## DISPOSAL COMMITTEE

# INVITATION TO BID (ITB)

1. The **OFFICE OF THE SOLICITOR GENERAL (OSG)** hereby invites all interested parties — individuals, partnerships and/or corporations, to participate in the public bidding of various furniture and fixtures for a lot price of **FIFTY-THREE THOUSAND THREE HUNDRED FIFTEEN PESOS (PhP53,315.00)** in an "AS-IS WHERE IS" basis as indicated below:

| Description | | Quantity | Unit of Measurement |
|---|---|---|---|
| 1 | Chair | 628 | pcs |
| 2 | Mobile Pedestal Cabinet | 4 | pcs |
| 3 | Steel Filing Cabinet | 244 | pcs |
| Lot Price | FIFTY-THREE THOUSAND THREE HUNDRED FIFTEEN PESOS (PhP53,315.00) | | |

2. No bid shall be allowed lower than the said lot price.

3. Upon payment of a **non-refundable Bid Fee of Five Hundred Pesos (Php 500.00)** at the Cashier Division of the Financial Management Service (FMS) of the OSG, interested bidders shall be given the bid form and documents. Interested bidders may **view and inspect** said items at the **Sunvar Plaza Makati**, **Mile Long Makati**, and **OSG Main Building** located at 134 Amorsolo Street, Legazpi Village, Makati City on **September 7 to 14, 2026** from 10:00 am to 5:00 pm.

4. Sealed bids will be received at the Felix Angelo

Bautista Division at 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi Village, Makati City. **Deadline of submission of bid is on September 15, 2026 (Tuesday) at 12:00 pm**. Bid submitted beyond said deadline shall not be accepted. The bidder shall attach in the Bid Tender the following:

a) Three (3) copies of fully-accomplished Bid Form;

b) Official Receipt issued by the Financial Management Service of OSG evidencing the payment of the non-refundable PHP 500.00 Bid Fee per lot;

c) Photocopy of any of the following documents of the Company: latest Mayor's Permit; DTI Registration; or SEC Registration.

d) Photocopy of the company's Certificate of Registration (BIR Form 2303), in case of new companies;

e) Notarized Special Power of Attorney and/or Board Resolution (in case the duly authorized company representative is attending the public bidding);

f) Photocopy of the company's latest Annual Income Tax Return (Bid Form 1701), stamped received by BIR or its duly accredited and authorized institutions/tax clearance (BIR Form 17.14B);

g) Minimum bid bond of ten (10%) percent of the bid price of PHP53,315.00 or PHP5,331.50 in the form of cash, cashier's check or manager's check issued by a reputable bank within the area where the auction is to be held and payable to the Office of the Solicitor General.

5. The bidder or its duly authorized representative must be present during the opening of bids, otherwise, its bid offer shall not be considered.

6. A bidder may modify its Bid Tender after it has been submitted, provided that the modification is received by the OSG

before the deadline of the submission of bids. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted to the OSG prior to the deadline of the submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project.

7. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4 and 5.

8. Opening of bids shall be held on **September 15, 2026 at 2:00 pm** at the Felix Angelo Bautista Division, 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi Village, Makati City.

9. The bond will be returned to the non-winning bidder/s right after the award.

10. Award shall be made to the highest bidder. In case of a tie, the OSG will resort to a non-discretionary criteria (toss coin or draw) to determine the winning bidder. In case the winning bidder refuses to accept the award, the next higher bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award shall not be allowed to participate in future biddings, without prejudice to OSG's other causes of action and remedies available.

11. The ten (10%) percent 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.

12. Upon payment of the full price, the winning bidder/s shall be the recipient of the unserviceable properties and is required to haul the same within five (5) calendar days after awarding. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awarded property shall automatically revert to the government. The government shall have the right to dispose the property.

13. If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirement, all bids are below the floor price, the winning

bidder refuses to accept the award or the winning bidder fails to make the payment as required, the Disposal Committee shall declare a failure of bidding. In case there is only one bidder, the offer or bid, if sealed shall not be opened.

14. This ITB will be posted in at least three (3) public places in the locality and at the OSG Intranet and Website, for seven (7) calendar days. The OSG 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 the and to award to the bidder whose bid is the most advantageous to the government.

15. Should there be any questions regarding the provisions of this ITB, any interested bidders may reach the Disposal Committee thru: Felix Angelo Bautista Division, 3rd Floor, APMC Building, 136 Amorsolo Street, Legaspi Village, Makati City or call 8988-1639.

**RAYMUND I. RIGODON**
*Assistant Solicitor General*
Chairperson, Disposal Committee

**ANGELITA VILLANUEVA MIRANDA**
*Assistant Solicitor General*
Vice-Chairperson, Disposal Committee