



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

**INSTRUCTION TO BIDDERS**  
**Disposal of Unserviceable Property through Public Auction**

(Items to be disposed are located at DepEd Regional Office No. VIII, Gov't. Center, Candahug, Palo, Leyte)

**I. Inspection of Unserviceable Properties**

Unserviceable properties and scrap materials are available for inspection from February 9-24, 2023, 9:00 am – 4:00 pm at DepEd Regional Office No. VIII, Candahug, Palo, Leyte and look for Ms. Laura F. Paglinawan.

**II. Qualification of Bidders**

Individuals, partnership and/or corporations are qualified to participate in the auction subject to the submission of qualification documents, such as SEC Registration Certificates for corporations or DTI Registration Certificates for sole proprietorship and valid business permit. On the other hand, individual bidders are required to submit community tax certificate (cedula).

Duly authorized representative if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm/company, as may be applicable, authorizing him/her to speak for, sign and submit bids in behalf of the Owner or officers of the firm/company.

**III. Floor price**

Item No.	Item Description	Floor Prices
Lot 1	HAIER (WINDOW TYPE) (Aircon) MOTOLITE ENDUKO (Battery) TOYOTA GENNINE (Battery) Biometric	



<p>Lot 1</p>	<p>Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  Office Chair (Black)  KEYBOARD  HP Pavilion, Computer Set with Laser  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ULTRON Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  ACER Desktop Computer (CPU)  TRENDSONIC DESKTOP COMPUTER (CPU)  HP Pavilion, Computer Set with Laser  TomMade Desktop Computer (CPU)  ACER Desktop Computer (CPU)  FORTRESS (CPU)  ACER (VERITON) (CPU)  ACER DESKTOP COMPUTER (Monitor)  VERITON M275/ACER (Monitor)  ACER 21.5 MONITOR (Monitor)  ACER 21.5 MONITOR (Monitor)  ACER 21.5 MONITOR (Monitor)  SAMSUNG, MONITOR HP (Monitor)  LG 20M39H-B MONITOR (Monitor)  SAMSUNG MONITOR (Monitor)</p>		
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Lot 1

HP X20LED MONITOR (Monitor)  
ACER MONITOR (Monitor)  
DESKTOP MONITOR (Monitor)  
ACER 21.5 MONITOR (Monitor)  
Sealed Stamp  
SEALING FAN  
Electric Stove  
Office Chair (Black)  
BROTHER FAX-236  
Grass Cutter  
Office Chair (Black)  
Office Chair (Black)  
Office Chair (Black)  
Office Chair (Black)  
Office Chair (Black)  
Office Chair (Black)  
PUNCHER  
EXTERNAL DRIVE  
STEPLIER  
Portable Paper Cutter  
Portable Type Writer  
CANON E3170 (Printer)  
CANON E3170 (Printer)  
CANON E3170 (Printer)  
CANON E3170 (Printer)  
CANON E3170 (Printer)  
EPSON L120 (Printer)  
EPSON L120 (Printer)  
EPSON L3110 (Printer)  
EPSON L120 (Printer)  
HP LASERJET P1102 (Printer)  
HP DESKJET 1515 (Printer)  
HP DESKJET 1515 (Printer)  
HP DESKJET 1515 (Printer)  
HP DESKJET 1515 (Printer)

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<p>Lot 1</p>	<p>           HP DESKJET 1515 (Printer)            HP DESKJET 1515 (Printer)            BROTHER HL 1110            (Printer)            HP DESKJET 1515 (Printer)            HP DESKJET 1515            (Printer)            HP LASERJET P1102 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L120 (Printer)            EPSON L3110 (Printer)            EPSON L120 (Printer)            ACER (VERITON) (CPU)            Window Drills (Scrap)            Generator (Scrap)            Assorted Aluminum            (Scrap)            Wooden doors (Scrap)            Assorted Glass (Scrap)            Transformer (Scrap)            Koppel - Aircon Split            Type            CCU-Power UPS-AT650            CCU-Power UPS-AT650            APC-Back UPS 650            (UPS)            APC-Back UPS 650            (UPS)            CCU-Power UPS-AT650 (UPS)            CCU-Power UPS-AT650 (UPS)            KEBUS Power Gorde Plus 650 (UPS)            CCU-Power UPS-AT650 (UPS)         </p>
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<p>Lot 1</p>	<p>APC-Back UPS 650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>Icute series Built-in Surge (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>iLogic Power Back ups (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>Assorted Scrap (Iron)</p> <p>APC-Back UPS 650 (UPS)</p> <p>AWP Back-ups (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>APC-Back UPS 650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p> <p>CCU-Power UPS-AT650 (UPS)</p>
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Lot 1 is located at DepEd Regional Office No. VIII, Candahug, Palo, Leyte

**Lot 1 Appraised Value = 15,000.00**

**IV. Schedule of Public Auction**

The public auction shall be conducted on an "as is, where is" basis on **February 27, 2023 at 9:00 a.m.**

**V. Bid Bond**

The Bid Proposal shall be accompanied by a **Bid Bond** in the form of **CASH or Cashier's/Manager's Check** payable to the DepEd Regional Office 8 equivalent to at least **10% of the total appraised value**. A bid without the corresponding Bid Bond or below the required amount shall be disqualified.

**VI. Submission of Bids**

The Bid must be submitted in three (3) copies (Original, Copy 1 and Copy 2) using the prescribed Bid Proposal Form (see attached Annex A) to the **DepEd RO VIII, Government Center, Candahug, Palo, Leyte**, in a **duly signed sealed envelope** and **shall be properly labelled with the Lot No., bidders name, address and contact numbers**.

- a) Bid submitted below the floor price for the lot and without corresponding Bid Bond shall be disqualified and;
- b) Deadline for submission of bids is at **9:00 a.m., February 27, 2023**. Bids submitted beyond said deadline shall not be accepted.

**VII. Opening of Bids**

- a) Opening of bids is at **9:00 a.m., February 27, 2023** in the presence of the Special Bids and Awards Committee (BAC) for Disposal and the bidders.
- b) A bid submitted cannot be changed or withdrawn after the deadline of submission of bid.
- c) In case of discrepancy between the amount in words and in figures, amount in words will prevail.
- d) An Abstract of Bids shall be prepared by the Secretariat.

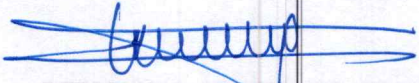
**VIII. Awarding of Bids**

Award shall be made to the highest bidder.

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**IX. Pull-out/Taking Out of Awarded Items**

The winning bidder shall be given **ten (10) calendar days** from Receipt of the full payment to pull out from DepEd RO VIII, the unserviceable items awarded subject to the supervision, witnessing and approval by the concerned DepEd RO VIII and COA officials during the actual disposal.



**BEBIANO I. SENTILLAS, CESO V**

Chairperson, Special BAC for Disposal

February 8, 2023

