



## **GUIDELINES ON PUBLIC AUCTION**

Invitation for Public Auction No. 2024-01

### **I. SCOPE**

Public auction for the disposal of various unserviceable equipment. The unserviceable equipment shall be publicly auctioned on "AS IS WHERE IS BASIS".

### **II. LOCATION**

The items are located at OWWA DEV-CEN, 460 Solana St., Intramuros, Manila. Interested bidders may inspect the said items on 21 March 2024, 10:00 A.M., meeting area will be at the OWWA RWO-NCR Multipurpose Hall. Interested parties should come before 9:30 A.M.

### **III. MINIMUM SELLING PRICE**

The minimum selling price shall be in accordance with the amount as indicated in the No. 1 statement of the Invitation to Public Auction No. 2024-01. Bid price proposal less than the minimum selling price shall not be accepted. Any taxes, custom duties or charges in connection with the sale shall be borne by the awardee.

### **IV. BID BOND**

Sealed proposal shall be accompanied by bid security in the form of CASH or CASHIER'S/MANAGER'S CHECK of a reputable bank amounting to the total bid price at ten percent (10%) of the floor price. Bidder with insufficient bid bond shall be automatically disqualified.

The bonds of unsuccessful bidders shall be refunded after five (5) working days upon submission of the original copy of the official receipt and a request for refund address to the Chairperson of the Disposal Committee at:

2<sup>nd</sup> Floor, STWLPC Bldg.,  
#2102 B. Fernando St., Pasay City

## V. PAYMENT

The bid bond of the winning bidder shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of CASH, CASHIER'S / MANAGER'S CHECK of a reputable bank. Full payment shall be made within five (5) working days from the date of notice of award. Award shall be cancelled / forfeited including the bid bond if the winning bidder fails to pay fully offered amount within the stipulated period.

## VI. CLAIM

- a. Claims shall be made only by the winning bidder, or his/her duly authorized representative after the bid price is fully paid as evidenced by the official receipt. The Disposal Committee shall effect it in the presence of the reporting accountable officer or his duly authorized representative and COA representative. Claimant for Lot - 1 should include residual items (waste) that are stored within the Lot.
- b. The signatory of the bid form shall be the only person or his/her duly authorized representative to claim the items.
- c. The property officer shall accomplish a tally-out sheet as evidence of actual delivery. An authorized official of OWWA and the winning bidder or his/her duly authorized representative acknowledging receipt of the items shall sign the tally-out sheet.
- d. Claims shall be made only during official government working hours.
- e. Claims shall be made within fifteen (15) calendar days upon full payment. Failure on the part of the winning bidder to claim the property within the stipulated period shall be ground for cancellation of the award / contract. The winning bidder shall then be charged storage fees and other incidental fees / costs or damages, i.e., cost incurred in the conduct of another public bidding / auction or negotiation. If the property remains unclaimed over a prolonged period of time, ownership of the contracted/awardee property shall automatically revert to the government.

VII. PRESCRIBED BID FORMAT

The bidder shall accomplish the prescribed bid form and seal it an envelope together with the bid bond. The envelope shall be labeled as follows:

Name of Bidder
Address of Bidder
Contact Number of Bidder
<p style="text-align: center;">PUBLIC AUCTION OF UNSERVICEABLE EQUIPMENTS</p> <p style="text-align: center;">FOR LOT - _____</p> <p style="text-align: center;">THE DISPOSAL COMMITTEE OVERSEAS WORKERS WELFARE ADMINISTRATION 2<sup>nd</sup> Floor STWLPC Bldg., #2102 B. Fernando St., Pasay City</p>

VIII. SCHEDULE


Sealed bids shall be submitted on or before 26 March 2024 at 1:30 P.M. on the address below. Late bids shall not be accepted.

IX. BID OPENING

Bid opening shall be on 26 March 2024 at 1:30 P.M. to be held at 2<sup>nd</sup> Floor STWLPC Bldg., #2102 B. Fernando St., Pasay City. The sealed bid shall be opened in the presence of bidders and COA representative. Bid prices shall be announced publicly.

X. RESERVATION CLAUSE

The OWWA reserves the right to reject any or all bids, waive any defect therein and accepts bids considered complying, responsive and most advantageous to the government.

  
**MA. TERESA B. CAPA**  
Chairperson, Disposal Committee