



INVITATION TO BID
FOR THE DISPOSAL OF UNSERVICEABLE PROPERTIES
(EQUIPMENT and WASTE MATERIAL)
(Location: PAGASA Science Garden Compound – Property Warehouse/Stockroom)

- A. The **PHILIPPINE ATMOSPHERIC, GEOPHYSICAL and ASTRONOMICAL SERVICES ADMINISTRATION (PAGASA)**, through the PAGASA Disposal Committee, invites all interested parties and will receive sealed bid proposals for the sale of the following unserviceable properties indicated hereunder, located at the premises of PAGASA Central Office, Science Garden Complex, Sen. Miriam P. Defensor-Santiago Ave., Brgy. Central, Quezon City, through Public Bidding on “**AS-IS-WHERE-IS**” BASIS, to wit:

	ITEM	
One (1) lot	Various Equipment and Waste Materials	Minimum Bid price PhP 144,487.00
*See attached Itemized List of Equipment and Waste Material		

- B. Bidding is restricted to Filipino citizens, sole proprietorships, partnerships or organizations with at least seventy-five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
- C. The complete set of Bid Documents shall be issued only to interested parties upon payment of the non-refundable bidding fee of **Five Hundred Pesos (Php 500.00)** only to the PAGASA DISPOSAL COMMITTEE Secretariat at the 3rd Floor, PPGSS Section, PAGASA Main Building, Science Garden Complex, Sen. Miriam Defensor-Santiago Ave., Brgy. Central, Quezon City from **June 19 to 26, 2025 (8:00 am to 5:00 pm)**.
- D. **Deadline** for the submission of sealed proposals is on **June 27, 2025 at 1:30 pm** at the AO Conference Room, 4th floor, PAGASA Main Building, Science Garden Complex, Sen. Miriam Defensor-Santiago Ave., Brgy. Central, Quezon City. Proposals submitted after the said deadline shall no longer be accepted.
- E. Sealed bids should be accompanied by a refundable Bid Security in the form of cash or Cashier's/Manager's check equivalent to ten percent (10%) of the total amount of the bid offer. The Bid Security shall constitute as the initial payment for the unserviceable property/equipment.
- Bidders shall bid on all items. Only bids equal to or higher than the above minimum bid price shall be accepted.
- F. Ocular inspection of the above-listed properties is scheduled on the **19th to 26th of June 2025** between **10:00 to 11:00AM and 2:00 to 3:00PM** with a representative from the PAGASA Disposal Committee or the Property Unit.

Only those interested parties who have purchased the non-refundable bidding fee will be allowed to join the site inspection.



G. The complete Schedule of Bidding Activities are as follows:

June 19, 2025		Furnish the Resident COA Auditor a copy of Timeline of Activities for the Disposal and other relevant documents	
June 19 – June 26, 2025		Advertisement / Posting of Invitation to Bid	PAGASA Website / Bulletin Boards
June 19 – June 26, 2025	8:00AM to 5:00PM	Issuance of Bid Documents	PAGASA- Property Unit, 3 rd Floor
June 19 – June 26, 2025	8:00AM to 5:00PM	Inspection of unserviceable Properties/Equipment <i>**Time: 10:00 to 11:00AM and 2:00 to 3:00PM</i>	PAGASA Compound
June 26, 2025	9:30 AM	Pre-Bid Conference	*AO Conference Room
June 27, 2025	8:00 to 1:30 PM	Submission of Bids	*AO Conference Room
June 27, 2025	1:31 PM	*Opening of Bids *Evaluation of Bid qualifications and Proposals and determination of winning bidder	*AO Conference Room
June 27 to July 2, 2025		Approval of Resolution / Recommendation of the Committee	
July 3, 2025		Issuance of Notice of Award/Contract	
July 3 to 10, 2025		Issuance of Release Order (upon Full payment of Bid Price)	
15 Working Days Upon Issuance of Release Order		Withdrawal of unserviceable properties/equipment by the winning bidder	PAGASA Compound

**Subject to change*

H. **PAGASA RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITY THEREOF AND TO ACCEPT ONLY SUCH BIDS THAT ARE ADVANTAGEOUS TO THE GOVERNMENT.**

- I. For further inquiries, interested bidder/s may call or contact the PAGASA Disposal Committee Secretariat at Tel. No. (02) 284-0800 loc. 1336 / 1335.

