



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Western Visayas  
Parola, Iloilo City

**ITB No. 2022-09-07**  
**September 7, 2022**

**INVITATION TO BID**  
**ON "AS IS" WHERE IS" BASIS**

The Department of Agriculture RFO 6, through its Regional Disposal Committee (RDC), now invites all interested parties to participate in the **public bidding of unserviceable property/equipment on "AS IS" "WHERE IS" basis, to wit:**

**ITEMS FOR AUCTION:**

	<b>ITEM</b>	<b>FLOOR PRICE</b>	<b>LOCATION</b>
<b>Lot 1</b>	Various Printer – 9 units Various Laptop, Netbook, Tablet and Cellular Phone – 14 units Various Aircon – 19 units Plotter – 1 unit Camera – 1 unit Various Adding Machine – 3 unit Cash Box – 1 unit Various Typewriter – 2 units Water Dispense – 1 unit Various Computer Monitor – 4 units Various CPU – 3 units Various UPS – 8 units Power Supply – 2 units Switch Layer – 1 unit Other ICT Equipment – 17 units Barcode Reader – 2 units Top Glass – 2 unit Other Office Equipment – 8 units Various Partition Panel – 10 units Various Table and Cabinet – 7 units Various Chairs – 21 units Aircon Parts – 2 units Emergency Light – 4 units Various Office Supplies – 85 pcs	Php 50,000.00	DA-WESVIARC, Buntatala, Jaro, Iloilo City

Bidders shall be allowed to conduct physical inspection of the various unserviceable property and equipment on **September 16-27, 2022 during office hours from 1:00 P.M. to 4:00 P.M.** The bidders shall inform the DA- RFO 6 Disposal Committee through a written notice confirming their conduct of inspection. It shall be submitted during or prior to the opening of bids.

The Department of Agriculture RFO 6 will hold a Pre-Bid Conference on **September 16, 2022 10:30 A.M.** at RCPC Library which shall be open to all interested parties.



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A non-refundable Bid Fee of Php 100.00 shall be paid to the DA-RFO 6 Cashier. Upon payment of the bid fee, the interested buyers may secure the Bid Form from Vanisa Jane P. Gamarcha, Secretariat, Regional Disposal Committee at the General Services Section, DA-RFO 6, WESVIARC, Hamungaya, Jaro, Iloilo City.

The sealed bid/offer must be delivered on or before September 27, 2022 10:30 A.M at RCPC Library, WESVIARC Hamungaya, Jaro, Iloilo City. All bids must be accompanied by a bidders bond in the amount stated in No. 6 of the terms and conditions.

Opening of sealed bids shall be held on September 27, 2022, 10:30 A.M. in the presence of the bidders or their duly authorized representatives.

The Department of Agriculture RFO 6 reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

The attached Terms and Condition shall apply to the Public Bidding for Auction of unserviceable property of the Department of Agriculture RFO 6.

For further information, please refer to:

Ms. Vanisa Jane P. Gamarcha  
Secretariat, Regional Disposal Committee  
Department of Agriculture  
Regional Field Office VI  
WESVIARC Hamungaya  
Brgy. Buntatala, Jaro, Iloilo City  
Telephone Number 337-60-06

Very truly yours,

**ZARLINA B. CUELLO**  
Chairperson  
Regional Disposal Committee



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### **TERMS AND CONDITIONS**

ITB No. 2022-09-07

1. The Bidding shall be through Public Auction/Bidding in as "AS IS", "WHERE IS" basis be undertaken by DA RFO 6 Regional Disposal Committee.
2. The Invitation to Bid shall be posted in the DA RFO 6 Bulletin Board, in any conspicuous places in the premises of DA RFO 6 and in DA RFO 6 website.
3. The Bid Forms (Bid Form Nos. 1-2) may be obtained from the Department of Agriculture RFO 6 Regional Disposal Committee WESVIARC, Hamungaya, Brgy. Buntatala, Jaro, Iloilo City, after payment of P100.00 to DA RFO 6 Cashier. Only prospective bidder who purchased bid documents/forms shall be allowed to participate in the opening of bid. For other information/details, please see ZARLINA B. CUJELLO, Chairperson-Regional Disposal Committee or VANISA JANE P. GAMARCHA, Secretariat-Regional Disposal Committee.
4. Interested bidders are required to submit the following:

For individual bidders:

- a. Current Residence Certificate
- b. Tax Identification Number
- c. Income Tax Return for CY 2021
- d. Affidavit of Undertaking

For Company Bidders:

- a. Valid and Current Mayor's Permit where the Principal Office is located
- b. Income Tax Return for CY 2021
- c. Affidavit of Undertaking

5. Accomplished Bid Forms should be sealed in an envelope and be submitted to the Regional Disposal Committee at the RCPC Library, WESVIARC Hamungaya, Jaro, Iloilo City not later than September 27, 2022 10:30 A.M.
6. Qualified bidders shall be required to post a refundable Bidder's bond equivalent to ten percent (10%) of their bid price either in cash or manager's check. For the winning bidder, the Bidder's Bond shall constitute as the initial payment for the item/equipment.
7. The bid price should not be lower than the Floor Price or total appraised value of each lot. The highest bidder shall be considered as the winning bidder.
8. Bids that are not in prescribed form (eg. unsigned bids) and/or those not accompanied or guaranteed by Bidder's Bonds at the time of opening of bids are considered defective bids. Defective bids are automatically disqualified.
9. A bidder may be allowed to withdraw a tendered bid before the time of opening of the bids. His bid shall be returned unopened.



