

# **TIMELINE FOR THE PUBLIC AUCTION OF ONE (1) LOT UNSERVICEABLE PROPERTIES**

\*Submission of Documents to the Office of the GM: July 20, 2018-July 27, 2018

<b>Activity</b>	<b>Start Date</b>	<b>End Date</b>
<b>Advertisement/Publication</b>	July 31, 2018 (Tues)	August 2, 2018 (Thurs)
<b>Issuance of Documents</b>	July 31, 2018 (Tues)	Until 8:30am of August 14, 2018 (Tues)
<b>Pre-Bid Conference</b>	August 7, 2018 (Tues)- 10:00am	August 7, 2018 (Tues)- 11:30am
<b>Submission/Opening of Sealed Proposals</b>	August 14, 2018 (Tues) 10:00am – deadline for submission 10:30am – opening of sealed proposals	August 14, 2018 (Tues)
<b>Evaluation of Proposals and determination of Winning Bidder</b>	August 14, 2018 (Tues)	August 14, 2018 (Tues)
<b>Approval of Resolution / Recommendation to the Board</b>	August 14, 2018 (Tues)	August 21, 2018 (Tues)
<b>Receipt of Board's Approval</b>	August 23, 2018 (Thurs)	August 29, 2018 (Wed)
<b>Issuance of Notice of Award/Contract Preparation &amp; Signing of the Contract / Issuance of Notice to Proceed</b>	From August 30, 2018 to September 13, 2018	

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REPUBLIC OF THE PHILIPPINES  
Office of the President  
**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552  
www.pcsso.gov.ph



**INVITATION TO PUBLIC AUCTION  
FOR ONE (1) LOT UNSERVICEABLE PROPERTIES LOCATED AT SAN MARCELINO, MANILA  
AND CAMP AGUINALDO, QUEZON CITY**

1. The *Philippine Charity Sweepstakes Office (PCSO)* invites bids for the disposal of One (1) Lot Unserviceable Properties located at San Marcelino, Manila and Camp Aguinaldo, Quezon City.
2. The *PCSO* will hold a Pre-Bid Conference for the above project on **August 7, 2018 (Tuesday)** at **10:00am, Conference Room, 10th Floor, Sunplaza Building, Shaw Blvd., Mandaluyong City**, which shall be open to prospective bidders.
3. Sealed proposals for the purchase of One (1) Lot Unserviceable Properties, on **CASH BASIS**, will be received at the **Conference Room, 10th Floor, Sunplaza Building, Shaw Blvd., Mandaluyong City** not later than **10:00 A.M. of July 31, 2018 (Tuesday)** at the address below. Said proposals will be opened in the presence of the bidders' representatives who choose to attend at the said venue at **10:30 A.M. of August 14, 2018 (Tuesday)**. All bids must be accompanied by a bid bond equivalent to 10% in the form of cash, manager's check or cashier's check acquired from a reputable bank within the area where bidding is to be held. Late bids shall not be accepted.
4. For the complete description of the above project including Public Auction Documents, which shall be issued to prospective bidders from **July 31, 2018 to 8:30am of August 14, 2018** after payment of a non-refundable fee of **Php 1,000.00**, interested bidders may obtain further information from *PCSO Divestment and Disposal Committee* and inspect the Public Auction Documents at the address given below from **8:00am to 5:00pm**.
5. Prospective bidders are enjoined to inspect the unserviceable properties before entering their bids. The sale of the unserviceable properties shall be on **"AS IS, WHERE IS" basis**. The award in favor of the winning bidder/s shall be subject to the approval of the *PCSO* approving authorities.
6. Relatives of the governing Board of the *PCSO*, *DDC* members, *DDC* Secretariat or the personnel of Assets and Supply Management Department (*ASMD*) by consanguinity or affinity up to the third (3<sup>rd</sup>) civil degree shall be disqualified from participating.
7. If for any reason the above-mentioned date is declared a non-working holiday, the public auction shall be held on the next working day at the same time and place aforementioned.
8. The *PCSO* reserves the right to reject any or all offers, to waive any formality therein and to accept the offer most advantageous to the *PCSO*. The decision of the *PCSO* shall be final and binding.