ARCELI S. ARROYO
 Chairperson
 PAGASA Disposal committee



ITEMIZED LIST OF EQUIPMENT and WASTE MATERIALS

TYPE		ITEM/DESCRIPTION	QTY
1	Office Equipment	Aircon 5.0 TR floor mounted	4
2		Aircon 3.0 TR floor mounted	12
3		Aircon window type	13
4		Aircon split type 3.0 HP	6
5		Aircon Ceiling Type	3
6		Compressor Motor Small	3
7		Compressor Motor Big	9
8	ICT Equipment (with peripherals)	CPU	83
9		Monitor	62
10		Laptop	31
11		Laptop (Netbook)	2
12		Printer Plotter	4
13		Printer	30
14		UPS	50
15		Keyboard	78
16		Mouse	66
17		Photocopier	1
18		Television Flat Screen 42" or more	15
19		Television Old Style Big	1
20		LED Monitor 65"/ Monitor Signage	1
21		Projector	6
22	Semi-expendable	Binding Machine	1
23		Chairs	93
24		Filing Cabinet steel	34
25		Laminating Machine	1
26		Microwave	1
27		Oven Toaster	1
28		Partition	10
29		Refrigerator 1 door	1
30		Scanner	4
31		Table	15
32		Typewriter electric	1
33		Water Dispenser	6
34		Emergency Light	1
35		Alcohol Dispenser	3
36		Studio Lights	1
37		Air Purifier	2
38		Ionizer Tower Fan	1
39		Airpot	1
40		Drawing Board	2



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
**Philippine Atmospheric, Geophysical and
Astronomical Services Administration (PAGASA)**



41		Procurve Switch/Network Router	16
42		Jack Hammer	1
43		Paper Trimmer/Cutting Machine	1
44		Impact Drill	3
45		Hammer Drill	1
46		Hydraulic Jack	1
47		Welding Machine	2
48		Welding Shield	1
49		GPS Navigation Device/ Garmin	5
50		Multi-Tester	10
51		Network Climper	1
52		External Drive, Hard Drive	40
53		Solar Charge Controller	19
54		Soil Sensor	5
55		Audio Set Controller/Amplifier	2
56		NAS Server	2
57		Portable Tool set	2
58		Off Grind Inverter	1
59		Mirror Dashcam	1
60		Assorted items (Low-Value Semi Expendable)	38
61	<i>Communication Equipment (Semi)</i>	Telephone	23
62		Fax Machine	3
63		Cassette Player Radio	1
64		Microphone wired	18
65		Microphone wireless	3
66		Lapel Microphone	1
67		Router	3
68		Modem	24
69		Speaker	1
70		Headset	1
71		TV Plus	3
72	<i>Waste Materials</i>	Batteries Lead Acid	172
73		Batteries 2SMF	12
74		Batteries small	23
75		Tires	40

Prepared by: **JOHN CRIS M. ALEJANDRO**
Administrative Officer I
Property Unit

Noted by: **ARCELIS. ARROYO**
Chairperson
PAGASA Disposal Committee

"tracking the sky...helping the country"

Science Garden Compound, Senator Miriam P. Defensor-Santiago Avenue,
Brgy. Central, Quezon City, Metro Manila, Philippines 1100

Trunkline No.: (+632) 8284-08-00
Website: <http://bagong.pagasa.dost.gov.ph>



INSTRUCTION TO BIDDERS AND TERMS OF CONDITION OF SALE

- A. The PHILIPPINE ATMOSPHERIC, GEOPHYSICAL and ASTRONOMICAL SERVICES ADMINISTRATION, hereinafter referred to as PAGASA, will receive bids for the sale of unserviceable properties (equipment and waste materials) as described in the price quotation form, on "AS IS, WHERE IS" basis.

These are the instructions to bidders for Public bidding. PAGASA may issue special instruction to bidders and may require additional documents.

B. Inspection of Unserviceable Properties:

Unserviceable properties consisting of various equipment and waste materials are available for viewing/inspection from **June 19 to 26, 2025** between **10:00 to 11:00AM and 2:00 to 3:00PM** with representative of the Disposal Committee or the Property Unit.

C. Schedule of Public Bidding:

The public bidding shall be conducted on an "as is, where is" on a per lot basis by the PAGASA Disposal Committee. Schedule of opening of bids is on the **27th of June 2025 at 1:31pm** at the AO Conference Room, 4th floor, PAGASA Main Building, PAGASA Science Garden Complex, Sen. Miriam P. Defensor-Santiago Ave., Brgy Central, Quezon City.

