



Republic of the Philippines
Department of Science and Technology
Technology Application and Promotion Institute

INVITATION TO BID

**PUBLIC AUCTION OF THE DEPARTMENT OF SCIENCE AND
TECHNOLOGY – TECHNOLOGY APPLICATION AND PROMOTION
INSTITUTE FOR THE DISPOSAL OF UNSERVICEABLE PROPERTIES
AND SCRAP/WASTE MATERIALS
(No. 2023-06-1ST)**

The Department of Science and Technology – Technology Application and Promotion Institute, Appraisal and Disposal Committee invites all interested parties to participate in the public auction of unserviceable properties on an “As-Is-Where-Is” basis as indicated below:

LOCATION: TAPI Basement and Storage Room

PARTICULARS	QTY.	UNIT	MINIMUM FLOOR PRICE (LOT)
I IT / ICT / Computer Parts and Accessories			40,500.00
Various Software	8	pcs	
Hub 3 COM Superstack 3 Switch 3300	1	unit	
Desktop	7	unit	
CPU	1	pc	
UPS	3	pcs	
AVR	4	pcs	
Printer (HP Design Jet 800 PS Plotter)	1	unit	
Printer (LaserJet Pro, Deskjet Ink Advantage 3775, Laserjet M1132, Deskjet F4185)	5	unit	
Mouse	5	pcs	
CRT Monitor (AOC)	1	unit	
II Audio / Visual / Telecommunication Equipment			
Panasonic Telephone Facsimile, KXFP711	1	unit	
Wireless Phone (Panasonic)	2	unit	
III Office Equipment			
3TR, Floor Mounted Type	1	unit	
Wall Mounted Type	2	unit	
Air-Condition Unit, Window Type	5	unit	
Refrigerator (2-Doors and 1-Door)	2	unit	
Thermos	1	unit	

Oven Toaster	1	unit
Sharp Calculator	1	unit
Stand fan	1	unit
Tire Inflator, 12 volts / 300PSI (Lotus)	1	unit
IV Office Furniture and Fixture		
Storage Cabinet	1	unit
Index Cabinet	1	unit
Filing Cabinet	3	unit
Display Cabinet	5	pcs
Fabricated Cabinet	1	pc
Wooden Cabinet	6	pcs
Computer Table	1	pc
Office Table	16	pcs
Chair w/ Arms	5	pcs
Sofa, pink	2	pcs
Carpet Gray	1	lot
V Various Tools		
Ball Hammer	1	pc
Iron Sledgehammer	1	pc
Spokeshore #63	1	pc
Wood Chisel, Maple 4pcs	1	set
SR 100 Great Nech Us 16 x 14	1	pc
Stanley 12" Tray Square	1	pc
Puller CJ -78	1	pc
Torque wrench Tec 12, A 3/3	1	pc
C-Clamps 12"	2	pcs
Rough Balance, Ohaus Single	1	pc
Rough Balance, Counter Side	1	pc
Bearing Separator A-78 Pilot	1	pc
Soldering Iron	1	pc
Wood Chisel, 8 pcs	1	lot
Tester	1	pc
File Round 12"	1	pc
Combination Set Sg. Coreter Protractor Lead and Ball	1	pc
Steel Ruler 18"	1	pc
Iron Jack Planner	1	pc
Burette Cu, Clamp Steel 3pcs	1	pc
Mechanist Vise 3-3/4	1	pc
Wood File 12"	1	pc

Solid Box Vise Blacksmith 4" saw	1	pc
Sanyo Water Purifier	3	pcs
Mic	1	pc
Mic Stand	1	pc
Burette Cu, Clamp Steel	1	pc
Sip 4	1	pc
Heavy duty Clamp	7	pcs
Drill Bit 4 pcs	1	set
Drill Bit 6 pcs	1	set
Test Tube Case / Holder, Stainless Steel	7	pcs
Circular Indexing Table Mode	1	pc
Spocket 4set different cutter	1	set
Machine Vise, Big	1	unit
Machine Vise, Green, Small	1	unit
Titrimeter System	1	box
Wrench	3	pcs
VI Other Items		
Knock-out punch	1	pc
VII Scrap and Waste Materials (1 Lot)		
Exhibit Materials		
Stand-alone panel, Aluminum frame with polycarbonate (in different sizes)	7	pcs
Stand-alone panel, Aluminum/Stainless frame with acrylic glass and sintra board poster	44	pcs
Tablet Stand, Aluminum	4	pcs
Joint/Connector for Stand Alone Panel, Aluminum/Stainless	87	pcs
Wooden panel, panaflex display (lighted) with aluminum stand	1	pc
Flexible Display Panel	3	pcs
Wooden backdrop frame, curve-type	2	pcs
Wooden pedestal, white	5	pcs
Wooden pedestal, white	2	pcs
Wooden pedestal, blue	3	pcs
Counter table	2	pcs
Back panel (DOST agencies logos)	4	pcs
Wooden Pedestal and cut-out letters/numbers	8	pcs
Pillars for centerpiece, wooden type	6	pcs
Sintra Board	3	pcs
Wooden cabinet with drawers	2	pcs

