



Republic of the Philippines

OFFICE OF THE SOLICITOR GENERAL

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 various Office Equipment and Other Machinery for a lot price of **TWENTY-FIVE THOUSAND SEVENTY-EIGHT PESOS and THIRTY-THREE CENTAVOS ONLY (Php25,078.33)** and for various ICT equipment for a lot price of **TWENTY-SEVEN THOUSAND EIGHT HUNDRED SIXTY-NINE PESOS and SIXTY-SEVEN CENTAVOS ONLY (Php27,869.67)** in an "AS-IS WHERE IS" basis as indicated below:

	Description	Quantity	Unit of Measurement
1	Binding Machine	-	-
	a. Winding Binding Machine; Model WIN 500	1	pc
2	Adding Machine/Calculator	-	-
	a. Casio	2	pc
3	Paper Shredder	-	-
	a. Admiral	2	pc
	b. Fellowes	1	pc
4	Typewriter	-	-
	a. Olympia	1	pc
5	Fax Machine	-	-
	a. Brother Fax 2820	2	pc
	b. Brother Fax 2840	9	pc
	c. Panasonic KX-FT983	1	pc
6	PLDT IP TRICOM	-	-
	a. OMEGA-PHONE TRICOM Black	1	pc
	b. OMEGA-PHONE TRICOM White	13	pc



	c. KOCOP IP-2012	2	pc
	d. E802 Black	1	pc
	e. QX 138 Black	1	pc
	f. IWATSU	4	pc
7	GUARDTRONIC WALK THRU METAL DETECTOR	1	pc
8	Pump	-	-
	a. Southern Cross End Suction Centrifugal Pump	176	kg
	b. Southern Cross End Suction Centrifugal Pump	176	kg
9	Aircon	-	-
	a. 2 HP Capacity Carrier	3	pc
	b. 10TR Capacity Carrier	2	pc
	c. 5.0 TR Split type floor standing, Koppel	1	pc
	d. 5TR Package type, floor mounted	1	pc
10	OSG Seal	-	-
	a. Small	1	pc
	b. Medium	1	pc
	c. Large	1	pc
11	Stapler	-	-
	a. Max HD	2	pc
	b. UFEN	3	pc
	c. Maped	5	pc
	d. Rexel	1	pc
12	Alcohol Dispenser	17	pc
13	Soap Dispenser	31	pc
14	PLDT Cabinet	119	kg
15	Roller Shutter	2	pc
16	Blood Pressure Device	1	pc
17	Crimping Tool	2	pc
18	Givi Box	3	pc
19	Helmet	2	pc
20	Laminator	1	pc
21	Elevator Spare Parts	115	kg
22	Emergency Light	-	-
	a. Omni	2	pc
	b. Firetron	1	pc
Lot Price:	TWENTY-FIVE THOUSAND SEVENTY-EIGHT PESOS and THIRTY-THREE CENTAVOS ONLY (Php25,078.33)		
1	Laptop	-	-
	a. Toshiba Tecra A8	2	pc
	b. Lenovo L460	6	pc
	c. Lenovo R60E	3	pc
	d. DELL Vostro 3300	2	pc

	e. DELL Vostro 1320 (6	pc
	f. Lenovo R61	3	pc
	g. Lenovo R60	2	pc
	h. Acer TMP245	10	pc
	i. Acer TMP243	2	pc
	j. Lenovo G40-90	7	pc
	k. Acer TravelMate 4740	1	pc
	l. Lenovo SL400 (2	pc
	m. Apple Notebook Macbook Air 13	1	pc
	n. IBM Thinkpad x61	1	pc
	o. Compaq	1	pc
2	CPU	-	-
	a. Lenovo Thinkcentre A55	2	pc
	b. Lenovo Thinkcentre A58	9	pc
	c. Acer Veriton S670G	3	pc
	d. IBM Netvista A30	2	pc
	e. HP	1	pc
	f. Samsung	1	pc
	g. Acer e-machines EL-1700	2	pc
	h. Xitrix EL-200	1	pc
	i. No Brand	6	pc
3	Monitor	-	-
	a. Lenovo	14	pc
	b. Acer	10	pc
	c. Samsung	1	pc
	d. AOC	1	pc
	e. Compaq	1	pc
	f. IBM	1	pc
	g. Monochrome	1	pc
4	UPS	-	-
	a. Kebos	8	pc
	b. Eaton	20	pc
	c. Vertiv	1	pc
	d. Bosline	3	pc
	e. Intex	2	pc
	f. Micropluse	1	pc
	g. APC	1	pc
5	Keyboard	56	pc
6	AVR	19	pc
7	Mouse	18	pc
8	WebCam	2	pc
9	Scanner	-	-
	a. Canon DR 7550C	3	pc
	b. Canon Document Reader G1100	1	pc
	c. 0466-Canon QK1-6242 9000F	1	pc
	d. HP SCANJET 4850	1	pc
	e. Canon DR-C240	1	pc



