

ACTIVITY	SCHEDULE
Ocular inspection of subject properties by interested bidders	24 October 2023 (10:00AM & 2:00PM) *PS Warehouse *DBM Roof deck/storage
Submission of Bids and posting of Bid Bond	6-8 November 2023 (Until 4pm) 9 November 2023 (Until 12nn)
Opening of Bids	9 November 2023, 2:00 PM
Evaluation of Bids and Disposal Committee Recommendation	10-14 November 2023
Result of Bids Evaluation and/or issuance of Notice of Award to winning bidder	15-21 November 2023
Full payment of the winning bidder (5 day from Notice of Award)	22-28 November 2023
Release/delivery of properties to winning bidder/hauling or pull out of properties (30 days from Notice of Award)	29 November 2023 to 15 January 2024

3) On the date specified in the schedule of activities, bidders shall submit their respective official bids, subject to the following conditions:

- **Bid form** accomplished in triplicate (3 copies) and diligently examined and finalized before submission
- Signed and sealed (brown envelope provided may be used for this purpose)
- Submitted through the drop box to be situated at the lobby of the Administrative Service, located at the ground floor, Building III, DBM Central Office, Gen. Solano St., Brgy. 646, San Miguel, Manila
- Accompanied by proof of payment of the required **bid bond**--
 - Equivalent to Php7,500.00 (ten percent [10%] of the bidding floor price)
 - Payable in cash or manager's/cashier's check from a reputable bank only
 - Payable with the AS-Cash Division, located at the Administrative Service, ground floor, Building III, DBM Central Office, Gen. Solano St., Brgy. 646, San Miguel, Manila
 - Creditable as partial payment, in the case of the winning bidder
 - Refundable, in the case of the non-winning bidder
- Upon submission of bids, no-contact rule shall be applied; any inquiries, communication or correspondence by the bidders shall not be entertained.

4) Opening of sealed bids shall be held on **9 November 2023, 2:00 PM**, at the Multi Purposed Hall, located at the Fourth floor, Building II, DBM Central Office, Gen. Solano St., Brgy. 646, San Miguel, Manila. Bidders are welcome to attend and to witness the opening of sealed bids.

5) After validation of bidders' information and qualifications, individual bids shall be evaluated primarily based on whether they have met the minimum floor price and whether payment of the bid bond has been made. After opening, the technical secretariat shall evaluate the bids, and determine compliance with the bid conditions and requirements of the public auction.

6) The highest among compliant bids shall be declared as the winning bidder, and shall be the basis for the award of contract to said winning bidder. In case of multiple bids, or discrepancy between bid amount in words and in figures, the higher amount shall be considered as the final offer, guided by relevant factors to determine the true intention of the bidder. The declared winning bid shall be the Contract price between

the parties. In case of tie, a coin toss or drawing of lots shall be resorted to in order to break the tie, in the presence of the bidders concerned.

7) Failure of bidding shall be declared if all the bids are declared to be non-compliant, or if there is only one bidder, in which case the lone bid shall not be opened. In case of a failed bidding, sale of the subject properties through negotiation shall ensue.

8) After determination of the winning bid, the Disposal Committee shall recommend to the DBM Secretary the award of the contract to the winning bidder. The Notice of Award shall then be issued to the winning bidder, and shall serve as the contract between the parties. Within the period prescribed, the winning bidder shall pay the full amount of the Contract, less the amount of the bid bond.

9) In case of failure to pay the full Contract amount within the period prescribed, the award shall automatically be canceled, and the bid bond of said bidder shall be forfeited in favor of the Government. The next highest bidder shall be substituted as the winning bidder, to which the contract shall be awarded, vice the delinquent winning bidder.

10) After full payment of the Contract price, the subject properties shall be released to the buyer, subject to the following conditions:

- The buyer shall present the Official Receipts evidencing full payment of the Contract price
- The buyer shall pick up/haul the subject properties at their locations no later than thirty (30) days from Notice of Award.
- Failure to claim the subject properties within the said period shall result to the cancellation of the contract and the forfeiture of the full amount of the buyer's payment
- The pick-up/hauling shall be scheduled during official working days and hours only
- The release to the buyer and hauling of the subject properties shall be at no cost to the DBM

11) The DBM reserves the right to reject any and all bids, waive any formality, requirement or defect contained therein, or otherwise favorably evaluate a bid, if deemed to be most advantageous to the Government.

12) For inquiries, please contact the DBM Administrative Service-General Services Division at 8657-3300 local 3107.

**DBM Central Office
DISPOSAL COMMITTEE**