



Republic of the Philippines  
**Department of Education**  
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



**INVITATION TO BID**

The Department of Education, Regional Office IX, through the Regional Appraisal and Disposal Committee, invites all interested parties to participate in the public auction of unserviceable properties on an 'As-Is-Where-Is' basis. Details are provided below.

1. Description and location of properties and floor price

QUANTITY	DESCRIPTION OF PROPERTIES	LOCATION	FLOOR PRICE	BID BOND
Lot 1	Computer Chairs, Dining Chair, Executive Swivel Chairs (High and Low Back) - 28 UNITS	DepEd RO-IX RNEAP Tiguma	1,060.00	106
Lot 2	Printers and UPS – 93 UNITS	DepEd RO-IX RNEAP Tiguma	1,821.00	182
Lot 3	Aircon, Collators, Electric Fan, Heavy Duty Printer (Printronix), Photocopier, RISO and Typewriter – 16 UNITS	DepEd RO-IX RNEAP Tiguma	8,960.00	896
<b>TOTAL</b>			<b>11,841.00</b>	<b>1,184.00</b>

2. The public auction will be conducted in accordance with COA-DBM Joint Circular No. 2024-1, dated January 30, 2024, following the schedule of activities listed below:

ACTIVITY	SCHEDULE
Publication of the Invitation to Bid	January 6-12, 2025
Ocular inspection of subject properties by interested bidders	January 6-12, 2025
Submission of Bids and posting of Bid Bond	January 13, 2025 (Until 3:00 PM)
Opening of Bids	January 14, 2025, 2:00 PM
Evaluation of Bids and Disposal Committee Recommendation	January 14, 2025
Result of Bids Evaluation and/or issuance of Notice of Award to winning bidder	January 15, 2025
Full payment of the winning bidder (5 days from Notice of Award)	January 22, 2025
Release/delivery of properties to winning bidder/hauling or pull out of properties (30 days from Notice of Award)	January 23, 2025, to February 22, 2025

3. On the date specified in the schedule of activities, bidders are required to submit their official bids, subject to the following conditions:

- The participating bidder shall be required to submit a Certified True Copy of the Latest Mayor's/Business Permit and Latest Income Tax Return.
- A bidder shall accomplish the auction tender in at least three (3) copies. Auction tenders shall be properly signed and submitted to the Chairman of the Regional Appraisal and Disposal Committee before the deadline for the submission of bids. The envelope containing the auction tender shall be sealed and properly marked.
- The Auction Tender Form can be conveniently downloaded via the following link: <https://bit.ly/4fLSgMN>.



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- If the items are being sold by lots, bidders shall submit auction tenders for different lots in separate envelopes. If, however, the buyer is interested in all lots, the auction tender shall be submitted in only one (1) envelope.
- Bids must be submitted through the designated drop box at the lobby of the DepEd RO-IX, Balintawak, Pagadian City addressed to:

DR. GREGORIO R. ELEJORDE, CESO V  
Assistant Regional Director  
Chairperson, Regional Appraisal and Disposal Committee  
DepEd RO-IX, Balintawak, Pagadian City

- Bids must be accompanied by proof of payment for the required auction bond:
  - Equivalent to PhP1,184.00 (10% of the bidding floor price).
  - Payment must be made in cash or by manager's/cashier's check from a reputable bank.
  - Payment should be made to the ASD-Cash Section, located at the Ground Floor of DepEd RO-IX, Tiguma.
  - The Auction Bond is creditable as partial payment for the winning bidder.
  - The Auction Bond is refundable for non-winning bidders.
- 4. The no-contact rule will be strictly enforced after bid submission, prohibiting any inquiries, communications, or correspondence from bidders.
- 5. The opening of sealed bids is scheduled on January 14, 2025, at 2:00 PM, to be held at the DepEd RO-IX, Balintawak, Pagadian City.
- 6. After the bidders' information and qualifications are validated, individual bids will be assessed to confirm compliance with the minimum floor price and the payment of the bid bond. Once opened, the technical secretariat will evaluate the bids to ensure they meet the bid conditions and public auction requirements.
- 7. The highest compliant bid shall be declared the winning bidder and serve as the basis for awarding the contract. In case of multiple bids or discrepancies between the bid amount in words and figures, the higher amount will be considered the final offer, guided by relevant factors to determine the bidder's true intent. The declared winning bid will be the contract price between the parties. In the event of a tie, a coin toss or drawing of lots will be conducted to resolve the tie, in the presence of the concerned bidders.
- 8. Failure of public auction shall be declared under any of the following cases:
  - a. No auctions were received; or
  - b. All bidders failed to comply with the terms and conditions prescribed in the invitation to bid.In case of a failed first public auction, a re-auction shall be scheduled. In case of failure on the second auction, the Disposal Committee may dispose the properties through negotiated sale.
- 9. After determination of the winning bid, the Regional Disposal Committee shall recommend to the Regional Director the award of the contract to the winning bidder. The Notice of Award shall then be issued to the winning bidder and shall serve as the contract between the parties. Within the period prescribed, the winning bidder shall pay the full amount of the Contract, less the amount of the bid bond.



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Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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10. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.
11. After full payment of the Contract price, the subject properties shall be released to the buyer, subject to the following conditions:
- The buyer shall present the Official Receipts evidencing full payment of the Contract price
  - The Disposal Committee will set a withdrawal period of no more than 30 days from the Notice of Award. Failure to claim the property within this time will cancel the award, and the awardee will incur storage fees. Unjustified failure to withdraw the property will forfeit the auction bond, and unclaimed property will revert to the government for disposal.
  - The pick-up/hauling shall be scheduled during official working days and hours only
  - The release to the buyer and hauling of the subject properties shall be at no cost to the DepEd RO-IX.
12. It is understood that all necessary registration/licenses/permits needed for the hauling, transportation, and disposal of all properties/materials intended for this activity shall be at the expense of the winning bidder, at no cost to the DepEd RO-IX. The winning bidder shall likewise comply with all pertinent laws, rules, and regulations.

For inquiries, please contact the Regional Appraisal and Disposal Committee at (062) 945-3329 local 204 and look for Mr. Muhammad Yusuf J. Sali – Administrative Officer V – Asset Management Section.

APPROVED BY:

Digitally signed by Elejorde Gregorio Cyrus Ricalfort  
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 Assistant Regional Director  
 Chairperson, Regional Appraisal and Disposal Committee