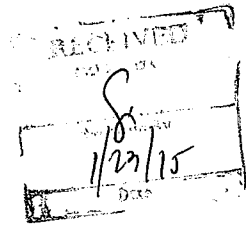


INVITATION TO BID
For the Sale of Unserviceable IT Equipments



The Disposal Committee of the Procurement Service - DBM invites bidders to bid for the purchase of unserviceable IT Equipment, as follows:

	Item Description	Qty.	Appraised Value
1	UPS	29	
2	CPU	49	
3	CPU (cover only)	8	
4	KEYBOARD	72	
5	MONITOR	51	
6	PRINTER, EPSON DOT MATRIX LQ 2180	27	
7	PRINTER, LASER HP	9	
8	PRINTER LEXMARK	9	
9	PRINTER BROTHER	1	
10	PRINTER ACER	1	
11	PRINTER KYOCERA	2	
12	PRINTER SAMSUNG	2	
13	TYPE WRITER, ELECTRIC	8	
14	TYPE WRITER, MANUAL	3	
15	CALCULATOR	31	
16	FAX MACHINE	12	
17	AVR, GAINIT	4	
18	SERVER, ACER 6520	1	
19	TELEPHONE UNIT	15	
20	FLATBED SCANNER	2	
21	AIRPOT	8	
22	NETWORK SWITCH	3	
23	KVM SWITCH	1	
24	BINDING MACHINE	1	
25	ELECTRIC FAN	2	
26	AMPLIFIER	2	
27	TIME MACHINE (BUNDY CLOCK)	4	
28	EMERGENCY LIGHT (FLOURESCENT)	1	

29	EMERGENCY LIGHT (TWIN LIGHT)	2	38.00
30	ELECTRIC METER	1	15.00
31	PHOTO COPIER	6	2,340.00
32	VHS PLAYER	2	100.00
33	RISOGRAPH	1	200.00
34	PAPER SHREDDER	2	200.00
35	PROJECTOR	1	33.00
Total Lot Price:			Php. 20,016.00

The schedule of bidding activities is as follows:

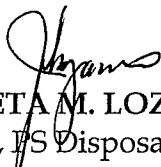
Activities	Schedule
Issuance and availability of Bid Tender	February 06, 2015
Viewing of items for sale	February 06, 2015
Submission, Opening of Bids and Awarding	February 18, 2015 @ 3:00 PM

The submission and opening of bids shall be at the office of the General Administrative and Servicing Division on February 18, 2015 at 3:00 pm at Conference Room A, 2nd floor, PS Complex, Cristobal Street, Paco, Manila.

Bidders are required to submit bid bond equivalent to ten percent (10%) of their bid price in the form of cash or cashier's/manager's cheque. Late bids shall not be accepted. Bids will be opened in the presence of all the bidders or their duly designated representatives and the PS COA representative. Highest bidder shall pay the bid bond to the cashier after award. The bid bond of non-winning bidders shall be returned outright.

For more information, please call Mr. Ulysses Melvin Mora of the PS-Administrative Division at telephone nos. 563-93-95 / 689-77-50 local 4024.

The PS Disposal Committee reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.


JULIETA M. LOZANO
 Chairperson, PS Disposal Committee



BID TENDER

DATE: _____

Engr. JULIETA M. LOZANO
 Chairperson, PS Disposal Committee

Dear Madame:

We are pleased to submit our proposal to purchase 1 LOT of unserviceable items (IT Equipment) as follows:

QTY.	ITEM DESCRIPTION	PRICE
1	29	UPS
2	49	CPU
3	8	CPU (cover only)
4	72	KEYBOARD
5	51	MONITOR
6	27	PRINTER, EPSON DOT MATRIX LQ 2180
7	9	PRINTER, LASER HP
8	9	PRINTER LEXMARK
9	1	PRINTER BROTHER
10	1	PRINTER ACER
11	2	PRINTER KYOCERA
12	2	PRINTER SAMSUNG
13	8	TYPE WRITER, ELECTRIC
14	3	TYPE WRITER, MANUAL
15	31	CALCULATOR
16	12	FAX MACHINE
17	4	AVR, GAIN
18	1	SERVER, ACER 6520
19	15	TELEPHONE UNIT
20	2	FLATBED SCANNER
21	8	AIRPOT
22	3	NETWORK SWITCH
23	1	KVM SWITCH
24	1	BINDING MACHINE
25	2	ELECTRIC FAN
26	2	AMPLIFIER

27	4	TIME MACHINE (BUNDY CLOCK)	
28	1	EMERGENCY LIGHT (FLOURESCENT)	
29	2	EMERGENCY LIGHT (TWIN LIGHT)	
30	1	ELECTRIC METER	
31	6	PHOTO COPIER	
32	2	VHS PLAYER	
33	1	RISOGRAPH	
34	2	PAPER SHREDDER	
35	1	PROJECTOR	
	373	LOT PRICE:	

Very truly yours,

Company Name

Printed Name and Signature of the
Contact Number

TERMS AND CONDITIONS

1. Sealed bids shall be dropped in the bid box located at the Office of the General Administrative and Servicing Division, 2nd floor, not later than 2:00 P.M., _____, 2015.
2. Bidders are required to enclose a bid bond equivalent to ten percent (10%) of the bid price per lot in the form of cash, cashier's or manager's cheque acquired from a reputable bank.
3. A bidder may be allowed to withdraw his tender of offer before the date and time set for the opening of the bids and shall be returned to the bidder unopened.
4. All bids will be opened at 3:00 P.M. on the same day of bid submission in the presence of all the bidders or their duly designated representative/s at the Conference Room A, 2nd Floor, PS Complex, Cristobal St., Paco, Manila.
5. Awards shall be given to the highest bidder, provided the offer is not less than the appraised value of the equipment being sold. The bid bond of non - winning bidders shall be returned outright.
6. The ten percent (10%) bid price deposited by the awardee shall automatically be converted into partial payment for the lot bid, the balance of the offered bid price shall be paid within five (5) working days from the date of the notice of award, otherwise, the bid bond shall be forfeited in favor of the government.
7. The awardee has seven (7) working days to clear the area where the items are located from the receipt of the Notice of Award.
8. The PS Disposal Committee reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

CONFORME:

Name of Bidder

(Signature over Printed Name)

Company Name/Address