



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE NO. VIII  
VILLA RUIZ SUBDIVISION, MARASBARAS, TACLOBAN CITY

**INVITATION TO BID**

The Department of Budget and Management (DBM) Regional Office VIII hereby invites interested parties to purchase various unserviceable properties/scrap and waste materials via **public auction** to be held in Marasbaras, Tacloban City, subject to the information provided below.

1) Description and location of properties and floor price

Quantity	Description of Properties	Location	Floor Price
One (1) lot	Various unserviceable properties/scrap materials, consisting of the following:  a. Stainless Visitor's Chair  b. Fire Extinguishers Cylinders  c. Condenser  d. White Board  e. Aircon Stand/Bracket  f. Tire  g. Tire with wheel  h. U.P.S  i. Vehicle Parts (Miscellaneous)	Back portion of PS and GAD Building	PHP7,580.00

2) The public bidding will be conducted primarily in accordance with COA-DBM Joint Circular No. 2024-1 dated January 30, 2024, through the following schedule of activities:

ACTIVITY	SCHEDULE
Ocular inspection of subject properties by interested bidders	April 11, 2025 (10:00AM & 2:00PM) *PS and GAD Building
Submission of Bids and posting of Bid Bond	April 11, 2025 (Until 3:00PM)
Opening of Bids	April 14, 2025 (2:00PM)
Evaluation of Bids and Disposal Committee Recommendation	April 14-15, 2025

Result of Bids Evaluation and/or issuance of Notice of Award to winning bidder	April 16, 2025
Full payment of the winning bidder (5 working days from Notice of Award)	April 21- 25, 2025
Release/hauling or pull out of properties (15 calendar days from Notice of Award)	April 17 – May 1, 2025

- 3) On the date specified in the schedule of activities, bidders shall submit their respective official bids, subject to the following conditions:
  - **Bid form** accomplished in triplicate (3 copies) and diligently examined and finalized before submission
  - Signed and sealed (brown envelope provided may be used for this purpose)
  - Received by the DC Secretariat through manual submission at the lobby of Finance and Administrative Division (FAD) in DBM RO VIII Office, Marasbaras, Tacloban City.
  - Accompanied by proof of payment of the required **bid bond**--
    - Equivalent to PhP758.00 (ten percent [10%] of the bidding floor price)
    - Payable in cash
    - Payable with the DBM-Cashier, located at the ground floor, DBM RO VIII Office, Marasbaras Tacloban City creditable as partial payment, in the case of the winning bidder
    - Refundable, in the case of the non-winning bidder
  - Upon submission of bids, no-contact rule shall be applied; any inquiries, communication or correspondence by the bidders shall not be entertained.
- 4) Opening of sealed bids shall be held on **14 April 2025, 2:00 PM**, at the Knowledge Center, DBM RO VIII, Marasbaras, Tacloban City. Bidders are welcome to attend and to witness the opening of sealed bids.
- 5) After validation of bidders' information and qualifications, individual bids shall be evaluated primarily based on whether they have met the minimum floor price and whether payment of the bid bond has been made. After opening, the technical secretariat shall evaluate the bids, and determine compliance with the bid conditions and requirements of the public auction.
- 6) The highest among compliant bids shall be declared as the winning bidder, and shall be the basis for the award of contract to said winning bidder. In case of multiple bids, or discrepancy between bid amount in words and in figures, the higher amount shall be considered as the final offer, guided by relevant factors to determine the true intention of the bidder. The declared winning bid shall be the Contract price between the parties. In case of tie, a coin toss or drawing of lots shall be resorted to in order to break the tie, in the presence of the bidders concerned.
- 7) Failure of bidding shall be declared if all the bids are declared to be non-compliant. In case of a failed bidding, sale of the subject properties through negotiation shall ensue.
- 8) After determination of the winning bid, the Disposal Committee shall recommend to the DBM Regional Director the award of the contract to the winning bidder. The Notice of Award shall then be issued to the winning bidder, and shall serve as the contract between the parties. Within the period prescribed, the winning bidder shall pay the full amount of the Contract, less the amount of the bid bond.
- 9) In case of failure to pay the full Contract amount within the period prescribed, the award shall automatically be canceled, and the bid bond of said bidder shall be forfeited in favor of the Government. The next highest bidder shall be substituted as the winning bidder, to which the contract shall be awarded, vice the delinquent winning bidder.

10) After full payment of the Contract price, the subject properties shall be released to the buyer, subject to the following conditions:

- The buyer shall present the Official Receipts evidencing full payment of the Contract price
- The buyer shall pick up/haul the subject properties at their locations no later than fifteen (15) calendar days from Notice of Award.
- Failure to claim the subject properties within the said period shall result to the cancellation of the contract and the forfeiture of the full amount of the buyer's payment
- The pick-up/hauling shall be scheduled during official working days and hours only
- The release to the buyer and hauling of the subject properties shall be at no cost to the DBM

11) The DBM reserves the right to reject any and all bids, waive any formality, requirement or defect contained therein, or otherwise favorably evaluate a bid, if deemed to be most advantageous to the Government.

12) It is understood that all necessary registrations/licenses/permits needed for the hauling, transportation, and disposal of all properties/materials intended for this activity shall be at the expense of the winning bidder, at no cost to the DBM. The winning bidder shall likewise comply with all pertinent laws, rules, and regulations.

13) For inquiries, please contact the DBM Finance and Administrative Division at 832-1628.

*Aleli N. Hernandez* 4/2/25  
**ALELI N. HERNANDEZ**  
**DISPOSAL COMMITTEE - Chairperson**





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**BID FORM**

**Subject:** Invitation to Bid for various unserviceable properties/scrap and waste materials of the DBM Regional Office VIII via public auction through sealed bids

**Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description and location of properties and floor price:**

Quantity	Description of Properties	Location	Floor Price
One (1) lot	Various unserviceable properties/scrap materials, consisting of the following:		
	a. Stainless Visitor's Chair		
	b. Fire Extinguishers Cylinders		
	c. Condenser		
	d. White Board		
	e. Aircon Stand/Bracket		
	f. Tire	Back portion of PS and GAD Building	PHP7,580.00
	g. Tire with wheel		
	h. U.P.S		
	i. Vehicle Parts (Miscellaneous)		

This is to formally submit to the DBM Regional Office VIII Disposal Committee my/our sealed bid on a firm basis:

**ACTUAL BID:** Should not be lower than PHP 7,580.00

Amount in words:
Amount in figures:

**NOTE:** In submitting the **Bid Form**, please attach the photocopy of proof of payment of **Bid Bond**. Failure to show proof to the Disposal Committee of full and timely payment of Bid Bond may warrant disqualification.

### **CERTIFICATION/ACKNOWLEDGEMENT**

I HEREBY CERTIFY AS TO THE TRUTHFULNESS AND ACCURACY OF THE INFORMATION THAT I HAVE PROVIDED HEREIN.

I LIKEWISE ACKNOWLEDGE THAT VIOLATION OF AND/OR NON-COMPLIANCE WITH THE RULES AND PROCEDURES OF THE PUBLIC AUCTION, AS DETERMINED BY THE DBM REGIONAL OFFICE NO. VIII DISPOSAL COMMITTEE, SHALL WARRANT DISQUALIFICATION OF MY BID AND/OR FORFEITURE OF MY BID BOND.

\_\_\_\_\_  
Bidder's Name & Signature