




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

PAGASA DISPOSAL COMMITTEE
TIMELINE OF ACTIVITIES
PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES
(EQUIPMENT AND WASTE MATERIALS)

February 28, 2023		Furnish the Resident COA Auditor a copy of Timeline of Activities for the Disposal with the IRRUP and other Documents	
February 28 – March 8, 2023		Advertisement / Posting of Invitation to Bid	PAGASA Website / Bulletin Boards
February 28 – March 8, 2023	8:00AM to 5:00PM	Issuance of Bid Documents	PAGASA- Property Unit, 3 rd Floor
February 28 – March 8, 2023	8:00AM to 5:00PM	Inspection of unserviceable Properties/Equipment	PAGASA Compound
March 8, 2023	9:30 AM	Pre-Bid Conference	*AO Conference Room
March 9, 2023	8:00 to 1:30 PM	Submission of Bids	*AO Conference Room
March 9, 2023	1:31 PM	*Opening of Bids *Evaluation of Proposals and determination of winning bidder	*AO Conference Room
March 10 to 15, 2023		Approval of Resolution / Recommendation of the Committee	
March 15, 2023		Issuance of Notice Award/Contract	
March 15 to 21, 2023		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*

Prepared By: _____


ROSALIE A. ALBACITE
Head, Secretariat
PAGASA Disposal Committee

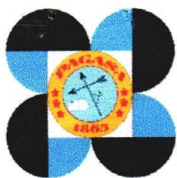
Noted By: _____


ARCELI S. ARROYO
Chairperson
PAGASA Disposal Committee

Approved By: _____


VICENTE B. MALANO
Administrator

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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 and equipment indicated hereunder, located at the premises of PAGASA Central Office, Science Garden Complex, BIR Road, Diliman, Quezon City, through Public Bidding on **“AS-IS-WHERE-IS” BASIS**, to wit:

	ITEM	
One (1) lot	Office Equipment	Minimum Bid price PhP 45, 600.00
	Communication Equipment	
	IT Equipment	
	Waste Material	
*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, BIR Road, Diliman, Quezon City from **February 28 to March 8, 2023 (8:00 am to 5:00 pm)**.
- D. **Deadline** for the submission of sealed proposals is on **March 9, 2023 at 1:30 pm** at the AO Conference Room, 4th floor, PAGASA Main Building, Science Garden Complex, Agham Road, Diliman, 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 **28th of February to the 8th of March** from **8:00 AM to 5:00 PM** 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:

February 28, 2023		Furnish the Resident COA Auditor a copy of Timeline of Activities for the Disposal with the IRRUP and other Documents	
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March 15, 2023		Issuance of Notice Award/Contract	
March 15 to 21, 2023		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 Officials and employees shall not be allowed directly or indirectly to participate in the bidding of Unserviceable Properties (Equipment and Waste Materials). This prohibition shall continue to apply for a period of one (1) year even after resignation, retirement or separation from the Agency.
- I. **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.**
- J. For further inquiries, interested bidder/s may call or contact the PAGASA Disposal Committee Secretariat at Tel. No. (02) 284-0800 loc. 320/332.

ARCELI S. ARROYO

Chairperson
PAGASA Disposal committee

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Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

Philippine Atmospheric, Geophysical and Astronomical Services

Administration (PAGASA)

LIST OF UNSERVICEABLE PROPERTIES (EQUIPMENT and WASTE MATERIALS) for DISPOSAL

Subject Property	Item Description	Quantity
I. OFFICE EQUIPMENT	Cabinet, vertical, 4-drawers	23
	Cabinet, vertical, 2-drawers	3
	Cabinet, vertical, 3-drawers	4
	Partition, modular	53
	Partition, woodgrain finish	39
	Table, free standing	6
	Table, computer	7
	Mobile pedestal	12
	Chair, with armrest	84
	Chair, without armrest	75
	Sofa, fabric	2
	Water dispenser	10
	Refrigerator	1
	Karaoke/component	2
	Laminating Machine	7
	Electric Fan	9
	Binding Machine	1
	Paper Shredder	1
	Vacuum cleaner	1
	Air pot / Coffee boiler	5
Microwave	2	
II. COMMUNICATION EQUIPMENT	Television	6
	Fax Machine	19
III. IT EQUIPMENT	Projector	4
	Printer	99
	Scanner	22
IV. WASTE MATERIALS	Tires	189
	Battery, Solar Master	238
	Battery, Medium sized (car)	54
	Battery, small, 12v	84
	Mags	9