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9. For further information, please refer to:

***The Divestment and Disposal Committee  
c/o The Secretariat  
Assets and Supply Management Department  
3/F Conservatory Building  
Shaw Blvd., Mandaluyong City  
(02) 706-3067 (Telefax)  
[www.pcsso.gov.ph](http://www.pcsso.gov.ph)***

  
**ALEXANDER F. BALUTAN**  
General Manager 

 





**DIVESTMENT AND DISPOSAL COMMITTEE**

**Instruction to Bidders/Terms and Conditions**

**DATE OF OPENING OF SEALED QUOTATIONS: AUGUST 14, 2018, 10:30 A.M., AT THE CONFERENCE ROOM, 10TH FLOOR, SUNPLAZA BLDG., SHAW BOULEVARD, MANDALUYONG CITY.**

**RE : ONE (1) LOT UNSERVICEABLE PROPERTIES LOCATED AT SAN MARCELINO, MANILA AND CAMP AGUINALDO, QUEZON CITY (See Annex A for the list)**

**1. ELIGIBILITY REQUIREMENTS – Certified true copies of the following documents:**

**1.1. LEGAL AND FINANCIAL (FIRST ENVELOPE)**

**a. LEGAL DOCUMENTS**

- i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship.
- ii. Business/Mayor's Permit
- iii. Tax clearance certificate

**b. TECHNICAL DOCUMENTS**

- i. Statement of the prospective bidder of all its ongoing and completed government or private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity within ten (10) years from date of submission and receipt of bids.

**c. FINANCIAL DOCUMENTS**

- i. Audited Financial Statements for Year 2017, stamped "Received" by the BIR or its authorized institutions.

**1.2. FINANCIAL BID (SECOND ENVELOPE) (See Form No. 1)**

**2. ELIGIBILITY CRITERIA (See Form No. 2)**

**2.1. Duly licensed Filipino citizens/sole proprietorship.**

**2.2. Partnerships duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines.**

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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2.3. Corporations duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belongs to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183, and subject to Commonwealth Act 138.

2.4. The following persons are disqualified from participating: Relatives of the governing Board of the PCSO, DDC Members, DDC Secretariat or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third (3<sup>rd</sup>) civil degree.

3. SCHEDULE OF BIDDING ACTIVITIES ARE AS FOLLOWS:

ACTIVITY	SCHEDULE
Publication/Posting of the Invitation to Public Auction	July 31, 2018 to August 2, 2018
Issuance of Documents	July 31, 2018 to 8:30am of August 14, 2018
Pre-Bid Conference	August 7, 2018, 10:00am
Deadline for Submission of Sealed Bids	Until 10:00am of August 14, 2018
Opening of Bids, Evaluation and Post-Qualification	10:30am of August 14, 2018
Approval of Resolution/Recommendation to the Board	August 14, 2018 to August 29, 2018
Issuance of Notice of Award / Contract Preparation & Signing of the Contract / Issuance of Notice to Proceed	August 30, 2018 to September 13, 2018
Execution of Contract	From receipt of the Notice to Proceed

4. ACCOMPLISHMENT AND SUBMISSION OF BIDS

4.1. Preparation and submission of the Bid Tender. A bidder shall accomplish the Bid Tender in at least three (3) copies, preferably typewritten and identical in all aspect sealed in an envelope. Bid tenders should be properly signed and submitted to the Chairperson of the Divestment and Disposal Committee through the Secretariat on or before **10:00am of August 14, 2018 (Tuesday)**. Sealed bids shall be stamped "Received" the date and time indicated, before dropping it in the bid box made available for this purpose. Bids submitted after the designated date and time shall no longer accepted.

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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- a. The First Envelope shall contain three (3) copies each of the Legal and Financial Documents with a signed Instructions to Bid and Form No. 2 and shall be addressed in this manner:

<p style="text-align: center;">LEGAL AND FINANCIAL DOCUMENTS</p> <p style="text-align: center;">THE DIVESTMENT AND DISPOSAL COMMITTEE CHAIRPERSON C/O THE SECRETARIAT ASSETS AND SUPPLY MANAGEMENT DEPARTMENT PHILIPPINE CHARITY SWEEPSTAKES OFFICE 3<sup>rd</sup> FLOOR, CONSERVATORY BLDG., SHAW BLVD. MANDALUYONG CITY</p> <p style="text-align: center;">REF: _____</p> <p style="text-align: center;">_____ Signature over printed name of Authorized Representative</p> <p style="text-align: center;">_____ Name of Company/Bidder</p>
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- b. The Second Envelope shall contain three (3) copies of the Financial Bid Form (Form No. 2) and Annex A and shall be addressed in this manner:

<p style="text-align: center;">FINANCIAL BID</p> <p style="text-align: center;">THE DIVESTMENT AND DISPOSAL COMMITTEE CHAIRPERSON C/O THE SECRETARIAT ASSETS AND SUPPLY MANAGEMENT DEPARTMENT PHILIPPINE CHARITY SWEEPSTAKES OFFICE 3<sup>rd</sup> FLOOR, CONSERVATORY BLDG., SHAW BLVD. MANDALUYONG CITY</p> <p style="text-align: center;">REF: _____</p> <p style="text-align: center;">_____ Signature over printed name of Authorized Representative</p> <p style="text-align: center;">_____ Name of Company/Bidder</p>
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- 4.2. Erasures on the bid tender should be avoided or it should be duly initialed by the bidder. Erasures and changes in the bids must be explained or otherwise authenticated with the signature or initials of the bidder/authorized representative.

