



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-Unserviceable Bid 2025-02  
Date: 10 April 2025

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:

Quantity	Unserviceable Properties	Amount
26	IT Equipment	PhP 8,012.23
8	Office Equipment	861.42
14	Furniture and Fixtures	427.72
<b>TOTAL</b>		<b>PhP 9,301.37</b>

The deadline for submission of bids shall be on **29 April 2025 at 2:00 p.m.** Opening of the bids/proposals shall immediately follow on **29 April 2025 at 2:30 PM.**

Bidders are encouraged to conduct an ocular inspection of said unserviceable properties from **April 14, 2025 to April 28, 2025, 9:00 A.M. to 3:00 PM.**

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".



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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 Avenue, 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 "MARLITO S. ODOSIS".

**MARLITO S. ODOSIS**

*Government Corporate Attorney IV  
Chairperson, 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 to OGCC-Unserviceable Bid 2025-02 dated 10 April 2025:

Quantity	Unserviceable Properties	Amount
26	IT Equipment	PhP 8,012.23
8	Office Equipment	861.42
14	Furniture and Fixtures	427.72
<b>TOTAL</b>		<b>PhP 9,301.37</b>

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. \_\_\_\_\_

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