D. Qualifications of Bidders:

- a. Income Tax Return
- b. Certified true copy of valid Business Permit
- c. DTI Registration
- d. BIR Certificate of Registration
- e. SPA/ Authorization for Representatives

E. Bids to be Considered:

- a. Only bids from parties and their authorized representatives who have been duly issued the Bid Documents shall be opened. Bids from parties who have not been issued the Bid documents will be rejected outright. Likewise, no bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines; and, parties/companies with pending cases and outstanding obligations with PAGASA shall be excluded from the bidding.
- b. Bids submitted without a Bid Security, or bids submitted with materially defective or otherwise unacceptable bid Security will be rejected outright and returned to the bidder.

F. Preparation of Bids:

- a. Each bidder shall prepare his bid in the prescribe price Quotation form including data in support thereof in duplicate copies marked as "Original" and "Second Copy". In case of discrepancy among copies, the original shall govern.
- b. The bids shall be contained in two envelopes:
 1. First (1st) Envelope:
 - I) Income Tax Return
 - II) Certified true copy of valid Business permit.
 - III) DTI Registration
 - IV) BIR Certificate of Registration
 - V) SPA/ Authorization for Representatives
 - VI) Duly signed Instruction to Bidders and Terms of Condition of Sale
 - VII) Duly signed Bidder's Inspection Certificate
 2. Second (2nd) Envelope:
 - I) Corresponding Bid Security
 - II) Bidders proposal in the prescribed Price Quotation Form



- c. Each envelope should be securely sealed, marked and addressed to as follows:

THE CHAIRPERSON

PAGASA Disposal Committee
PAGASA Science Garden Complex
Sen. Miriam P. Defensor-Santiago Ave., Brgy Central
Quezon City

G. Bid Security

- a. Each bidder shall submit with his bid a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash or Manager's check payable to the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) and/or combination thereof.
- b. A bid submitted without a required Bid Security or with a Bid Security in an amount less than the required shall be rejected and will be returned to the bidder.
- c. Upon determination of the highest calculated responsive bid, the Disposal Committee shall return outright the Bid Security of the other bidders without interest.
- d. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.
- e. The Bid Security of the winning bidder shall constitute as the Initial/Partial payment.

H. Submission and Opening of Bids

- a. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Section C of the same. After the time set for the bidding, the Disposal Committee Chairperson will open and read the bids in the presence of the bidders or their authorized representatives.
- b. Offers received after the time set for the bid opening will not be accepted.

I. Defective Bids

The following shall be considered as defective bids:

1. Not in the prescribed form (e.g. unsigned bids);
2. Not accompanied or guaranteed by a bid security;
3. With insufficient bid security;
4. Not accompanied by a duly accomplished Bidder's Inspection Certificate;
5. With a validity period less than what is required.

J. Acceptance of Bids

- a. The Bidder whose bid is the highest, responsive or complying bid and which is most advantageous to the PAGASA shall be declared the Successful Bidder for that particular lot.
- b. The Successful Bidder must signify its consent to enter into a Contract within seven (7) days from receipt of the written notice from PAGASA.

K. Failure of Bidding

The PAGASA Bidding Committee shall declare the bidding a failure in any of the following cases:

- a. There is no bidding participant;
- b. Only one (1) bidder submitted a Bid Tender for the lot;
- c. All bidders failed to comply with the terms and conditions prescribed in the ITB;
- d. Complying bidders failed to meet the minimum bid price.

L. Award of Contract

- a. Award shall be made to the highest complying bidder.
- b. Contract/Letter of Award shall be issued to the successful bidder after approval of the concerned approving authority of PAGASA.
- c. No transfer and/or assignment of award/contract shall be allowed.
- d. The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of PAGASA if the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.



M. Payment

- a. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or Manager's check payable to the PAGASA, and/or combination thereof, within seven (7) days upon receipt/acknowledgement of the Letter of Award/Contract.
- b. No other form of payment shall be accepted.
- c. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of PAGASA.

N. Release/Withdrawal of Awarded Items

- a. After payment of the awarded items, the awardee shall withdraw the items within the required period as stipulated in the Release Order. Otherwise, the awardee shall pay the PAGASA the corresponding storage fee equivalent to one-tenth of one percent (1%) of the price of the items, or P100.00 per day of delay, whichever is higher but not to exceed ten percent (10%) of the total amount of the Award.
- b. Once the cumulative amount of storage fee reaches ten percent (10%) of the total amount of the Award, the PAGASA Disposal Committee may rescind/cancel the Award, forfeit the Bid Security, and impose other appropriate sanctions as penalty.
- c. The actual release/withdrawal of awarded items shall only be made during regular office hours and shall be witnessed by the Property Officer, representatives of the PAGASA Disposal Committee, Commission on Audit (COA) and the Chief Security Officer who shall affix their signatures on the "Release Order" (RO).
- d. Selective withdrawal is not allowed. The awardee shall withdraw all items within the awarded lot.