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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4.3. The signature of the bidder on the tender shall constitute acceptance of, and assent to all conditions embodied therein.

4.4. A bid by a corporation must be signed in the name of the corporation by the officer duly signed by its Board of Directors, and in case of a partnership, the bid must be signed by a general partner.

#### 5. FINANCIAL BID

5.1. Must be expressed in Philippine Currency written in words as well as in figure. In case of discrepancy, the amount in words shall prevail.

5.2. The bid price must not be lower than the floor price as specified in the Invitation to Public Auction.

5.3. The bidder must indicate his/her bid proposal in cash.

5.4. Must indicate all taxes and other fees due to the government.

5.5. Conditional bids shall not be accepted.

#### 6. BID BOND REQUIREMENT

6.1. A **Bid Bond** in the amount equivalent to 10% of the minimum bid price (Php731,301.37) or Seventy-Three Thousand One Hundred Thirty Pesos and 13/100 (**Php73,130.13**) shall accompany the bid tender and shall be required from each bidder.

6.2. Bid Bond should be in the form of cash, manager's/cashier's check acquired from a reputable bank within the area where bidding is to be held.

#### 7. OPENING OF BIDS

7.1. The opening of bids shall be at 10:30am of August 14, 2018 (Tuesday) at the PCSO Conference Room, 10th Floor, Sunplaza Building, Shaw Blvd., Mandaluyong City. Bidders or their duly authorized representative/s may witness the proceedings.

7.2. The Bid Tender shall be signed by the members of the Divestment and Disposal Committee immediately after it is opened and announced in order to confirm compliance with the requirements of the public auction.

7.3. The Bid Tenders are filed for safekeeping by the Secretariat of the Divestment and Disposal Committee.

7.4. Bids shall be publicly opened in the presence of a representative from the Commission on Audit (COA) and Internal Audit Service (IAS).

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Signature over Printed Name  
of Authorized Representative

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Name of Company/Bidder

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## 8. EVALUATION OF BIDS

8.1. The Divestment and Disposal Committee shall decide immediately whether the bidding conducted is successful or not.

8.2. Successful bidder/s shall be notified immediately by the Divestment and Disposal Committee within the period set in Clause 3 (Schedule of Activities) herein.

8.3. If the sale through public auction is a failure, a second public auction shall be scheduled. Public Auction may be declared a failure in any of the following cases:

- a. There is no bidder;
- b. Only one (1) bidder submitted a tender;
- c. All bidders failed to comply with the terms and conditions prescribed in the Instructions to Bid (ITB);
- d. Complying bidders failed to meet the minimum bid price; and
- e. In case the second public auction fails, the Divestment and Disposal Committee may dispose of the item/s through negotiation.

## 9. AWARDING OF BIDS

9.1. Bidders are required to present the originals of the Eligibility Requirements for post-qualification purposes.

9.2. Award shall be given to the highest complying bidder.

9.3. When two or more complying bidders made identical offers, public auction/viva voce between those who made identical bids shall be resorted to at a price not less than the offered bids.

9.4. Awarding of bids should be done not later than September 13, 2018. Bid bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.

9.5. Award of the contract to the winning bidder shall be subject to the recommending approval of the General Manager and the final approval by the PCSO Board of Directors.

## 10. MISCELLANEOUS PROVISIONS

10.1. Inspection of the scrap materials and Waiver of Warranties

- a. Bidders submitting their bids shall be deemed to have inspected the scrap materials and to have been sufficiently apprised of its physical condition. All bids are submitted under the condition that the PCSO shall in no case be liable for breach or any legal contractual warranties even if a contrary stipulation appears in the Contract.

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Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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- b. Items to be bid shall be sold on an "As is Where is" basis.
- c. All bidder or their authorized representatives are deemed to be present at the place, time, and date of the bidding to witness the opening of the bids and the entire bidding procedure and to immediately interpose any objection to any perceived errors/irregularity for the resolution by the Divestment and Disposal Committee. Any objection not immediately interposed thereon is deemed waived.

