



## 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 2023-04 through sealed bids on **18 August 2023**, after 10:30 AM at PS-DBM Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga, for the sale of the following items:

LOT NO.	ITEM DESCRIPTION BRAND/MODEL	UNIT	QTY	FLOOR PRICE	LOCATION
<b>UNSERVICEABLE PROPERTIES OF THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) REGIONAL DEPOT PAMPANGA</b>					
1	CCTV UNIT 1 Package 12 cameras	Set	1	Php 7,000.00	Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga
	Desktop Computer RED FOX (PC ng Bayan) - AMD Sempron 2600+	Unit	7		
	Acer Veriton X480G Intel Pentium Dual Core	Unit	1		
	Desktop Computer Intel Core i5	Unit	1		
	Desktop Computer Intel Core i7	Unit	1		
	Printer Dot Matrix, EPSON LQ-2180 24pins	Unit	1		
	Printer Dot Matrix, EPSON LQ-2190 24pins	Unit	1		
	Printer DeskJet, HP CE359A	Unit	1		
	Electric Fan - Orbit type	Unit	2		
	Electric Fan - Wall type	Unit	3		
	Electric Fan Stand Type	Unit	2		

Manual Typewriter Machine 18"	Unit	1		
JetMatic Motor	Unit	1		
Safety Vault 13.5" x 12"	Unit	1		
CPU Monitor, CRT BOX Monitor - RED FOX	Unit	1		
CPU Monitor, Flat Screen Monitor - HP	Unit	1		
CPU Monitor, Flat Screen Monitor - Promac	Unit	1		
Printer Color JetPrinter, Lexmark Z515	Unit	5		
Printer Color JetPrinter, Lexmark Z645	Unit	1		
Fax Machine, Panasonic KX-FT983	Unit	1		
Fax Machine, Brother Personal FX-236	Unit	1		
Universal Power Supply (UPS), PowerCom - 525A	Unit	3		
Universal Power Supply (UPS), KEBOS - 650VR	Unit	1		
Universal Power Supply (UPS), ITON 600 (E)	Unit	1		
Universal Power Supply (UPS), Umart	Unit	1		
AVR - Wilson micro 500	Unit	1		
Modem Router, Linksys E1200	Unit	1		
Modem Router, D-Link - DGS-1008D	Unit	1		
Swivel Chair Executive	Unit	1		
Swivel Chair Junior	Unit	1		
Swivel Chair Junior	Unit	1		

### **Biding 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 (DMC) starting August 09, 2023 (8:00 AM to 5:00 PM) at the Procurement Service Depot Pampanga, Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga. 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 Junk/Scrap starting August 09 – August 17, 2023, at Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga through the Procurement Service Depot Pampanga.
7. Bid proposals shall be submitted not later than August 18, 2023 until **10:00 AM only** through the DMC Secretariat at Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga. The public auction shall be conducted on a lot and "***As is, Where is***" bases subject to other terms and conditions which DMC may impose. Late bids shall not be accepted. The opening of the bids will be on August 18, 2023 immediately after the deadline at the PS Depot Pampanga.
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 the PS Depot Pampanga, Regional Government Central, Brgy. Maimpis, City of San Fernando, Pampanga. 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 PS Depot Pampanga 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:**

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Posting of Invitation to Bid	August 09, 2023
Issuance and availability of Bid Tender	August 09 – August 17, 2023
Pre-Bid conference	August 11, 2023
Viewing of items for sale	August 09 – August 17, 2023
Deadline of submission of bids	August 18, 2023
Opening and awarding of bids	August 18, 2023 / 10:30AM / immediately after the deadline of submission

For queries or concerns, you may email Mr. Jeffrey M. Pangilinan of the PS DMC Secretariat at [jpangilinan@ps-philgeps.gov.ph](mailto:jpangilinan@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 2023-04**

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	DESCRIPTION	UNIT	QUANTITY	FLOOR PRICE	BID PRICE
1	CCTV UNIT 1 Package 12 cameras	Set	1	₱ 7,000.00	
	Desktop Computer RED FOX (PC ng Bayan) - AMD Sempron 2600+	Set	7		
	Acer Veriton X480G Intel Pentium Dual Core	Set	1		
	Desktop Computer Intel Core i5	Set	1		
	Desktop Computer Intel Core i7	Set	1		
	Printer Dot Matrix, EPSON LQ-2180 24pins	Unit	1		
	Printer Dot Matrix, EPSON LQ-2190 24pins	Unit	1		
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	Electric Fan - Orbit type	Unit	2		
	Electric Fan - Wall type	Unit	3		
	Electric Fan Stand Type	Unit	2		
	Manual Typewriter Machine 18"	Unit	1		
	JetMatic Motor	Unit	1		
	Safety Vault 13.5" x 12"	Unit	1		
	CPU Monitor, CRT BOX Monitor - RED FOX	Unit	1		
	CPU Monitor, Flat Screen Monitor - HP	Unit	1		
CPU Monitor, Flat Screen Monitor -	Unit	1			

Promac			
Printer Color JetPrinter, Lexmark Z515	Unit	5	
Printer Color JetPrinter, Lexmark Z645	Unit	1	
Fax Machine, Panasonic KX-FT983	Unit	1	
Fax Machine, Brother Personal FX-236	Unit	1	
Universal Power Supply (UPS), PowerCom - 525A	Unit	3	
Universal Power Supply (UPS), KEBOS - 650VR	Unit	1	
Universal Power Supply (UPS), ITON 600 (E)	Unit	1	
Universal Power Supply (UPS), Umart	Unit	1	
AVR - Wilson micro 500	Unit	1	
Modem Router, Linksys E1200	Unit	1	
Modem Router, D-Link - DGS-1008D	Unit	1	
Swivel Chair Executive	Unit	1	
Swivel Chair Junior	Unit	1	
Swivel Chair Junior	Unit	1	

Very truly yours,

\_\_\_\_\_  
**Name and Signature of Authorized Representative**

\_\_\_\_\_  
**Company Name / Address**

\_\_\_\_\_  
**Contact No.:**

\_\_\_\_\_  
**E-mail:**