Noted By:

ARCELI S. ARROYO

Chairperson

PAGASA Disposal Committee

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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 motor vehicles are available for viewing/inspection from **February 28 to March 8, 2023 from 8:00 AM to 5:00 PM** with representative of the Disposal Committee.

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 **9th of March 2023 at 1:31pm** at the AO Conference Room, 4th floor, PAGASA Main Building, PAGASA Science Garden Complex, BIR Road, 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. 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) Duly signed Instruction to Bidders and Terms of Condition of Sale
 - VI) 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
Science Garden, Agham Road
Diliman, 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.

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Administration (PAGASA)**

- 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.


ARCELI 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)

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Science Garden Compound, BIR Road, Brgy. Central, Quezon City,
Metro Manila, Philippines 1100

Tel. No. (02) 284-08-00
Website: <http://bagong.pagasa.dost.gov.ph>



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 bided at **01:31 PM on March 9, 2023** at the AO Conference Room, 4th floor, PAGASA Main Building, PAGASA Science Garden Complex, BIR Road, 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)

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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 March 9, 2023 at its present location, to wit:

ITEM/DESCRIPTION	LOCATION
ONE (1) LOT VARIOUS UNSERVICEABLE PROPERTIES (EQUIPMENT AND WASTE MATERIALS)	PAGASA Science Garden Compound, BIR Road, 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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Science Garden Compound, BIR Road, Brgy. Central, Quezon City,
Metro Manila, Philippines 1100