	f. HP Scanjet 8270	8	pc
	g. Canon CR-3010C	2	pc
	h. Panasonic KV-S1045C	3	pc
10	Barcode Scanner	-	-
	a. Symbol	5	pc
	b. Barcode Scanner-DS2208	1	pc
11	Printer	-	-
	a. HP Color LaserJet CP2025n	2	pc
	b. HPCF278A	1	pc
	c. HP LaserJet P1606DN	1	pc
	d. Fujixerox DP-P255dw LaserJet monochrome printer	2	pc
	e. SAMSUNG ML-3310ND	1	pc
	f. HP LaserJet 400	1	pc
	g. HP 1200 LaserJet	2	pc
	h. HP Color LaserJet P2035	1	pc
	i. EPSON L360	1	pc
	j. HP LaserJet Printer 3005	1	pc
	k. EPSON SYLUS CS5300	1	pc
	l. PANASONIC KX-P3626	1	pc
	m. SAMSUNG ML-2851ND	1	pc
	n. HP K110	1	pc
	o. Canon MP237	1	pc
	p. Brother DCP-J1 40w	1	pc
	q. HP Office Jet 5610	1	pc
	r. HP DeskJet 1180C	1	pc
	s. Konica Biz Hub 160	1	pc
	t. Fujixerox DP-CM305df LaserJet Color Printer	1	pc
	u. OKI	1	pc
	v. HP DeskJet 840C	1	pc
12	Barcode Printer	-	-
	a. GK420 Zebra	5	pc
	b. Zebra GK420t	1	pc
	c. Zebra TLP-2844-Z	1	pc
	d. TSC TTP 244CE	5	pc
13	Electronic Whiteboard	-	-
	a. Panasonic UB-8325 Interactive Panaboard	1	pc
	b. Smart Board Interactive White Board Model 680 65/4"W x 49 1/2" H x 5 1/8" D	1	pc
14	Sound System	-	-
	a. BOSE System Controller 802-C	1	pc
	b. Console Stereo Amplifier	1	pc
15	External Hard Drive	-	-
	a. Seagate	1	pc

16	Router	-	-
	a. Linksys	1	pc
17	Television	-	-
	a. No Brand	1	pc
	b. 46" High-Definition LCD, Samsung	1	pc
18	Switch	-	-
	a. D-LINK 1016D	5	pc
	b. D-LINK DES-102R	1	pc
	c. HP Procurve Switch 1800-24G	16	pc
	d. Wireless Controller & Wireless CATALEYS EXPRESS	1	pc
	e. HP Procurve 1810G-24 Switch (J9460A)	5	pc
	f. LINKSYS	2	pc
	g. HP 53202A	1	pc
	h. CISCO 2509	2	pc
	i. HP 6919464	2	pc
	j. HP V190246	1	pc
	k. HP V1910	1	pc
l. HP J9694A	1	pc	
19	Access Point	-	-
	a. CISCO Aironet 1000 Series	11	pc
	b. HP	18	pc
20	Power Distribution Unit	-	-
	a. IBM 9306-RTP	1	pc
21	Projector Screen	-	-
	a. Acer	1	pc
	b. Meki	1	pc
22	CD Burner	-	-
	a. Lite-On	2	pc
23	IP Phone	-	-
	a. Soundpoint IP 450 3 Line IP Phone w/ HD Voice	33	pc
	b. 6-Line IP Phone w/ HD Soundprint 1P650 6 Line IP Phone w/ HD Voice	4	pc
24	Toner	-	-
	a. HP Q6470A (70A)	4	pc
	b. HP Q6471A (71A0)	5	pc
	c. HP Q6473A (73A)	8	pc
	d. HP C8767WA (96-Black)	12	pc
	e. OKI-Cyan	5	pc
	f. 15D	8	pc
	g. HP-704 Tri Color	5	pc
	h. HP 704-Black	7	pc
i. HP Q6472A (72A)	9	pc	