10.2. Reservations. The PCSO, through the Divestment and Disposal Committee, reserves the right to reject any or all bids, to waive any formality found therein or to accept the bid proposal which in its judgment is advantageous to the PCSO. Bidders by submitting their bids warrants and guarantees that the decision of the PCSO is final and binding and shall not question the same under pain of paying liquidated damages of not more than Fifty Thousand Pesos (Php50,000.00) without prejudice to the PCSO's right to claim for other damages.

#### 10.3. Defective Bids

- a. Bids that are not in prescribed form (e.g., unsigned bids) and/or those not accompanied or guaranteed by bid bonds at the time of opening of bids are considered defective bids.
- b. Defective bids are automatically disqualified. However, exceptional cases may occur where a defective bid may then be rectified in the presence of the bidders and members of the Divestment and Disposal Committee.

#### 10.4. Withdrawal of Bids

- a. Bidders may be allowed to withdraw a bid tender before the time of opening of the bids. Their bids shall be returned unopened.
- b. After the opening of the bids, no bidder shall be allowed to withdraw his offer unless the following conditions are met:
  - i. There is a mistake in the offer;
  - ii. The mistake refers to the object or principal conditions of the proposal; and
  - iii. The reason for such mistake must be conclusive and convincing.

#### 10.5. Automatic Disqualification

- a. Only bids made in accordance with the conditions embodied in the Invitation to Public Auction and this Instructions to Bidders shall be considered unless in the judgment of the Divestment and Disposal Committee, the bids with new or different conditions are advantageous to the PCSO.

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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- b. The introduction of new conditions by the bidders will automatically disqualify the bid if found and determined to be disadvantageous to the PCSO.

## 11. PERFORMANCE SECURITY

11.1. Within ten (10) calendar days from receipt of the Notice of Award from the PCSO but in no case later than the signing of the contract by both parties, the successful Buyer shall furnish the performance security in any of the following forms:

1. Cash or cashier's/manager's check – **Equivalent to 5% of the total contract price;**
2. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. – **Equivalent to 30% of the total contract price;**

11.2. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and/or forfeiture of the bid security.

11.3. The performance security shall only be released after the issuance of the final Certificate of Completion of the Contract (CCC) by the ASMD.

## 12. CONTRACT

12.1. The successful bidder will be awarded:

- a. The contract for the project; and
- b. **Three (3)-month contract** to purchase and haul all the subject unserviceable properties stored at the PCSO San Marcelino, Manila and Camp Aguinaldo, Quezon City at the same price quoted and won by the bidder/s.

12.2. The successful bidder must submit satisfactory evidence that the person/s who signed the Contract in his/her name has sufficient authority to bind the bidder (i.e., Board Resolution or Secretary's Certificate in case of a Corporation; Partnership Resolution in case of a Partnership, and Certificate of the Sole Proprietor in case of sole proprietorship).

12.3. The buyer shall haul all the subject unserviceable properties and shall not leave any single item at the San Marcelino, Manila and Camp Aguinaldo, Quezon City.

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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12.4. The buyer shall defray all expenses to be incurred in connection with the execution of the bill of sale including notarial and registration fees and such other fees and expenses that may be necessary for the validity of the instrument and/or others that may be executed to implement the terms and conditions of the sale.

12.5. The buyer shall assume payment of all taxes as may be imposed now or hereafter on items sold.

12.6. An official receipt shall be issued in favor of the winning bidder after full value of the items shall have been paid.

12.7. The buyer shall be responsible for the transfer or transport of the items sold upon prior written notice to PCSO through the Assets and Supply Management Department.

12.8. The transfer or transport of the items sold **shall be done within three (3) months**, to commence **upon receipt of the Notice to Proceed (NTP)** under the pre-approved schedule of PCSO.

I/WE AGREE TO THE FOLLOWING:

NAME OF COMPANY/BIDDER \_\_\_\_\_

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

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**Form No. 2**

**ELIGIBILITY CRITERIA**

1. DTI registered sole proprietorship.
2. Partnerships duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines.
3. Corporations duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belong to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183, and subject to Commonwealth Act 138.