O. Acceptance of Bid Terms and Waiver of Rights to Enjoin Protest

The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by PAGASA and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against PAGASA, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract.


ARCELES S. ARROYO

Chairperson
PAGASA Disposal Committee

CONFORME:

Printed Name of Bidder/Business Name

Printed Name & Signature of the Authorized Representative/Date Signed

Complete Business Address

(Tax Identification No.)

Contact Nos. (Mobile and/or Landline)



PRICE QUOTATION FORM

THE CHAIRPERSON

PAGASA Disposal Committee
PAGASA

Sir/Madam:

In response to your Notice of Sale and in accordance with the stipulations of the Invitation to Bid / Instruction to Bidders and Terms of Condition of Sale for the sale of various unserviceable Properties (equipment and waste materials) to be bidden at **01:31 PM on June 27, 2025** at the AO Conference Room, 4th floor, PAGASA Main Building, PAGASA Science Garden Complex, Sen. Miriam P. Defensor- Santiago Ave., Brgy Central, Quezon City, hereunder is my bid offer:

ITEMS/DESCRIPTION	BID OFFER (In words and in figures)
One (1) lot various unserviceable properties (equipment and waste materials)	

I have actually seen and inspected the above items and my bid is based on my own estimate. The above offer shall be valid for sixty (60) days. Enclosed is the required Bid Security in the amount of P _____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name of Bidder/Business Name

Complete Business Address

Name & Signature of the Authorized Representative/Date

Tax Identification Number

Contact Nos. (Mobile and/or Landline)



PAGASA DISPOSAL COMMITTEE

Philippine Atmospheric, Geophysical and Astronomical Services Administration

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items which are subject for public bidding to be conducted on **June 27, 2025** at its present location, to wit:

ITEM/DESCRIPTION	LOCATION
ONE (1) LOT VARIOUS UNSERVICEABLE PROPERTIES (EQUIPMENT AND WASTE MATERIALS)	PAGASA Science Garden Compound, Sen. Meriam P. Defensor-Santiago Ave., Brgy. Central Quezon City

Inspection of the above items was conducted on _____ in the presence of the authorized PAGASA Property representative.

(Signature over printed name of bidder)

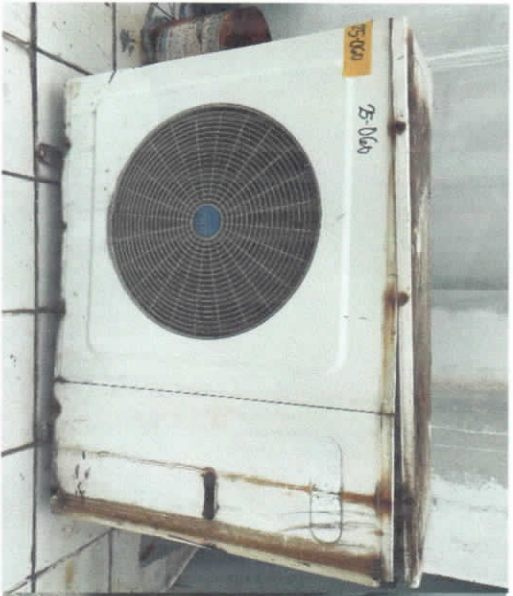
INSPECTION ATTESTED BY:

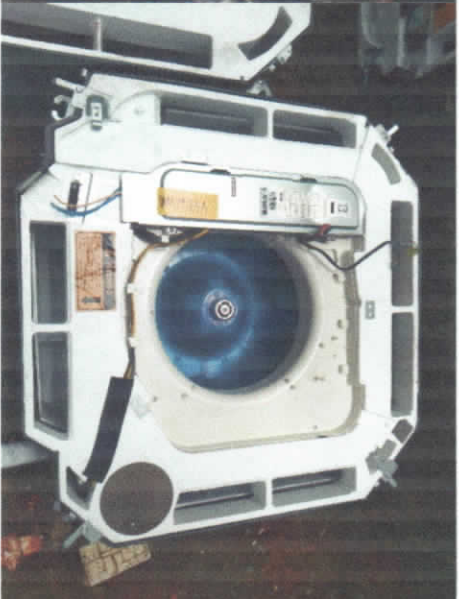
Signature over printed name
PAGASA PROPERTY / DISPOSAL COMMITTEE REPRESENTATIVE