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10. After the opening of the bids, no bidder shall be allowed to withdraw his offer unless the following conditions are met:
  - a. There is a mistake in the offer
  - b. The mistake refers to the object or principal conditions of the proposal
  - c. The reasons for such mistake must be conclusive and convincing
  
11. During the opening of bids, the following shall be observed:
  - a. Bids submitted after deadline shall not be accepted
  - b. All bids shall be opened at RCPC Library, WESVIARC Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
  - c. The RDC shall declare the validity and accuracy of all bids received/tendered
  - d. An Abstract of Bids/Quotations shall be prepared and shall be approved/signed by the Regional Disposal Committee
  
12. The winning bidder shall be informed by the RDC through a Notice of Award.
  
13. The winning bidder/s must make full payment of the bid not later than one (1) week after receipt of the Notice of Award. Payment shall be made to the DA RFO 6 Cashier. The Official Receipt (O.R) shall be presented to the Property and Supply Unit for the Authority to Release/Gate Pass.
  
14. Any of the DA RFO 6 unserviceable properties for auction/bidding not taken by the winning bidder within one (1) week period shall be forfeited and shall be awarded to the second highest bidder without need of further notice.
  
15. All DA RFO 6 employees (regular, contractual job order), members of the Regional Disposal Committee (RDC), and Property and Supply Unit and their relatives within the fourth degree of consanguinity or affinity are disqualified to join the said auction/bidding.



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**BID FORM NO. 1**  
 ITB NO. 2022-09-07

Bidder's Company or Personal Letterhead  
 (with Address and Contact Number)

**The DA RFO 6 Regional Disposal Committee (RDC):**

Submitted herewith is my bid proposal in response to DA RFO 6 ITB No.: 2022-09-07 dated September 7, 2022.

**ITEMS FOR AUCTION:**

Lot 1	ITEM	FLOOR PRICE	BID PRICE
	Various Printer – 9 units Various Laptop, Netbook, Tablet and Cellular Various Phone – 14 units Various Aircon – 19 units Plotter – 1 unit Camera – 1 unit Various Adding Machine – 3 units Cash Box – 1 unit Various Typewriter – 2 units Water Dispense – 1 unit Various Computer Monitor – 4 units Various CPU – 3 units Various UPS – 8 units Power Supply – 2 units Switch Layer – 1 unit Other ICT Equipment – 17 units Barcode Reader – 2 units Top Glass – 1 unit Other Office Equipment – 8 units Various Partition Panel – 10 units Various Table and Cabinet – 7 units Various Chairs – 21 units Aircon Parts – 2 units Emergency Light – 4 units Various Office Supplies – 85 pcs	Php 50,000.00	

It is understood that DA RFO 6 reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders,

I have read and fully understood the instruction to Bidders.

Very truly yours,

Signature:  
 Printed Name:  
 TAX ID No. (TIN):  
 Address:  
 Mobile No.:  
 Telephone No.:



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**BID FORM NO. 2**  
**ITB NO. 2022-09-07**

### SCHEDULE OF BIDDING ACTIVITIES

	ACTIVITY	DATE/TIME
a)	Posting of "Invitation to Bid" in the DA RFO 6 Bulletin Board at the DA RFO 6, Parola, Iloilo City and in any conspicuous places in Iloilo City and in DA RFO 6 website	September 7, 2022
b)	Issuance of Bid Form to Interested Parties/Bidders after payment of a non-refundable bid fee of P100.00	September 7-27, 2022
c)	Pre-bid Conference at RCPC Library, WESVIARC Hamungaya, Brgy. Buntatala, Jaro, Iloilo City	September 16, 2022 10:30 A.M.
d)	Pre-inspection of various unserviceable properties during office hours from 1:00 PM to 4:00 PM	September 16-27, 2022
e)	Deadline of submission of sealed Bid Form and Bid Bond	September 27, 2022 10:30 A.M.
f)	Opening of Sealed Bid Forms at RCPC Library, WESVIARC Hamungaya, Brgy. Buntatala, Jaro, Iloilo City	September 27, 2022 10:30 A.M.
g)	Regional Disposal Committee Evaluation and Recommendation	September 27, 2022
h)	Commission's Approval and Issuance of Notice of Award	September 28 – October 5, 2022
i)	Payment and pull-out of various unserviceable properties by the winning bidder	October 3-10, 2022

It is understood that DA RFO 6 reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

All communications should be addressed to the Regional Disposal Committee, DA RFO 6, WESVIARC, Hamungaya, Jaro, Iloilo City

  
**ZARINA B. CUELLO**  
Chairperson  
Regional Disposal Committee



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### AFFIDAVIT OF UNDERTAKING

**REPUBLIC OF THE PHILIPPINES**  
**PROVINCE OF ILOILO**  
**ILOILO CITY**

I, \_\_\_\_\_ of legal age, single/married and residing at \_\_\_\_\_ after being sworn to in accordance with law, dispose and say:

1. That I fully understood the Terms and conditions of this bidding;
2. That I will abide by the relevant auditing, accounting and Commission policies and rules on disposal, including DA RFO Circular No. \_\_\_\_\_ dated \_\_\_\_\_;
3. That I, if declared winner, will take out items completely starting \_\_\_\_\_ to \_\_\_\_\_;
4. That I will forfeit my right to claim for failure to do so without need of further notice;
5. That I had not offered any monetary or non-monetary consideration or favor to any RDC member or employee of this Department.

IN WITNESS WHEREOF, I have hereto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2022, in the Municipality of \_\_\_\_\_, Province/City of \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Signature of Affiant

SUBSCRIBE and sworn to before me in the Province/City of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2022 by \_\_\_\_\_ with Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 2022.



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