

## **Invitation to Bid for the Sale of Various Unserviceable Property, Plant and Equipment (PPE) and Waste Materials on "As-Is-Where-Is" Basis**

The Department of Trade and Industry (DTI) through the DTI Inventory and Disposal Committee (IDC) hereby invites all interested bidders to submit bids for:

### **ONE (1) LOT – VARIOUS UNSERVICEABLE OFFICE FURNITURE, IT EQUIPMENT, IT PERIPHERALS, AND APPLIANCES**

**Location :** DTI-Cottage Baguio  
Marcoville Street, Brgy. Cabinet Hills  
Baguio City, Benguet Province

**Minimum Bid Amount:** Four Thousand (PhP4,000.00) Pesos Only

Prospective buyers are invited to physically inspect the subject items (hereto attached) located at the above-mentioned location, any day between 22 to 29 May 2023 except Saturday and Sunday, at 10:00 a.m. Physical inspection may be coordinated with the DTI-Cottage Baguio Caretaker, Ms. Florentina Gonzales, through mobile phone number 0906-860-9796 or email address: [dticottagebaguio@gmail.com](mailto:dticottagebaguio@gmail.com).

Deadline for the submission of electronic password-protected bids, addressed as follows and to be sent to the DTI IDC Secretariat, with the email address: [MarkVillanueva@dti.go.ph](mailto:MarkVillanueva@dti.go.ph) shall be on **29 May 2023 (Monday) at 5:00 p.m.**

**USEC. IRENEO V. VIZMONTE**  
**Chairperson, DTI Disposal Committee**

Attention:  
DTI Disposal Committee Secretariat  
Human Resource and Administrative Service  
4<sup>th</sup> Floor, Trade and Industry Building  
361 Sen. Gil J. Puyat Avenue  
Makati City, 1200 Metro Manila

Opening of bids will be held on **30 May 2023 (Tuesday) at 2:00 p.m. via Zoom Meeting Platform, the link of which shall be provided the day prior to the said activity.**

Prospective bidders shall conform to the following **TERMS AND CONDITIONS** that apply to public bidding of various unserviceable properties in the DTI, as follows:

1. The bidders may submit their bids via Electronic submission of bids with the following guidelines:
  - 1.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
  - 1.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-IDC shall have three (3) attempts to open the submitted files.
    - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
    - If the first file was corrupted, the DTI-IDC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
    - If the first and second file were corrupted, the third file shall be opened.
    - If the third file was corrupted, the bidder shall be automatically disqualified.
2. The PDF file should also include certified scanned copies of the following documents:
  - a. DTI or SEC Registration
  - b. Mayor's Permit
3. Bidders may email their bids to the DTI IDC Secretariat email address:  
[MarkVillanueva@dti.gov.ph](mailto:MarkVillanueva@dti.gov.ph)
4. Bids received shall be electronically opened on the exact date and time prescribed in the Invitation to Bid. Bids shall be prepared wherein the highest price offered for the whole lot shall be the winning bid provided that the amount shall be higher or equal to the minimum bid amount;
5. Immediately after the winning bidder has been declared by the DTI Inventory and Disposal Committee, the winning bidder shall present/submit for authentication the original copies of his DTI or SEC Registration and Mayor's Permit and pay in cash his bid amount within five (5) working days from the date of receipt of the Notice of Award (NOA).
6. The winning bidder shall pick-up all specified unserviceable items and waste materials in the list within five (5) working days from payment of the bid amount.

**DTI INVENTORY AND DISPOSAL COMMITTEE**

7. In case of failure of bidding, a re-bidding shall automatically be re-scheduled three (3) days after the announcement of a failure of bid. Unsuccessful bidding shall fall under any of the following cases:
- No bid was received.
  - All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid.
  - Complying bidders failed to meet the minimum bid price.

Under any of the above instances, the DTI Disposal Committee shall re-advertise and re-bid and shall observe the same process according to the same rules followed during the first bidding. In case of second failed bidding, the DTI may resort to negotiated bidding.

The DTI reserves the right to reject any or all bids with or without cause, to waive any defect in them and to award the bidder whose offer is the most advantageous to the government.

For clarifications, questions and further information, please call the DTI Inventory and Disposal Committee (Ms. Angelica Isabel Isnani or Mr. Mark C. Villanueva) at Telephone No. 7791-3358 or e-mail addresses: [Angelicalsabellsnani@dti.gov.ph](mailto:Angelicalsabellsnani@dti.gov.ph) and/or [MarkVillanueva@dti.gov.ph](mailto:MarkVillanueva@dti.gov.ph).

**USEC. IRENEO V. VIZMONTE**  
Chairperson, DTI Inventory and Disposal Committee