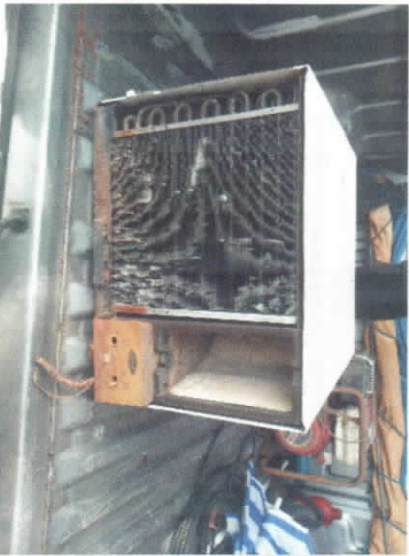


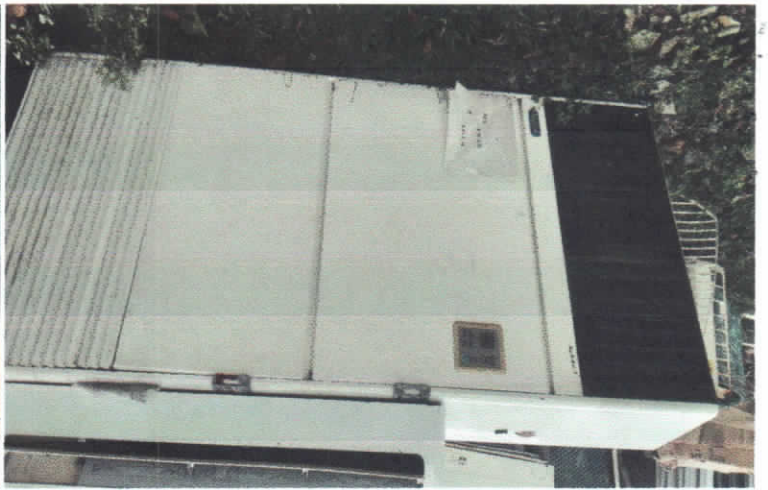


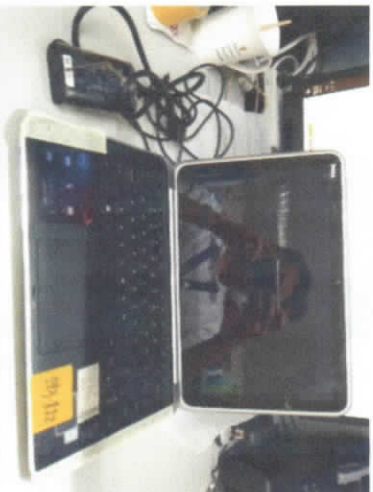




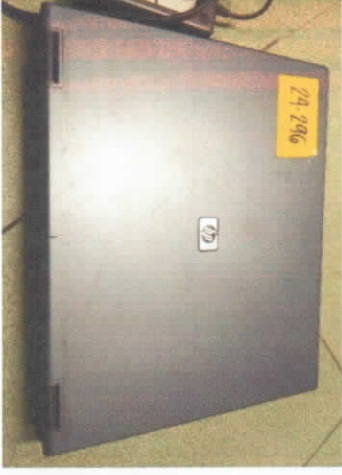
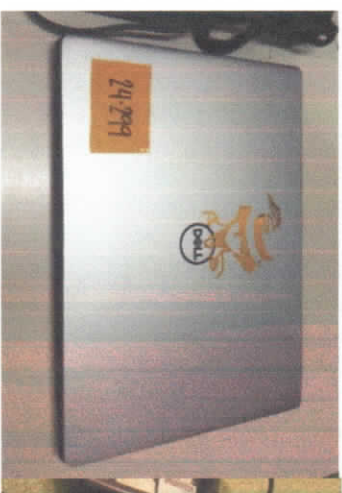
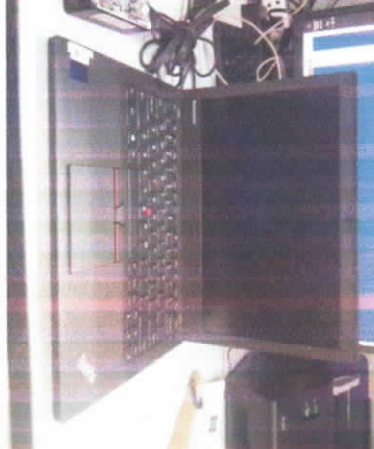
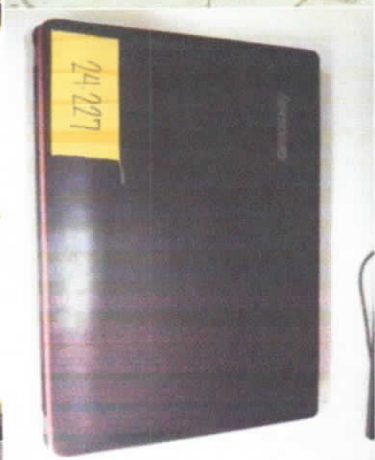


