



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
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INVITATION TO BID FOR THE SALE
THROUGH PUBLIC AUCTION OF UNSERVICEABLE PROPERTY

OGCC-ITBid 2020-01-003

Date: 10 January 2020

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 Furniture and Fixtures, Office Equipment and ICT equipment	₱105,168.48	OGCC - 3 rd Floor, MWSS Bldg., Katipunan Road, Balara, Quezon City

The list of these unserviceable properties are itemized below:

ARTICLES	QUANTITY	TOTAL AMOUNT
Notebook	7	PhP105,168.48
PC Set	12	
Printer	10	
UPS	8	
AVR	4	
Office Equipment	12	
Filing Cabinet	14	
Office Chairs	27	
Computer Rack/Table	6	
Sofa	3	
Wood cabinet/Modular Table	7	
Telephone Units	4	
Whiteboard	4	

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The deadline for submission of bids shall be on **17 January 2020 at 2:00 p.m. PST**. Opening of the bids/proposals shall immediately follow on **17 January 2020 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 15 January 2020**.

Other terms and conditions:

1. Bidders are required to submit their respective written offers in three (3) copies 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, and 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.

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6. Full payment of the bid price shall be made at the OGCC Cashier, 3rd 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.
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,

A handwritten signature in black ink, appearing to read "Roy Christian L. Mallari", with a long, sweeping horizontal line extending to the left.

ROY CHRISTIAN L. MALLARI
Assistant Government Corporate Counsel
Chairperson, Disposal Committee

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Annex “A”

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 the Invitation to Bid No. OGCC-ITBid 2020-01-003 dated 10 January 2020:

Item Name/Description	Floor Price	Bid Price
One (1) Lot Unserviceable Properties consisting of Furniture and Fixtures, Office Equipment and ICT equipment	PhP105,168.48	

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. _____

Business/ Residence _____

Address: _____

Business Lic. No. / _____

Residence Cert. No. _____

Mobile No.: _____

Telephone/Fax No. _____

E-mail: _____

Tin No. _____