02 September 2026

INVITATION TO BID

Invitation to a Sealed Public Bidding for the Sale of One (1) Lot of ICT Equipment of Regional Office

The Department of Social Welfare and Development-Field Office IV-A, through its Regional Property Disposal and Awards Committee (RPDAC), hereby invites all interested parties to participate in a sealed public bidding for the disposal through sale on an "as-is-where-is" basis of ICT Equipment consisting of the following:

LOT NO.	DESCRIPTION	NO. OF ITEMS	MINIMUM BID/FLOOR PRICE PER LOT	LOCATION
1	Laptop	320	**₱71,014.62**	**Regional Office, Alabang – Zapote Rd., Alabang, Muntinlupa City**
	Notebook Computer	41		
	Tablet	9		
	External Hard drive	4		
	Mobile Routers	18		
	Cellphone	11		
	Document Scanner	3		
	Printer	52		
	Printer - heavy duty	5		
	Power Supply	56		
	Computer System Unit - Casing with power supply, fan, motherboard and CD ROM only	53		
	Computer System Unit - Casing only	10		
	Computer System Unit - Casing with Power Supply only	11		
	Computer System Unit - Casing with Power Supply and fan	2		
	Computer System Unit - Casing with Fan and Motherboard	3		
	Computer System Unit - Casing with motherboard and CD ROM	1		

Department of Social Welfare and Development Field Office IV-A, Alabang-Zapote Road, Alabang, Muntinlupa City, Philippines 1770 Email: fo4a@dswd.gov.ph Tel Nos.: (632) 8 807-1518

LOT NO.	DESCRIPTION	NO. OF ITEMS	MINIMUM BID/FLOOR PRICE PER LOT	LOCATION
	Computer System Unit - Casing with motherboard	1		
	Computer System Unit - Casing with Power Supply, Fan and Motherboard	1		
	Computer Monitors	34		
	Server	4		

Prospective bidders may inspect the aforementioned unserviceable properties including **Bid forms** at **Regional Office, Alabang – Zapote Rd., Alabang, Muntinlupa City** during regular working days from **09 to 10 September 2026**, from 8:00 A.M. to 5:00 P.M.

The bidder shall submit his/her proposal in **TWO (2) SEPARATE SEALED ENVELOPES** composed of **documentary and financial components** which must be placed into one envelop, securely sealed, and properly labeled containing the company name, address, contact number, signature, and bid form number on the face of the envelope. A bid bond shall be imposed on each bidder in the amount equivalent to at least **ten percent (10%)** of the Total Bid Offer in the form of cash, cashier's check or manager's check, and shall be submitted to the RPDAC Secretariat **at the Property and Supply Section (PSS) Office, DSWD Field Office IV-A, South Park Extension Office, 3/F South Park Center, Alabang, Muntinlupa City** not later than **2:00 P.M of 17 September 2026**.

Opening and deliberation of sealed bids shall be at **2:30 P.M.** of the same date, via combination of virtual conferencing/webcasting (e.g. *Google Meet*) and face-to-face at **DSWD Conference Room, South Park Extension Office, 3/F South Park Center, Alabang, Muntinlupa City**. Bidders/Representatives are allowed to participate and witness the opening of bids via Google Meet platform or face-to-face. The joining link will be forwarded to the bidder's email address before the scheduled opening and deliberation of sealed bids.

The DSWD Field Office IV-CALABARZON hereby reserves the right to reject any or all bids, to waive any formality therein, or to accept such bid/s that may be considered most advantageous to the government. For further information, you may contact the RPDAC Secretariat through their email address jpmerioles@dswd.gov.ph. and maptoledo@dswd.gov.ph

Let copies of this Invitation to Bid be posted on the DSWD website and/or at least three (3) conspicuous places within the DSWD premises and disseminate the same to as many as government agencies as possible within the locality for posting in their bulletin boards for the information of the general public.

DIR ALKENT DC. BACOLOD
Assistant Regional Director for Administration, OARDA
Chairperson, Regional Property Disposal and Awards Committee