

May 23, 2024

MS. REMIA D. MONARCA
State Auditor IV
Audit Team Leader
Commission on Audit
DA-Western Visayas



Dear Ms. Monarca:

Please be informed that the Disposal Committee of the DA-Western Visayas will conduct a negotiated or private sale of Various Unserviceable Property/Equipment for **NS No. 2024-05-01** with the following schedule of 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 at ROS, Sigma, Capiz and in DA RFO 6 website	Start: May 27, 2024
b)	Issuance of Bid Form to Interested Parties/Bidders	May 27 – June 5, 2024
c)	Deadline of submission of sealed Bid Form and Bid Bond	June 5, 2024 10:30 A.M.
d)	Opening of Sealed Bid Forms at DA Western Visayas – Research Outreach Station, Sigma, Capiz	June 5, 2024 10:30 A.M.
e)	Regional Disposal Committee Evaluation and Recommendation	June 5, 2024
f)	Committee's Approval and Issuance of Notice of Award	June 5 - 14, 2024
g)	Payment and pull-out of various unserviceable property/equipment by the winning bidder	June 11 - 21, 2024

In this regard, we would like to invite you or your representative to attend the Opening of Sealed Bids as an observer.

Also find attached the Invitation to Bid and Terms and Conditions of the public bidding or auction sale for your reference.

Thank you for your continued support to our endeavors.

Very truly yours,



MAE P. NONES
Chairperson
Regional Disposal Committee



NS No. 2024-05-01
(Negotiated)
(IIRUSP No. 2023-04-002
dated April 28, 2023)

NOTICE OF NEGOTIATED OR PRIVATE SALE
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 **Negotiated of Various Unserviceable Property/Equipment** on "AS IS, WHERE IS" basis, to wit:

ITEMS FOR AUCTION:

	ITEM	FLOOR PRICE	LOCATION
Lot 1	VARIOUS ICT, OFFICE, AGRICULTURAL AND FORESTRY EQUIPMENT Various Chair - 2 pieces Office Table - 1 piece Refrigerator - 1 piece Various Stand Fan - 4 units Time Recorder / Bundy Clock - 1 unit Computer Set (CPU & Printer) - 1 set Computer Set (Monitor, CPU, Printer, Computer Table, AVR) - 1 set Monitor - 1 unit Various Keyboard - 2 units Laptop - 1 unit Smart Tv 40" - 1 unit Karaoke - 1 unit Various Printer - 8 units Tablet Samsung - 2 units Light Trap - 1 piece Weighing Scale - 1 unit Various Wheel Barrow - 5 pieces	P 2,400.00	DA Western Visayas-Research Outreach Station (ROS), Sigma, Capiz

The sealed bid/offer must be delivered on or before June 5, 2024 10:30 A.M. at DA-Research Outreach Station, Malapad Cogon, Sigma Capiz.

Opening of sealed bids shall be held on June 5, 2022 10:30 A.M. in the presence of the bidders or their duly authorized representatives.

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 2023
- 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 2023
- c. Affidavit of Undertaking

For further information, please refer to:

The Secretariat
Regional Disposal Committee
Department of Agriculture
Regional Field Office VI
WESVIARC Hamungaya
Brgy. Buntatala, Jaro, Iloilo City
Telephone Number 337-6006

Very truly yours,



MAE P. NONES
Chairperson
Regional Disposal Committee

BID FORM NO. 1

NS No. 2024-05-01

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 NS No.: 2024-04-01 dated April

ITEMS FOR AUCTION:

	ITEM	FLOOR PRICE	BID PRICE
Lot 1	VARIOUS ICT, OFFICE, AGRICULTURAL AND FORESTRY EQUIPMENT Various Chair - 2 pieces Office Table - 1 piece Refrigerator - 1 piece Various Stand Fan - 4 units Time Recorder / Bundy Clock - 1 unit Computer Set (CPU & Printer) - 1 set Computer Set (Monitor, CPU, Printer, Computer Table, AVR) - 1 set Monitor - 1 unit Various Keyboard - 2 units Laptop - 1 unit Smart Tv 40" - 1 unit Karaoke - 1 unit Various Printer - 8 units Tablet Samsung - 2 units Light Trap - 1 piece Weighing Scale - 1 unit Various Wheel Barrow - 5 pieces	P 2,400.00	

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.:



BID FORM NO. 2
NS NO. 2024-05-01

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 at ROS, Sigma, Capiz and in DA RFO 6 website	Start: May 27, 2024 End: June 5, 2024
b)	Issuance of Bid Form to Interested Parties/Bidders	
c)	Deadline of submission of sealed Bid Form and Bid Bond	May 7 – June 5, 2024
d)	Opening of Sealed Bid Forms at DA Western Visayas – Research Outreach Station, Sigma, Capiz	June 5, 2024 10:30 A.M.
e)	Regional Disposal Committee Evaluation and Recommendation	June 5, 2024 10:30 A.M.
f)	Committee's Approval and Issuance of Notice of Award	June 5, 2024
g)	Payment and pull-out of various unserviceable property/equipment by the winning bidder	June 5 - 14, 2024
		June 11-June 21, 2024

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.



MAE P. NONES
Chairperson
Regional Disposal Committee



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 and the Terms and Conditions stated in the Invitation to Bid.
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 _____, 2024, 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 _____, 2024 by _____ with Residence Certificate No. _____ issued at
_____ on _____ 2024.