Tel. No. (02) 284-08-00
Website: <http://bagong.pagasa.dost.gov.ph>

BATTERIES (CAR 2 SMF) - 54 PCS









BATTERIES (SOLAR MASTER 3 SMF) - 238 PCS



















BATTERIES (small) - 84 PCS





BINDING MACHINE – 1 UNIT



PAPER SHREDDER – 1 UNIT



VACUUM CLEANER – 1 UNIT



AIRPOT – 4 PCS



MICROWAVE- 2 PCS



COFFEE BOILER – 1 PC



CABINET - 30 pcs







4 PCS

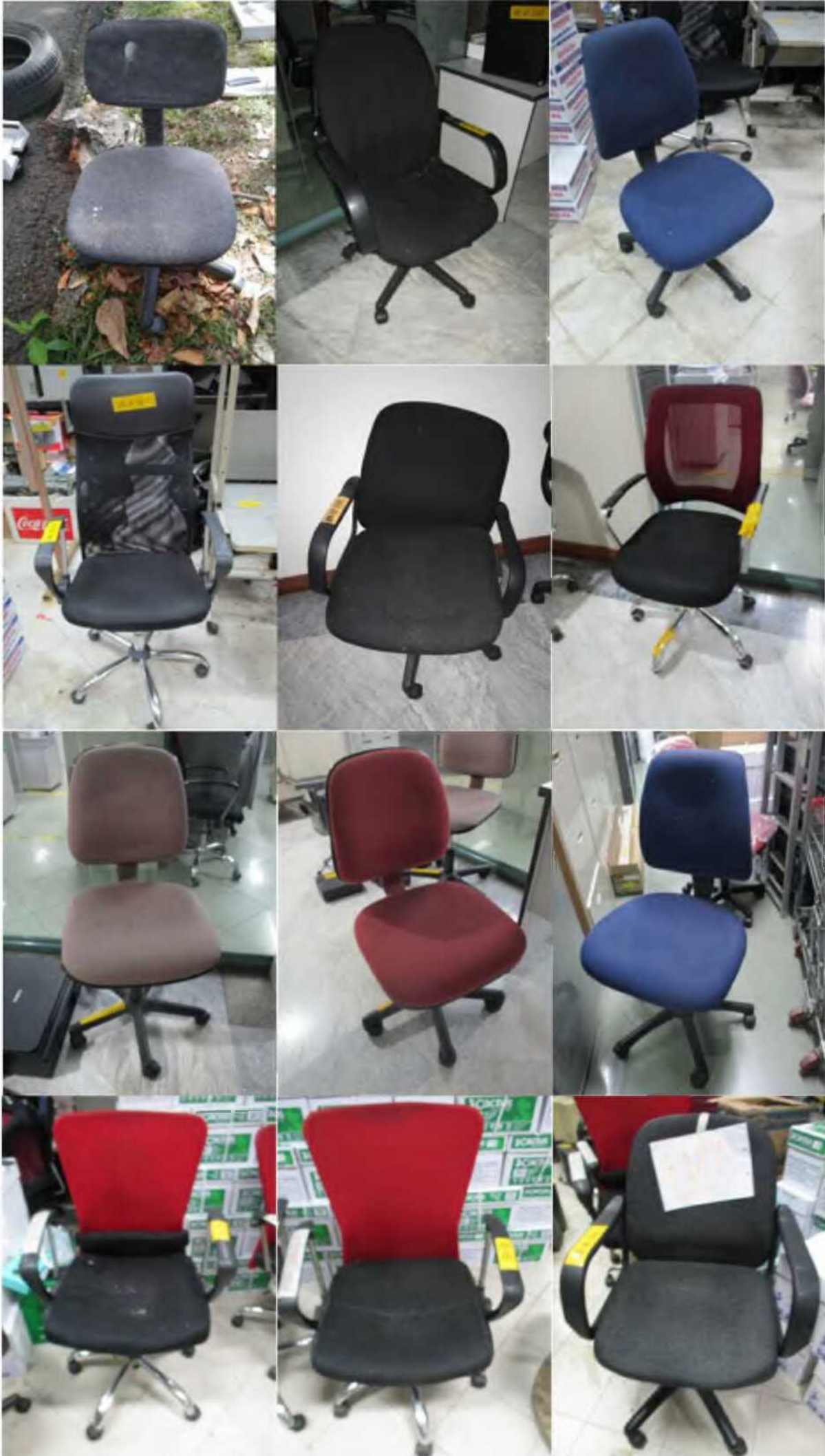






end

CHAIR - 159 pcs (84 pcs w/ armrest & 75 pcs w/out armrest)

















