



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF JUSTICE  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
3rd Floor MWSS Administration Building, Katipunan Avenue  
Balara, Quezon City  
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**INVITATION TO BID FOR THE SALE  
THROUGH PUBLIC AUCTION OF UNSERVICEABLE PROPERTY**

OGCC-ITBid 2019-05-001

Date: 14 May 2019

Dear Sir/Madam:

The Office of the Government Corporate Counsel (OGCC) through its Disposal Committee invites interested bidders to participate in the auction sale of OGCC's unserviceable properties as follows:

Item Name/Description	Floor Price	Location
One (1) Lot Unserviceable properties consisting of office/IT equipment, furniture, fixtures and scrap/waste materials	PhP68,000.00	OGCC - 3rd Floor, MWSS Bldg., Katipunan Road, Balara, Quezon City

The list of these unserviceable properties are itemized below:

ARTICLES	QUANTITY	TOTAL AMOUNT
Office Chair	24	PhP68,000.00
Monobloc	1 lot	
Tables and Cabinets	8	
Sofa	1	
Laptop (Notebook)	12	
PC Set	16	
Printer	13	
UPS and AVR	13	
Office Equipment	9	

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The deadline for submission of bids shall be on **29 May 2019 at 2:00 p.m. PST**. Opening of the bids/proposals shall immediately follow on **29 May 2019 at 2:30 p.m. PST**.

Bidders are encouraged to conduct an ocular inspection of said unserviceable properties from **8:00 A.M. to 5:00 PM, PST on 24 May 2019**.

Other terms and conditions:

1. Bidders are required to submit their respective written offers using official letterheads with the name, address and contact numbers of their authorized representative(s) in the form prescribed in Annex A.
2. The proposals shall be placed in a sealed envelope with the Bid No. above and shall be accompanied with a corresponding bid bond equivalent to ten percent (10%) of the floor price, in the form of cash, manager's check, or cashier's check obtained from a reputable bank within the area where the bidding is to be held.
3. Unsigned proposals, proposals below the floor price, those without the corresponding bid bond shall be automatically disqualified.
4. It is understood that: (a) the bid price shall be valid for sixty (60) calendar days from the date of bid opening; and that (b) OGCC reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders; (c) Award shall be given to the highest complying bidder.
5. All expenses for the hauling of the unserviceable properties shall be for the account of the highest complying bidder.
6. Full payment of the bid price shall be made at the OGCC Cashier, 3<sup>rd</sup> Floor, MWSS Building, Katipunan, Quezon City, not later than three (3) working days from the Notice of Award. Payment shall be made in the form of cash, manager's check or cashier's check obtained from a reputable bank within the area where payment is to be made.

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7. All issues arising from, related to or incidental to the conduct of the bid shall be resolved in accordance with the Manual of Disposition of Government Property.

Very truly yours,

  
**JOSE MARIE C. CARLIN**  
Assistant Government Corporate Counsel  
Chairperson, Disposal Committee

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**Bidder's Company or Personal Letterhead**  
(with address and contact number)

The Chairman, OGCC Property Disposal Committee:

Submitted herewith is my bid proposal in response to OGCC-IT Bid No. 2019-05-001 dated 14 May 2019:

Item Name/Description	Floor Price	Bid Price
One (1) Lot Unserviceable properties consisting of office/IT equipment, furniture, fixtures and scrap/waste materials	PhP68,000.00	

It is understood that OGCC reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instructions to Bidders.

Very truly yours,

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Government ID No. \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Telephone No. \_\_\_\_\_