



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-FFOEBid 2021-05-001  
Date: 7 June 2021

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 and Office Equipment	PhP38,219.00	OGCC - 3 <sup>rd</sup> Floor, MWSS Bldg., Katipunan Road, Balara, Quezon City

The unserviceable properties are itemized below:

ARTICLES	QUANTITY	TOTAL AMOUNT
Visitor's Chair four-legged fabric w/o arms gray	4	
Visitor's Chair (Upholstered brown/chrome legs)	6	
Clerical Chair	3	
Computer Chair	1	



Computer Rack/Table	10	PhP38,219.00
Executive Table	5	
Executive Chair (MedBack)	9	
Executive Chair (HighBack)	17	
Vertical Steel Cabinet w/ 4 drawers	17	
Planters Wood	1	
Clerical Table	2	
Typewriter Table-Wood	1	
Side Table Wood	2	
3-seater sofa without arms	2	
Modular Conference Table (Blue Cube)	9	
GE 5 Cu. Ft. Refrigerator	1	
Aircon Unit (Window Type)	1	
Aircon Unit (Floor mounted)	1	
Microwave Oven	1	
Television Sony Triniton Wega 21"	1	
Aquarium	1	
Modular Work Partition and Divider	75	

The deadline for submission of bids shall be on **17 June 2021 at 2:00 p.m. PST**. Opening of the bids/proposals shall immediately follow-on **17 June 2021 at 2:30 p.m. PST**.

Bidders are encouraged to conduct an ocular inspection of said unserviceable properties from **8:00 A.M. to 4:00 PM, PST on 12 June 2021 (Saturday)**.

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 above Bid No. 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.
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.
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", is written above the printed name.

**ROY CHRISTIAN L. MALLARI**

*Assistant Government Corporate Counsel  
Chairman, Disposal Committee*



## 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 OGCC-FFOEBid 2021-05-001 dated 7 June 2021:

Item Name/Description	Floor Price	Bid Price
One (1) Lot Unserviceable Properties consisting of Furniture and Fixtures and Office Equipment	PhP38,219.00	

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. \_\_\_\_\_