



Civil Service Commission National Capital Region

INVITATION TO BID

(Mode of Disposal: Public Auction)

DISPOSAL OF UNSERVICEABLE PROPERTIES (OFFICE EQUIPMENT)

The Civil Service Commission-National Capital Region (CSC-NCR), invites interested bidders/buyers/individuals to submit SEALED BID PROPOSALS for the sale of unserviceable properties described below located at the CSC-NCR, No. 25 Kaliraya Road, Quezon City compound, on "As is, Where Is" basis through Public Auction (Public Bidding), on March 3, 2023, 10:00 AM at the CSC-NCR, No. 25 Kaliraya Street, Banawe, Quezon City:

Quantity/ Unit	Item Description	Government Minimum Bid Price/Floor Price
1 lot	Various Unserviceable Properties (Office Equipment) ¹	Php 22,000.00

The above unserviceable properties may be inspected at CSC-NCR, No. 25 Kaliraya Road, Quezon City, before the deadline set for submission of sealed proposals. For the Official Bid Forms and further inquiries, you may contact the CSC-NCR Bids and Awards Committee (BAC) on Disposal Secretariat, **Ms. Mary Ann P. De Leon** at telephone number (02) 8741-6097.

Deadline for submission of sealed Bid Forms is on March 3, 2023 at 10:00 AM. Late bids shall not be accepted. The Opening of Sealed Bid Forms shall commence at 10:30 AM of the same day.

The winning bidder shall be informed by the CSC-NCR through a Letter of Notice of Award. Full payment of the BID AMOUNT offered must be made by the winning bidder (highest bidder) to the CSC-NCR Cashier within two (2) days after receipt of the Notice of Award.

In the event that the winning bidder fails to make full payment on the aforementioned deadline, or fails to remove the said unserviceable properties from the CSC-NCR compound within three (3) days after full payment of the bid price, the award given shall be revoked, and that the payment shall be forfeited in favor of CSC-NCR,

¹ The complete listing of unserviceable properties included in this lot is attached herein as **Annex A**.

respectively, and the unserviceable properties shall be made available to the next highest bidder.

The CSC-NCR NCR warns that collusion among bidders or with CSC officials or employees to defraud the government shall be dealt with accordingly.

This invitation shall be posted/advertised in the website and bulletin board of the CSC-NCR.

The CSC-NCR BAC on Disposal reserves the right to reject any or all bids, to waive any defects or informality of the bids received, to accept the bid most advantageous to the CSC-NCR, and that this office does not guarantee that an award will be made. The decision of the CSC-NCR NCR in this regard shall be final and binding.

The members of the CSC-NCR, the secretariat and their relatives within the fourth degree of consanguinity of affinity shall not be allowed to participate in the said public auction.

For the guidance of interested parties, below is the schedule of bidding activities:

SCHEDULE OF BIDDING ACTIVITIES

ACTIVITY	DATE/TIME
a) Posting of "Invitation to Bid" in the CSC-NCR Bulletin Board and website	February 27, 2023
b) Issuance of "Bid Form/Offer to Buy" to interested bidders/buyers/individuals	February 27, 2023-March 3, 2023
b.1 Interested bidders/buyers/individuals may obtain further information from the Secretariat at telephone no. (02) 8741-6097	
b.2 All participating bidders/buyers/individuals are enjoined to visit and inspect the items for auction.	
c) Deadline for Submission of Bid Forms	March 3, 2023, 10:00 AM
d.) Opening of Sealed Bid Forms	March 3, 2023, 10:30 AM

All communications pertaining to this Invitation to Bid (ITB) should be addressed to the CSC-NCR BAC on Disposal Chairperson through its Secretariat.



GIAN MANUEL A. TAN
Chairperson, CSC-NCR BAC on Disposal

ANNEX A

List of Unserviceable Properties

QUANTITY	DESCRIPTION
2	Aircon
1	Air cooler
1	Box
3	Cabinet
4	Cellular Phone
8	Chair
1	Computer
1	Cooler
1	CPU 00-IA-GF-4E-1K-9F
1	CPU Acer
5	CPU Acer Veriton
1	CPU Computer
9	CPU Computer CPU (Acer)
1	CPU Computer CPU (Fortress)
1	CPU Computer CPU (Power Logic)
3	CPU Fortress
1	CPU HP
1	Desktop
2	Desktop PC Acer LCD Monitor, Acer Veriton CPU, A4 Tech Keyboard, Acer Mouse DTVPYSP094747010F99600
2	Desktop PC Intel Core i3, CPU HiP, Acer Monitor, Genius Mouse, A4tech Keyboard clone type WW22213362973
3	Emergency Light
1	External Hard disk CD-R king
3	Fax Machine
2	Fingerprint Scanner
1	Internet Adaptor
11	Keyboard
3	Keyboard Acer
1	Koppel
7	Laptop
6	Metal Dry Seal
3	Microwave
1	Microwave Oven
2	Money Detector

11	Monitor
8	Mouse
2	Network Switch
19	Numbering Machine
1	Printer Canon LBP 6000 MSXAI43777
2	Printer Canon Pixma
2	Printer Epson CX3900
1	Printer Epson LQ-2190
1	Printer Epson LX 320 Q7CY048183
2	Printer Laser Printer, Black Monochrome Samsung ML-2164
2	Printer LaserJet Pro 200 color M351n HP CNC1V01301
2	Printer Multifunction Brother Fax 2840 M7J521568
2	Printer Multifunction, with ADF, fax, printer, scanner Samsung Xpress 2875FD ZD3HBJDF60002XM
3	Printer Samsung
3	Puncher
1	Radio Equipment
1	Radio Sony
5	Scanner
6	Table
2	Time Stamp Machine
2	Travel Bag
1	TV Receiver
1	UPS Eaton
1	UPS Intex
32	UPS standard use Kebos 650VA
1	Water Dispenser
1	Water Dispenser Kyowa
2	Wireless Mircophone