95

















***end**



ELECTRIC FAN – 9 UNITS



FAX MACHINE – 19 PCS



221-017



101-11-2009



101-18-036



101-11-1761



101-12-197



101-14-1062



101-12-1311



101-13-720





*****END*****

KARAOKE/STEREO – 2 UNITS



LAMINATOR- 7 PCS



MOBILE PEDESTAL- 12PCS



PARTITIONS – 92 PCS







101-12-1186



101-12-097



223-1179



223-051



184-07-62



101-11-1545



2005-04-148



101-19-779



101-11-1165



101-17-840



101-11-1957



101-14-1071



101-11-1119



101-10-025



184-07-058



101-13-1550



101-14-264



101-12-268



PHILCCAP PROJECT



101-13-1308



101-09-961



05-045



06-116



101-13-592



101-14-1086



221-262



221-260



101-12-1080



101-13-537



101-11-1117



101-11-259



101-13-784



101-10-995



101-12-072



PICWIN 223-312



101-10-353



223-590



101-11-134



101-11-743



101-11-1009



101-13-1392



101-16-1004



101-12-980



223-08-04



101-15-190



101-19-216



223-338



101-13-1341



221-851



05-918



101-11-241



223-1712



223-482



101-14-1105



223-1509



223-1172



101-15-1075



101-10-991



DOST-GIA PROJECT



101-17-1236



223-1169



223-1475



223-1477



2201190007



PICWIN 223-318



MR- 050529



2201190535



101-15-1007



2201190581



101-12-1235



101-475



HIRAIA PROJECT



HIRAIA PROJECT



101-11-319



101-15-1154



101-17-445



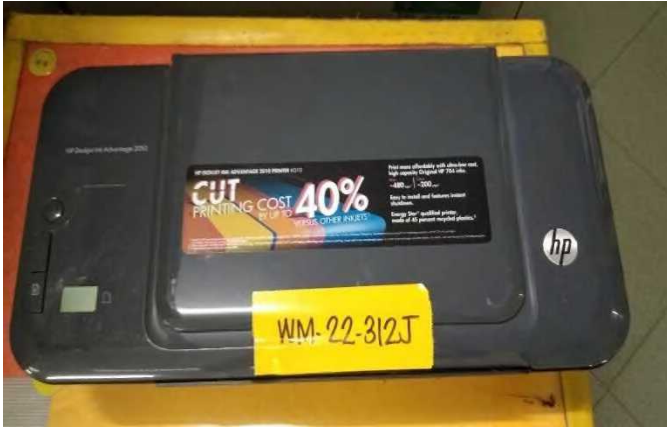
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101-01-037



223-1474



223-477



223-479



223-483



223-924A



101-529



207-08-04



PICWIN 223-308



101-16-054



101-15-088



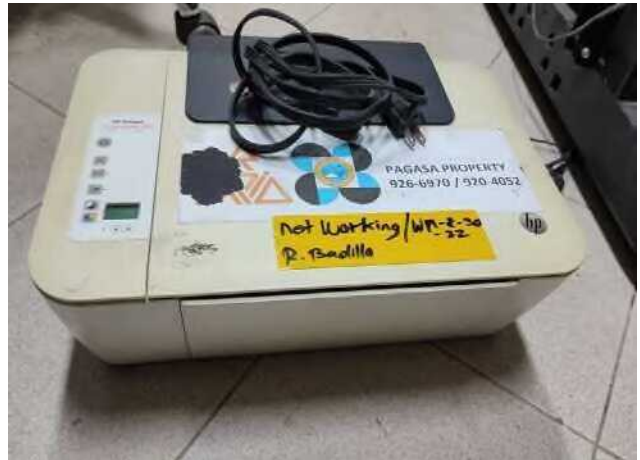
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101-13-581



223-716



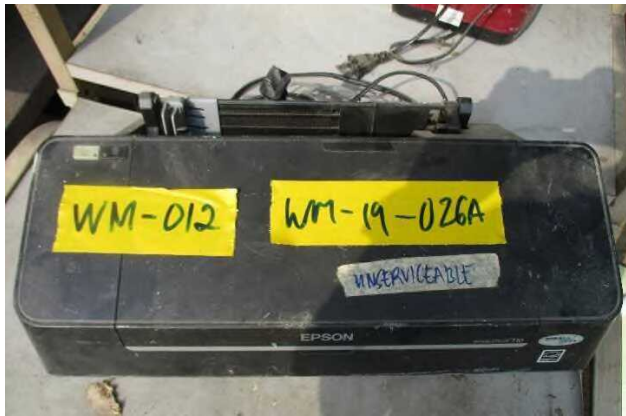
101-15-001



101-13-586



101-11-1545



PICWIN 223-399



101-11-1194



101-11-242



221-375



101-13-350



PROJECT



101-11-1272

END

PROJECTOR – 4 PCS



223-348



221-347



223-005



240-122

REFRIGERATOR – 1 UNIT



SCANNER - 22 PCS









SOF-2-PCS

TABLE – 13 PCS







TIRES - 189 PCS



MAGS - 9 PCS

TELEVISION – 6 UNITS



WATER DISPENSER – 10 PCS