j. HP 9363WA (97-Colored)	9	pc
k. HP 4092A (92)	9	pc
l. OKI-Black	16	pc
m. HP Q2613A (13A)	11	pc
n. HP Q7115A (15A)	7	pc
o. HP C1823D	21	pc
p. HP 51645A (45A)	13	pc
q. HP C6578D (78D)	7	pc
r. HP Q92298A (98A)	8	pc
s. OKI-Magenta	6	pc
t. OKI-Yellow	4	pc
u. HP CE505AC	9	pc
v. HP 80A	23	pc
w. HP 57-Tri Color	1	pc
x. HP CC531AC	4	pc
y. Brother TN2025	2	pc
z. Fujixerox CM305 (Black)	37	pc
aa. Fujixerox CT350876	2	pc
bb. Samsung MLT D205	15	pc
cc. Samsung ML-D2850B	4	pc
dd. Fujixerox CT30876	2	pc
ee. HP 052H	12	pc
ff. CC533A	1	pc
gg. HP CE278AC	4	pc
hh. HP CC532AC	1	pc
ii. HP CC530A	1	pc
jj. Brother TN 2260	2	pc
kk. 270 ISC Fullmark Film Ribbon	4	pc
ll. Fujixerox CM305 (Magenta)	6	pc
mm. Fujixerox CM305 (Cyan)	9	pc
nn. Fujixerox CM305 (Yellow)	3	pc
oo. Samsung 205L	2	pc
pp. HP 49A	13	pc
qq. HP 53A	1	pc
rr. HP 51A	5	pc
ss. HP 60	7	pc
tt. Fujixerox (CT201919)	7	pc
uu. HP 81A	1	pc
vv. Samsung (SN: CNE1JC9608375HD5G9F700323)	1	pc
ww. OKI (SN: 4448570623328CK32)	1	pc
Lot Price	TWENTY-SEVEN THOUSAND EIGHT HUNDRED SIXTY-NINE PESOS and SIXTY-SEVEN CENTAVOS ONLY (Php27,869.67)	

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

3. Upon payment of a **non-refundable Bid Fee of Five Hundred Pesos (Php 500.00)** at the Cashier Division of the Financial Management Service (FMS) of the OSG, interested bidders shall be given the bid form and documents. **Pre-auction Conference will be held on November 24, 2023 at 2:00 pm** at the Felix Angelo Bautista Division, 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi Village, Makati City. Interested bidders may **view and inspect** said items at the OSG Building Basement with office address at 134 Amorsolo Street, Legaspi Village, Makati City on **November 23, 2023** from 8:00 am to 5:00 pm.

4. Sealed bids will be received at the Felix Angelo Bautista Division at 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi Village, Makati City. **Deadline of submission of bid is on November 29, 2023 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 be present during the opening of bids, otherwise, his/her bid offer shall not be considered.

6. A bidder may modify its Bid Tender after it has been submitted, provided that the modification is received by the OSG before the deadline of the submission of bids. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted to the OSG prior to the deadline of the submission of bids. A bidder that withdraws 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 on **November 29, 2023 at 2:00 pm** at the Felix Angelo Bautista Division, 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi 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 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 of Award.

12. Upon payment of the full price, the winning bidder/s shall be the recipient of the unserviceable properties and is required to haul the same within seven (7) working days after awarding. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder. Failure on

the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall have the right to dispose the property.

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.

15. Should there be any questions regarding the provisions of this ITB, any interested bidders may reach the SBAC Secretariat thru: sbac.osg@gmail.com or call 8-988-1674 loc. 735/734.



ANGELITA VILLANUEVA MIRANDA
Assistant Solicitor General

Chairperson, Special Bids and Awards Committee