



CSC ROIV DISPOSAL COMMITTEE

CSC-RO IV DisCom ITB No. 2020-04

INVITATION TO BID

(Mode of Disposal: *Public Auction*)

SALE OF VARIOUS SCRAP ITEMS

The Civil Service Commission-Regional Office No. IV Disposal Committee (DisCom), **invites interested bidders/buyers/individuals to submit SEALED BID PROPOSALS** for the sale of various scrap items described below located at the CSC Field Office (CSC FO) - Palawan compound, on **“As Is, Where Is”** basis through **“Public Auction (Public Bidding)”**, on November 17, 2020 (1:30 P.M.) at the CSC Field Office-Palawan, Lot 10, Block 7, Rafols Road, Sta. Monica Heights, Puerto Princesa City, Palawan 5300, with the virtual assistance/instruction coming from the CSC RO IV DisCom located in the Regional Office.

Quantity/ Unit	Item Description	Government Minimum Bid Price / Floor Price
1 Lot	Two (2) Air-conditioning Units - window-type, and other various scrap such as Stand Fan, Desk Fan, Xerox Machine, Telephone (Telefax), Computer Tables, and Typewriter.	PhP 3,100.00 (as is, where is)

The above scrap items may be inspected at the CSC FO **Palawan** at the address above-indicated, before the deadline set for submission of sealed bid proposals. For the Official Bid Forms and further inquiries, you may contact the DisCom Secretariat, Ms. Angelica A. Casbadillo at telephone number (02) 8925-6562 or through e-mail at cscro4_msd@yahoo.com, or the CSC FO – Palawan at telephone number (048) 434-6344 or through e-mail at cscro4_palawan@yahoo.com.

Deadline for submission of sealed bids is on November 17, 2020 at 1:00 P.M at the CSC FO-Palawan. Late bids shall not be accepted. The Opening of Sealed Bids shall commence at 1:30 P.M. of the same day at the CSC FO-Palawan.

Bawat Kawani, Lingkod Bayani

The winning bidder shall be informed by the CSC-DisCom through a **Letter of Notice of Award**. Full payment of the **BID AMOUNT** offered must be made by the the winning bidder (highest bidder) to the CSC FO-Palawan Cashier within two (2) days after receipt of the Notice of Award.

In the event that the winning bidder fails to make full payment on the aforementioned deadline, or fails to remove the said scrap items from the CSC FO-Palawan compound within two (2) days after full payment of the bid price, the award given shall be revoked, and that the payment shall be forfeited in favor of CSC-RO IV, respectively, and the scrap items shall be made available to the next highest bidder.

The CSC-RO IV DisCom warns that collusion among bidders or with a CSC official or employee to defraud the government shall be dealt with accordingly.

This invitation shall be posted/advertised in the website and bulletin board of the Civil Service Commission Regional Office IV and CSC FO-Palawan.

The CSC-RO IV DisCom reserves the right to reject any or all bids, to waive any defects or informality of the bid received, to accept the bid most advantageous to the CSC-RO IV, and that this office does not guarantee that an award will be made. The decision of the CSC-RO IV DisCom in this regard shall be final and binding.

The members of the CSC RO IV DisCom, the secretariat and their relatives within the fourth degree of consanguinity or affinity shall not be allowed to participate in the said public auction.

SCHEDULE OF BIDDING ACTIVITIES

<u>ACTIVITY</u>	<u>DATE / TIME</u>
a) Posting of "Invitation to Bid" in the CSC RO4 Bulletin Board and website, and CSC FO-Palawan Bulletin Board	November 5-17, 2020
b) Issuance of "Bid Form / Offer to Buy" to interested bidders/buyers/individuals	November 5-17, 2020
b.1 Interested bidders/buyers/individuals may obtain further information from the DisCom/Secretariat or from the CSC FO-Palawan, through the contact details indicated above	
b.2 All participating bidders/buyers/individuals are enjoined to visit and inspect the items for auction.	

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| c) Pre-bid Conference (with virtual assistance/instruction of the CSC RO IV DisCom) | November 11, 2020
@ 1:30 P.M. |
| d) Deadline for Submission of "Bid Form / Offer to Buy" at CSC FO-Palawan | November 17, 2020
@ 1:00 P.M. |
| e) Opening of Sealed "Bid Forms / Offer to Buy" (with virtual assistance/instruction of the CSC RO IV DisCom) | November 17, 2020
@ 1:30 P.M. |

All communications pertaining to this Invitation to Bid (ITB) should be addressed to the DisCom Chairperson through its Secretariat.


Director III FERNANDO O. MENDOZA
Chairperson, Disposal Committee