Wooden frames with acrylic poster	8	pcs
Lighted Pillars	4	pcs
Others		
Blinds	1	lot
Various Glass	1	lot
Various Woods	1	lot
Expired Toners	1	lot
Magnetic Switch	3	pcs
Transfer Switch	3	pcs
Circuit breaker	1	pcs
Paint Spray	2	pcs
Oven Motor	1	pcs
Various waste materials from the repair of TAPI vehicles	1	lot
TOTAL	362	40,500.00

Prospective Bidders are encouraged to bid on all lots. Upon payment of a non-refundable **Bid Fee of Five Hundred Pesos (Php500.00)**, interested buyers may get the bid documents from the **DOST-TAPI Appraisal and Disposal Committee Secretariat**, from **June 09 - 15, 2023 (Friday to Thursday) from 08:00 A.M. to 12:00 N.N.** Viewing and Inspection for the said properties will be conducted on **June 09 - 15, 2023 (Friday to Thursday) from 08:00 A.M. to 12:00 N.N.** The DOST-TAPI will hold a Pre-Auction Conference on **June 15, 2023 - Thursday - 02:00 P.M.** at the **Front Lobby, 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City**, which shall be open only to all interested parties who have purchased the Bidding Documents.

The Public Auction is open to Business Entrepreneurs who shall comply with the following Eligibility Requirements:

Business Entrepreneur
1. Latest Mayor's Permit
2. Latest Income Tax Return, stamped "received by BIR or its duly accredited and authorized Institutions"

Sealed offers will be received at the **Front Lobby, 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City** on or before **09:30 A.M. of June 20, 2023 - Tuesday**. The bidder shall **enclose in a sealed envelope his bid together with his minimum bid bond equivalent to ten percent (10%) of his bid** in the form of cash or cashier's or manager's check. The envelope should also include documents applicable as stated above. Bid shall be offered personally by the company owner or in his absence, his duly authorized representative, provided said person/entity **possesses a duly notarized Special Power of Attorney (SPA)**, otherwise,

said bid shall be declared void. Prior to the issuance of the Notice of Award, the winning bidder should present the original copy of the foregoing documents for validation.

Sealed Bids received shall be opened on **09:35 A.M. of June 20, 2023 - Tuesday at the Audio-Visual Room (AVR), 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City**. The biometrics clock located at the lobby 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City, will be the basis for the time.

The bidder's bond will be returned to the non-winning bidder right after the bidding. On the other hand, the bid bond of the winning bidder shall form part of the purchase price. However, the ten percent (10%) bid bond shall be **forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the Notice of Award**. The bid bond shall be considered as partial payment and the difference between such payment and the offer shall be paid in the form of cash, cashier's or manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within **five (5) working days from the date of the Notice of Award**.

This Invitation to Bid will be posted in at least three (3) public places in the locality and DOST-TAPI website. The **DOST-TAPI** reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government. For more information, please contact the DOST-TAPI Appraisal and Disposal Committee Secretariat at Telephone No. **(02) 8838-1115** and look for Ms. Maricres D. Sabado, Administrative Officer V, Property Section at the DOST-TAPI Basement, TAPI Bldg., DOST Compound, Bicutan, Taguig City.

MR. JOYCEL N. AGUILAR
Chief FAD and Chairperson,
DOST-TAPI Appraisal and Disposal Committee

**PUBLIC AUCTION OF THE DOST-TAPI FOR THE DISPOSAL OF
UNSERVICEABLE PROPERTIES AND SCRAP/WASTE MATERIALS
(No. 2023-06-1ST)**

TERMS OF REFERENCE

A. BACKGROUND

The Department of Science and Technology – Technology Application and Promotion Institute, Finance and Administrative Division-Property Section is conducting disposal through public auction of unserviceable properties, wherein obsolete items (equipment, supplies and other scrap materials) are no longer usable, worn-out and destroyed/damaged.

B. OBJECTIVE

There is a need for the disposal of the unserviceable properties listed below to avoid further deterioration as well as to generate greater benefits to the government in terms of higher appraisal value, lesser storage cost and better management of limited office space for unserviceable property/assets.

C. SCOPE OF PUBLIC AUCTION

The unserviceable properties for public auction are as follows:

PARTICULARS	QTY.	UNIT	MINIMUM FLOOR PRICE (LOT)
I IT / ICT / Computer Parts and Accessories			40,500.00
Various Software	8	pcs	
Hub 3 COM Superstack 3 Switch 3300	1	unit	
Desktop	7	unit	
CPU	1	pc	
UPS	3	pcs	
AVR	4	pcs	
Printer (HP Design Jet 800 PS Plotter)	1	unit	
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CRT Monitor (AOC)	1	unit	
II Audio / Visual / Telecommunication Equipment			
Panasonic Telephone Facsimile, KXFP711	1	unit	
Wireless Phone (Panasonic)	2	unit	
III Office Equipment			
3TR, Floor Mounted Type	1	unit	
Wall Mounted Type	2	unit	
Air-Condition Unit, Window Type	5	unit	

Refrigerator (2-Doors and 1-Door)	2	unit
Thermos	1	unit
Oven Toaster	1	unit
Sharp Calculator	1	unit
Stand fan	1	unit
Tire Inflator, 12 volts / 300PSI (Lotus)	1	unit
IV Office Furniture and Fixture		
Storage Cabinet	1	unit
Index Cabinet	1	unit
Filing Cabinet	3	unit
Display Cabinet	5	pcs
Fabricated Cabinet	1	pc
Wooden Cabinet	6	pcs
Computer Table	1	pc
Office Table	16	pcs
Chair w/ Arms	5	pcs
Sofa, pink	2	pcs
Carpet Gray	1	lot
V Various Tools		
Ball Hammer	1	pc
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SR 100 Great Nech Us 16 x 14	1	pc
Stanley 12" Tray Square	1	pc
Puller CJ -78	1	pc
Torque wrench Tec 12, A 3/3	1	pc
C-Clamps 12"	2	pcs
Rough Balance, Ohaus Single	1	pc
Rough Balance, Counter Side	1	pc
Bearing Separator A-78 Pilot	1	pc
Soldering Iron	1	pc
Wood Chisel, 8 ps	1	lot
Tester	1	pc
File Round 12"	1	pc
Combination Set Sg. Coreter Protactor Lead and Ball	1	pc
Steel Ruler 18"	1	pc
Iron Jack Planner	1	pc
Burette Cu, Clamp Steel 3pcs	1	pc
Mechanist Vise 3-3/4	1	pc
Wood File 12"	1	pc
Solid Box Vise Blacksmith 4" saw	1	pc

Sanyo Water Purifier	3	pcs
Mic	1	pc
Mic Stand	1	pc
Burette Cu, Clamp Steel	1	pc
Sip 4	1	pc
Heavy duty Clamp	7	pcs
Drill Bit 4 pcs	1	set
Drill Bit 6 pcs	1	set
Test Tube Case / Holder, Stainless Steel	7	pcs
Circular Indexing Table Mode	1	pc
Spocket 4 set different cutter	1	set
Machine Vise, Big	1	unit
Machine Vise, Green, Small	1	unit
Titrimeter System	1	box
Wrench	3	pcs
VI Other Items		
Knock-out punch	1	pc
VII Scrap and Waste Materials (1 Lot)		
Exhibit Materials		
Stand-alone panel, Aluminum frame with polycarbonate (in different sizes)	7	pcs
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Wooden panel, panaflex display (lighted) with aluminum stand	1	pc
Flexible Display Panel	3	pcs
Wooden backdrop frame, curve-type	2	pcs
Wooden pedestal, white	5	pcs
Wooden pedestal, white	2	pcs
Wooden pedestal, blue	3	pcs
Counter table	2	pcs
Back panel (DOST agencies logos)	4	pcs
Wooden Pedestal and cut-out letters/numbers	8	pcs
Pillars for centerpiece, wooden type	6	pcs
Sintra Board	3	pcs
Wooden cabinet with drawers	2	pcs
Wooden frames with acrylic poster	8	pcs
Lighted Pillars	4	pcs
Others		
Blinds	1	lot

Various Glass	1	lot	
Various Woods	1	lot	
Expired Toners	1	lot	
Magnetic Switch	3	pcs	
Transfer Switch	3	pcs	
Circuit breaker	1	pcs	
Paint Spray	2	pcs	
Oven Motor	1	pcs	
Various waste materials from the repair of TAPI vehicles	1	lot	
	TOTAL	362	40,500.00

D. TERMS AND CONDITIONS

1. The sale is on "AS IS – WHERE IS" basis.
2. A bidder shall bid on 1 lot of all the unserviceable items as listed.
3. It is understood that participating bidders have seen and inspected the subject unserviceable properties located in the DOST-TAPI Basement and outside of Storage Room inside the DOST Compound Bicutan, Taguig City.
4. To clarify and/or explain any of the requirements, terms and conditions stipulated in the bid documents, a **Pre-Auction Conference** shall be held on **June 15, 2023 - Thursday - 02:00 P.M.** at the **Front Lobby, 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City.**
5. Sealed bids addressed to **MR. JOYCEL N. AGUILAR**, Chairperson, DOST-TAPI Appraisal and Disposal Committee, shall be submitted not later than **09:30 A.M. of June 20, 2023 - Tuesday** at the **Front Lobby, 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City.** The sealed envelope must contain the Bid Tender and Bid Bond.