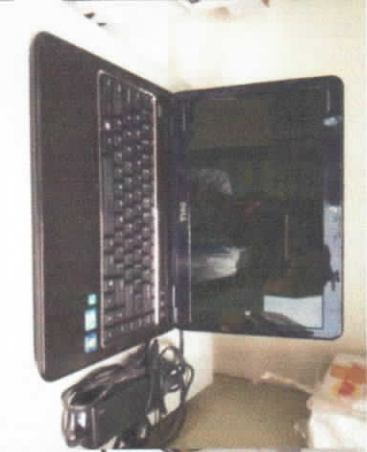


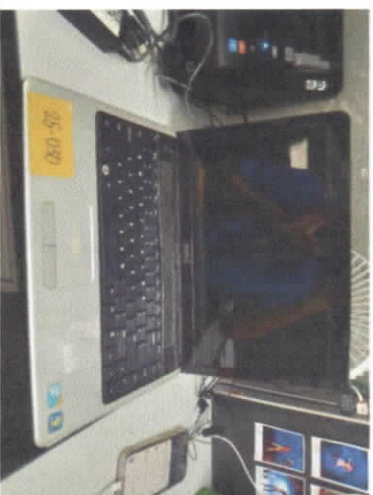


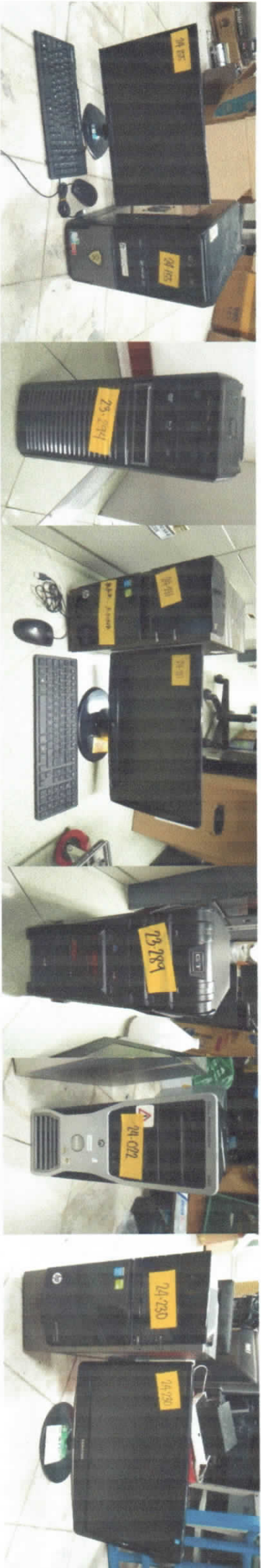


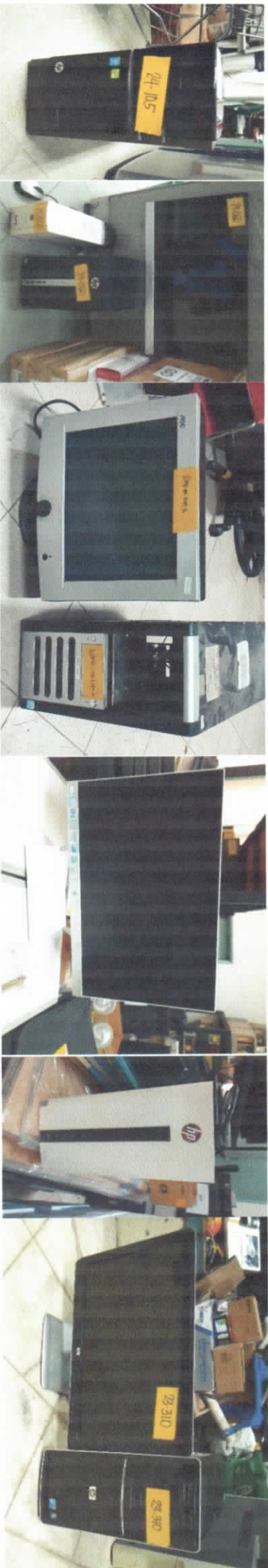


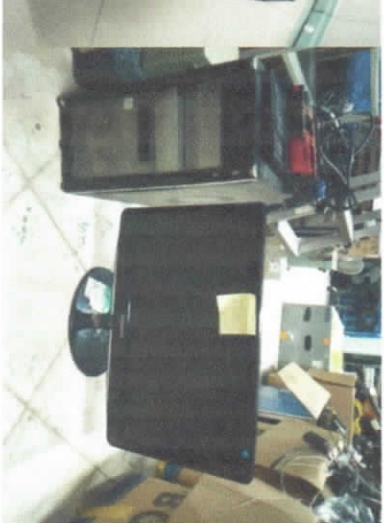


















