QUANTITY	FLOOR PRICE	BID PRICE
	UPS 600VA Lieber psa ITON	unit	1		
	Printer Canon	unit	1		
	Trolley Cart	pc	2		
	Television 14"	unit	1		

Very truly yours,

Name and Signature of Authorized Representative

Company Name / Address

Contact No.:

E-mail: