



Republic of the Philippines
Office of the President
Philippine Postal Corporation
NORTHWEST LUZON AREA

**COMMITTEE ON DISPOSAL OF OLD VALUELESS RECORDS, UNSERVICEABLE VEHICLES,
EQUIPMENT, FURNITURE & FIXTURES AND OTHER PROPERTY/ITEMS INCLUDING SCRAP
MATERIALS**

INVITATION TO BID

1. The Northwest Luzon Area Committee on Disposal of Old Valueless Records, Unserviceable Vehicles, Equipment, Furniture & Fixtures and Other Property/Items Including Scrap Materials (Disposal Committee) invites all interested parties to participate in the public bidding of various unserviceable equipment (to be sold) on an **"as-is-where-is and by lot"** basis, as indicated in the attached list with a floor price of **p104,724.00, Annex "A"**:
2. No bid shall be entertained/allowed lower than the said floor price.
3. Upon payment of a non-refundable bid fee of Five Hundred Pesos Only (Php 500.00) to PHLPost NWLA Cash Section, 3rd Floor Administrative Bldg., Mabini St., Catbangan, San Fernando City, La Union, interested bidders may get their bid documents at the Office of PHLPost NWLA Disposal Committee, 3rd Floor Administrative Bldg., Mabini St., Catbangan, San Fernando City, La Union with telephone No. (072) 700- 30- 65, view and inspect said unserviceable equipment for disposal at PHLPost, Northwest Luzon Area, Mabini St., Catbangan, San Fernando City, La Union, **beginning 7 August 2023 to 17 August 2023 during office hours (between 9:00 AM-5:00 PM).**

Only the prospective bidder or his/her duly authorized representative shall be allowed during the inspection.

4. Sealed bids will be received at PHLPost NWLA Disposal Committee **on or before 12:00 noon of August 18, 2023 (Friday)**. The bidder shall enclose in a sealed envelope the following:
 - a. Fully Accomplished Bid Form;
 - b. Bid Bond in the amount equivalent to 10% of the Floor Price (only Cash Bond and/or Manager's or Cashier's Check shall be accepted). The Bid Bond shall be deducted in full from the total payment of the winning bidder and shall be returned in full to the losing bidder.
 - c. Articles of Partnership/Incorporation, if applicable;
 - d. DTI Business Name Registration;
 - e. Business Permit and Licenses;
 - f. BIR Registration; and

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- g. Certificate of Inspection issued by the Chief, General Services Section.
5. The Bidding shall be governed, among others, by the following terms of reference, namely:
- a. The bid shall be for one (1) lot only;
 - b. No Pay - No Haul Policy shall be strictly observed. Payment in full shall be made to PHLPost Cashier and corresponding official receipt shall be issued;
 - c. Duly authorized representative, shall present original copy of authorization and valid IDs of both the bidder and representative.
 - d. The bidder or duly authorized representative must be present during the opening of the bids, otherwise his/her bid envelopes shall not be opened;
 - e. PHLPost Northwest Luzon Area shall not be responsible for any injury to person/s hired/contracted by the winning bidder incidental to the handling and hauling and/or damage to the vehicles/equipment of the winning bidder while in the conduct of hauling of the sold unserviceable equipment; On the other hand, the winning bidder shall be responsible for any injury to the employees and/or damage to the properties of PHLPost incurred by the winning bidder in the conduct of lifting, cutting and hauling of sold equipment;
 - f. Being an independent contractor, it is understood that there is no employer-employee relationship between the persons hired/contracted by the winning bidder and PHLPost;
 - g. The winning bidder shall be required to bring their own tools/equipment necessary for the lifting/hauling of the sold equipment;
 - h. Clean as you go policy shall be strictly observed; and
 - i. Gate Pass shall be secured from PHLPost General Services Section before the sold vehicles can be allowed clearance for release.
6. Opening of the bids shall be held on **August 18, 2023 at 2:00 PM at the 3rd Floor, Northwest Luzon Area Administrative Center Building, PHLPost, Mabini St., Catbangen, San Fernando City, La Union.**
7. The notarization of documents related to the sale, and incidental to the hauling of the unserviceable equipment shall be borne by the winning bidder.
8. This Invitation to Bid shall be posted beginning 7 August 2023 at the official PHLPost Website and in the following places post offices within Postal Area 2, namely:

PLACE	ADDRESS
Laoag City Post Office	M.H del Pilar St., Barangay 26, Laoag City, Ilocos Norte
Vigan City Post Office	Bonifacio St., Brgy. 1, Vigan City, Ilocos Sur
Bangued Post Office	Actividad Economiya St., Extension, Zone 2, Bangued, Abra

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San Fernando City Post Office, La Union	Mabini St., Catbangan, San Fernando City, La Union
Baguio City Post Office	Post Office Loop Upper Session Road, Baguio City
Dagupan City Post Office	A.B Fernandez Avenue, Barangay 1, Dagupan City, Pangasinan
Tarlac City Post Office	Macabulos Drive, San Roque, Tarlac City, Tarlac
Angeles City Post Office	Mc Arthur Highway, Angeles City, Pampanga
City of San Fernando Post Office, Pampanga	Capitol Compound, Sto. Nino, City of San Fernando, Pampanga
Diosdado Macapagal Government Center (DMGC) Post Office	Maimpis, City of San Fernando, Pampanga
Clark Post Office	Clark Airbase, Balibago, Angeles City, Pampanga
Balanga City Post Office	Jadenine Building, Poblacion, Balanga City, Bataan
Olongapo City Post Office	No. 25 Arthur St., West Bajac Bajac, Olongapo City, Zambales
SBMA Post Office	Bldg. No. 662 Taft St., Subic Bay Freeport Zone, Subic, Zambales
Catbangan Barangay Hall	Barangay Hall, Catbangan, San Fernando City, La Union

9. PHLPost NWLA Disposal Committee 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 and beneficial to the Corporation.


ANTONIO J. OROPESA
 Chairman, Disposal Committee
 Philippine Postal Corporation, Northwest Luzon Area

Issued: 2 August 2023

**List of Unserviceable Equipment for Sale
(By Lot)**

Office Equipment		Quantity
1	Room Airconditioner	1 unit
2	Digital Paper Copier	1 unit
3	Photocopying Machine	1 unit
4	Typewriter (assorted Brand/Models)	77 units
5	Weighing Scale (Assorted Brand/Models)	61 units
6	Safe with Comb/Steel Safe with Comb Steel Filing Cabinet/G.I Box Safety Vault/Fild Safe/Mail Drop Box	26 units
7	Laminating Machine	1 unit
8	Calculator (Assorted Brand/Models)	6 units
9	Electric Fan	7 units
10	Fax Machine	1 unit
11	Ultraviolet Light	3 units
12	Refrigerator	1 unit
13	Aircon (Assorted Brand/Model)	7 units
IT Equipment		
1	Printer (Assorted Brand/Models)	62 units
2	Computer Set	11 units
3	CPU (Assorted Brand/Models)	25 units
4	Monitor (Assorted Brand/Models)	33 units
5	Keyboard (Assorted Brand/Models)	30 units
6	Bar Code Scanner	7 units
7	Webcam	1 unit
8	AVR/UPS (Assorted Brand/Models)	76 units
9	Intercom	1 unit
10	Computer Speaker	1 unit
11	Mouse	1 unit
12	Calculator	1 unit
Office Equipment II		
1	Table(Office, Sorting, Training, Typing Clerical, Computer	60 units
2	Chairs (Wooden, Stocking, Monobloc, Swivel, Tellers, Gaslit, Executive, Bench)	53 units
3	Mail Box/Dropbox/Mail Bag rack	5 units
4	Cabinet(Wooden, Pigeon Hole, Sorting Case,Drawers, DTR File Rack)	19 units
5	Signboard (Panaflex)	3 units
Waste Material		
1	Tires (Assorted Brand/Models)	1 lot
2	Batteries	20 units
3	Various Spare Parts	1 lot
4	Dilapidated GI sheets	120 kilos
5	Various lighting fixtures	50 kilos
6	signages	1 lot
7	Punchers	
8	Staplers	
9	Empty toners	

TOTAL FLOOR PRICE= P 104,724.00