



SPECIAL BIDS AND AWARDS COMMITTEE
(SBAC)

INVITATION TO BID
(ITB)

1. The **OFFICE OF THE SOLICITOR GENERAL (OSG)** hereby invites all interested parties — individuals, partnerships and/or corporations, to participate in the public bidding of 2 (separate lots) such as:

- a. unserviceable ICTE and various office equipment through public sale for the lot price **One Hundred Sixty Thousand Eight Hundred Thirty Three and 33/100 Pesos (Php160, 833.33)**.

	Description	Quantity	Unit of Measurement
1	Typewriter	10	pc
2	Binding Machine	1	pc
3	Laptop	111	pc
4	CPU	181	pc
5	Monitor	221	pc
6	UPS	62	pc
7	Keyboard	310	pc

8	Mouse	281	pc
9	Printer	86	pc
10	Scanner	35	pc
11	Barcode Printer	13	pc
12	IP Phone	17	pc
13	Server	10	pc
14	Switch/Hub	4	pc
15	Cellphone	32	pc
16	Regular AVR	150	pc
17	Micropulse AVR	16	pc
18	Hard Disk Drive	50	pc
19	Fax Machine	29	pc
20	Two-Way Radio	4	pc
21	Crown Sounds Control	1	pc
22	Bose Sound Speaker	2	pc
23	Adding Machine	12	pc
24	Astron Television	1	pc
25	Paper Shredder	1	pc
26	Omni Emergency Light	2	pc
27	Orbit Fan	5	pc
28	Desk Fan	1	pc
29	Medical Bed	1	pc
30	Big Stapler	12	pc

b.printer toner cartridges/with a lot price of **SEVEN HUNDRED SEVENTY SIX PESOS AND THIRTY THREE CENTAVOS (PHP776.33);**

Description	Quantity	Unit of Measurement
HP Q6470A (70A)	4	Pc.
HP Q6471A (71A)	5	Pc.
HP Q6473A (73A)	8	Pc.
HP C8767WA (96-Black)	12	Pc.
OKI - Cyan	2	Pc.
HP 704-Tri-color	5	Pc.
HP 704-Black	7	Pc.
HP Q6472A (72A)	7	Pc.
HP C6615D (15D)	8	Pc.
HP 9363WA (97-Colored)	9	Pc.
HP 4092A (92A)	3	Pc.
OKI - Black	9	Pc.
HP Q2613A (13A)	10	Pc.
HP Q7115A (15A)	8	Pc.
HP C1823D (23D)	21	Pc.

HP 51645A (45A)	13	Pc.
HP C6578D (78D)	7	Pc.
HP Q92298A (98A)	8	Pc.
OKI - Magenta	3	Pc.
OKI-Yellow	3	Pc.
HPCE505AC	9	Pc.
HP 80A	1	Pc.
HP57 Tri-Color	1	Pc.

2. No bid shall be allowed lower than the said lot prices.

3. Upon payment of a non-refundable Bid Fee of One Thousand Five Hundred Pesos (Php1,500.00) per lot at the OSG Cashier Division-Financial Management Service (FMS), **interested bidders shall be given the bid documents. Pre-bid conference will be held on July 11, 2022 at 2:00 pm** via Zoom Meeting Application presided by the Felix Angelo Bautista Division. Interested bidders may **view and inspect said items** at the OSG Building Basement with office address at 134 Amorsolo Street, Legazpi Village, Makati City on **July 4, 2022 from 8:00 am to 5:00 pm**, subject to compliance with existing health protocols.

4. **Sealed bids will be received through sbac.osg@gmail.com. Deadline of submission of bid is on July 12, 2022 at 1:00 pm.** Bid submitted beyond said deadline shall not be accepted. The bidder (company owner) shall attach in his/her Bid Tender the following:

a) Fully-accomplished Bid Form;

b) Minimum bid bond equivalent to ten (10%) percent of the bid price set by the OSG in the form of cash, cashier's check or manager's check issued by a reputable bank within the area where the auction is to be held and payable to the Office of the Solicitor General;

c) Photocopy of the company's latest Mayor's Permit, DTI Registration, SEC Registration, Barangay Clearance;

d) Photocopy of the company's latest Annual Income

Tax Return (Bid Form 1701), stamped received by BIR or its duly accredited and authorized institutions/tax clearance (BIR Form 17.14B) or Certificate of Registration (BIR Form 2303), in case of new companies;

e) Latest notarized Special Power of Attorney and Board Resolution (in case the duly authorized company representative is attending the public bidding).

5. The company owner or his/her duly notarized company representative must attend the online opening of bids,¹ otherwise, his/her bid offer shall not be considered.

6. A bidder may modify its bid offer after it has been submitted, provided that the modification is received by the OSG prior to the deadline of the submission of bid. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted by the OSG prior to the deadline of the submission of bids. A bidder that withdraw its bid shall not be permitted to submit another bid for the same project.

7. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4 and 5. Prior to the issuance of the Notice of Award (NAP) and Notice to Proceed (NTP) the winning bidder shall present the original copy of the eligibility, financial and technical documents for validation.

8. Opening of bids shall be held via “modified”² bidding on July 12, 2022 at 2:00 pm to be presided by the SBAC members of the Felix Angelo Bautista Division, 136 Amorsolo Street, Legazpi Village, Makati City.

9. The bond will be returned to the non-winning bidder/s right after the award.

10. Award shall be made to the highest bidder. In case of a tie, the OSG will resort to a non-discretionary criteria (toss coin or draw) to

¹ Via Zoom Application/videoconferencing.

² Members of the SBAC will be present at the Felix Angelo Bautista Conference Room while the bidders will be joining via Zoom videoconferencing.

determine the winning bidder. In case the winning bidder refuses to accept the award, the next higher bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award shall not be allowed to participate in future biddings, without prejudice to OSG's other causes of action and remedies available.

11. The ten (10%) percent bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the Notice To Proceed.

12. Upon payment of the full price, the winning bidder/s shall be the recipient of the unserviceable ICTE and various office equipment and is required to haul the same within seven (7) working days. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder; and in case the winning bidder fails to complete the pick-up hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next higher bidder shall be awarded the bid, so forth and so on.

13. If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirement, all bids are below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required, the SBAC shall declare a failure of bidding. In case there is only one bidder, the offer or bid, if sealed shall not be opened.

14. This ITB will be posted in at least three (3) public places in the locality and at the OSG Intranet and Website. The OSG reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in the and to award to the bidder whose bid is the most advantageous to the government.



ANGELITA VILLANUEVA MIRANDA

Assistant Solicitor General

Chairperson, Special Bids and Awards Committee