Sealed Bids received shall be opened on **09:35 A.M. of June 20, 2023 - Tuesday** at the **Audio-Visual Room (AVR), 1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City.** The biometrics clock located at the lobby **1st Floor of TAPI Building, DOST Compound, Bicutan, Taguig City,** will be the basis for the time.

6. Bids shall be submitted using the prescribed **Bidding Form (ANNEX A)** and in strict compliance with the requirements of these Instructions.
7. The modification/erasure, if any, should bear the initial of the bidder.
8. The bid shall be accompanied by a bidder's bond in the form of **Cash or manager's check** equivalent to **10% of the total amount of bid**, as guarantee that the successful bidder shall, within **five (5) working days from the date of the Job/Release Order**, withdraw the items from its present location.

9. A bidder may be allowed to withdraw his tender before the time of the opening of bids and shall be returned unopened. After the opening of bids, no bidder shall be allowed to withdraw his offer.
10. No bids shall be accepted after the deadline set at **09:30 A.M. of June 20, 2023**
- Tuesday.
11. Bids that are not in the prescribed form or unsigned shall be considered defective and shall be automatically disqualified.
12. Bid bond of non-winning bidders shall be returned upon written request after the winning bidder has been determined.
13. Award shall be given to the highest complying bidder and whose bid price is not lower than the total floor price for the unserviceable items.
14. Should there be two or more bidders who submit the same bid price for the items shall be resorted to determine the winning bidder. (Through Draw lots)
15. Should the bid offer received is lower than the floor price or should there be no bidder for the unserviceable properties, re-bidding shall be resorted. In case of a two failed bidding, negotiation still be resorted to, provided that the price shall not be lower than the minimum floor price as determined by the Disposal Committee.
16. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offer bid price shall be paid in the form of cash, cashier's or manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within **five (5) working days** from the date of the Notice of Award.
17. A storage fee in the amount equivalent to 1% of the total unwithdrawn items or Five Hundred Pesos (P500.00) whichever is higher shall be charged against him per day of delay. Items not withdrawn five (5) working days from the date of Job/Release Order may be re-bid and all money received in connection with the said sale shall be forfeited in favor of DOST-TAPI;
18. Should the winning bidder failed to pay the full amount of the bid price within five (5) working days from the date of the Notice of Award, the same shall be deemed canceled and rendered ineffective and the 10% bond deposit forfeited in favor of the DOST-TAPI;
19. No transfer or Deed of Assignment of the Award shall be honored by the items. Awardee or his representative is required to personally pay, withdraw and/or request extension of withdrawal, if warranted, for the awarded items;
20. Withdrawal and loading of unserviceable items/scrap of the items shall be made only during official working hours from 08:00 AM to 05:00 PM, Monday to Friday.

21. For hauling of unserviceable items from DOST Compound, the winning bidder may be allowed to extend stay in the DOST Compound until the lifting of truck ban. Said arrangement shall be with prior coordination with the Head Security Guard.
22. The buyer of disposable property shall pay, in addition to the purchase price, any taxes, customs duties, cost or charges of any kind or nature whatsoever levied in connection with the sale of the property. All expenses incidental to the withdrawal of the property shall be borne by the awardee.
23. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract for the following conditions:
 - (a) If there is evidence of collusion: 1) among bidders or 2) between the bidders and the DOST-TAPI Personnel, which restrict, suppress, nullify competition.
 - (b) When the award of the contract will not redound to the benefit of the government.


MR. JOYCEL N. GUILAR
Chief FAD and Chairperson,
DOST-TAPI Appraisal and Disposal Committee

Technology Application and Promotion Institute
TAPI Bldg. DOST Compound Gen. Santos Avenue, Bicutan, Taguig City

DOST-TAPI APPRAISAL AND DISPOSAL COMMITTEE

BID PROPOSAL FORM

PARTICULARS	BID PRICE
I. IT / ICT / Computer Parts and Accessories II. Audio / Visual / Telecommunication Equipment III. Office Equipment IV. Furniture and Fixtures V. Various Tools VI. Other Items VII. Scrap and Waste Materials	
TOTAL	

Amount in Words: _____

Business / Company Name: _____

Business Address: _____

Telephone No. / Mobile No. _____

Email Address: _____

Business Registration, License/Permit No. _____

Tax Identification No. (TIN): _____

Signature over Printed Name

Legal Position/Designation in the Company

Date: _____