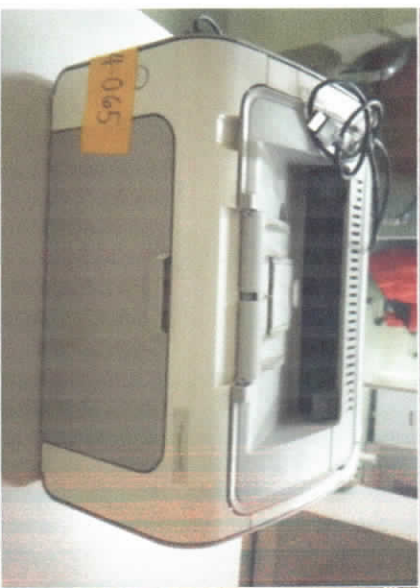
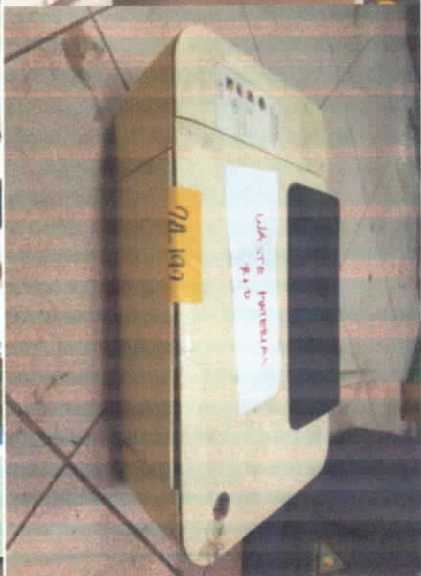


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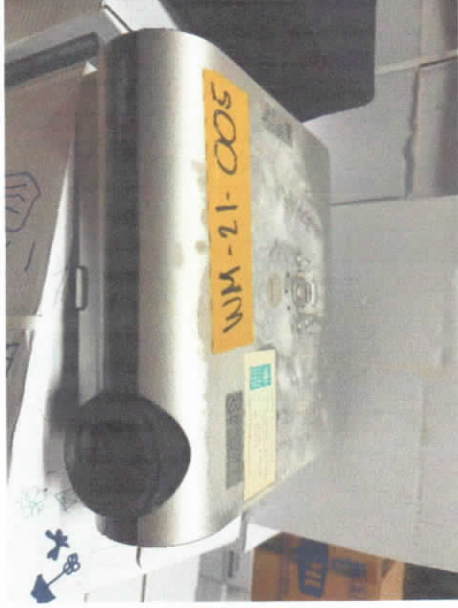










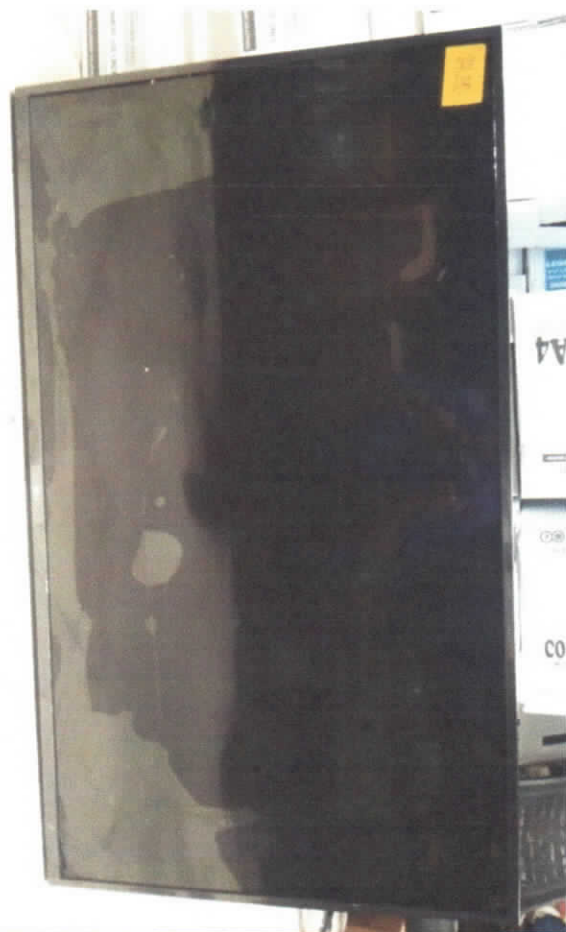




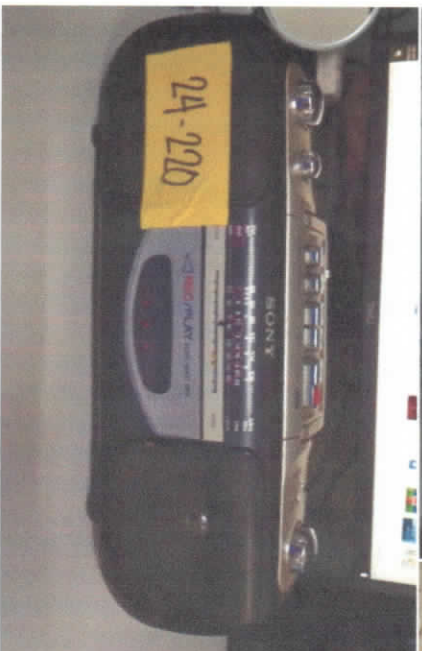
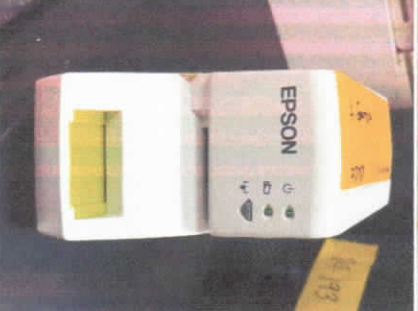
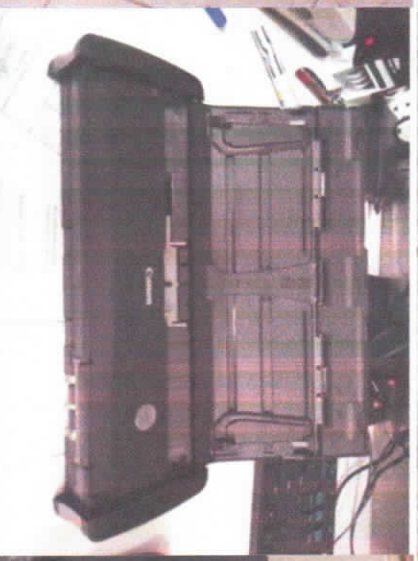


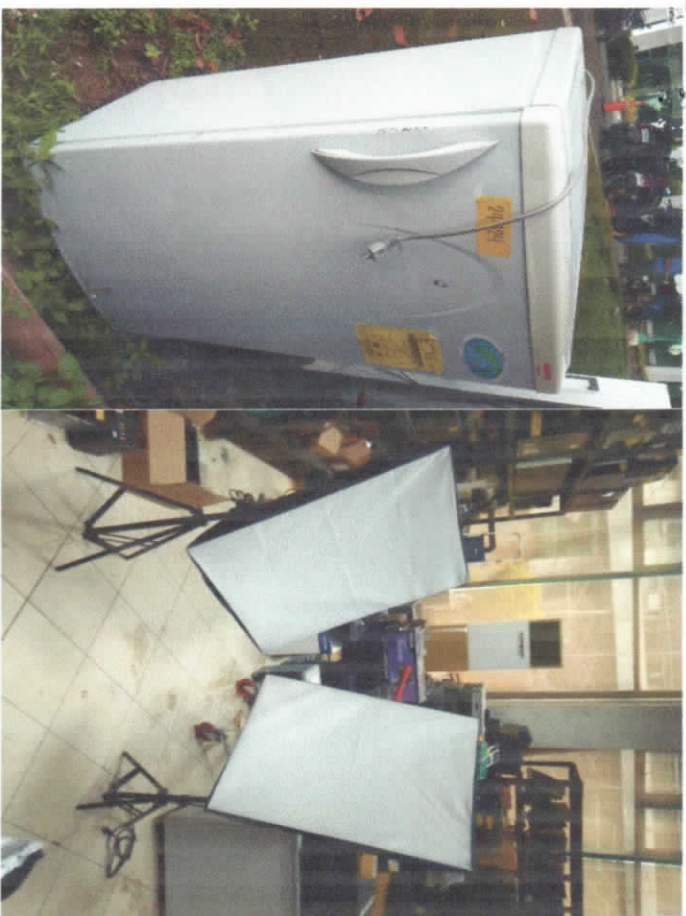


















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