CONFORME:

NAME OF COMPANY/BIDDER \_\_\_\_\_

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

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**BID BOND (1<sup>st</sup> Envelope)**

\_\_\_\_\_  
(Date)

**The Divestment and Disposal Committee**

c/o The Secretariat  
Philippine Charity Sweepstakes Office  
Mandaluyong City

**Ladies / Gentlemen:**

Enclosed is our bid bond in the form of:

- ( ) CASH (Php 73,130.13)  
( ) MANAGER'S/CASHIER'S CHECK (Php 73,130.13)

BANK \_\_\_\_\_

CHECK NO. \_\_\_\_\_

DATE OF CHECK \_\_\_\_\_

AMOUNT : \_\_\_\_\_

\_\_\_\_\_  
(Php \_\_\_\_\_).

Very truly yours,

\_\_\_\_\_  
Signature over printed name of  
Authorized Representative

\_\_\_\_\_  
Name of Company / Bidder

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## Omnibus Sworn Statement

### For Private Individual / Sole Proprietorship

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### AFFIDAVIT

I, \_\_\_\_\_, of legal age, *single/married*, Filipino, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. As the Bidder/owner and sole proprietor, or authorized representative of \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Public Auction of *One (1) Lot Unserviceable Properties of the Philippine Charity Sweepstakes Office, as shown in the attached duly notarized Special Power of Attorney*;
3. \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ is authorizing the Board of Directors or its duly authorized representative(s) to verify all the documents submitted;
6. The Bidder/owner or sole proprietor is not related to the governing Board of Directors, members of the Divestment and Disposal Committee (DDC), the DDC Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Public Auction Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - (d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Public Auction of *One (1) Lot Unserviceable Properties*.
9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

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Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. Of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of \_\_\_\_\_.

*[Handwritten signature]*

*[Handwritten initials]*

## Omnibus Sworn Statement

### For Partnership

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, \_\_\_\_\_, of legal age, [Civil Status], [Nationality], and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Public Auction of *One (1) Lot Unserviceable Properties of the Philippine Charity Sweepstakes Office*, as shown in the attached \_\_\_\_\_ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ is authorizing the Board of Directors or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of \_\_\_\_\_ is related to the governing Board of Directors, members of the Divestment and Disposal Committee (DDC), the DDC Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:
  - a. Carefully examine all of the Public Auction Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Public Auction of *One (1) Lot Unserviceable Properties*.
9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

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Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. Of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of \_\_\_\_\_.

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CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, \_\_\_\_\_, of legal age, [Civil Status], [Nationality], and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of \_\_\_\_\_ with office address at \_\_\_\_\_;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Public Auction of *One (1) Lot Unserviceable Properties* of the *Philippine Charity Sweepstakes Office*, as shown in the attached \_\_\_\_\_ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]
3. \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. \_\_\_\_\_ is authorizing the Board of Directors or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of \_\_\_\_\_ is related to the governing Board of Directors, members of the Divestment and Disposal Committee (DDC), the DDC Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ is aware of and has undertaken the following responsibilities as a Bidder:
  - a. Carefully examine all of the Public Auction Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Public Auction of *One (1) Lot Unserviceable Properties*.
9. \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).



Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. Of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_;

Page No. \_\_\_\_\_;

Book No. \_\_\_\_\_;

Series of \_\_\_\_\_.

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**FINANCIAL BID FORM (2<sup>nd</sup> Envelope)**

\_\_\_\_\_  
(Date)

**The Divestment and Disposal Committee**

c/o The Secretariat  
Philippine Charity Sweepstakes Office  
Mandaluyong City

**Ladies / Gentlemen:**

I/We, the undersigned offer to purchase on CASH BASIS PCSO's One (1) Lot  
Unserviceable Properties listed in Annex A of this Form in the amount of

\_\_\_\_\_ (Php \_\_\_\_\_).

**NOTE:**

- Quotation is in Philippine Peso.
- Bid Price is exclusive of Taxes and other fees which shall be for the sole account of the winning bidder.

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
NAME AND SIGNATURE OF AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
DATE

*mm*

*R* *g*



Annex A

**ONE (1) LOT UNSERVICEABLE PROPERTIES CONSISTING OF  
THE FOLLOWING:**

DESCRIPTION	QTY.	TOTAL APPRAISED VALUE (in Php)
Vehicle	5	731,301.37
Aircon	126	
Camera	18	
Printing Machine	5	
Central Processing Unit	220	
Monitor	171	
Tires	122	
Laptop	42	
Chair	207	
UPS	171	
Motolite Battery	54	
Refrigerator	16	
Cabinet	71	
Printer	141	
Television	18	
Xerox Machine	5	
Fire Extinguisher	60	
Table	33	
Fan	19	
Typewriter	35	
Amplifier	4	
Medical Equipment	5	
Axle Bearing	2	
Fax Machine	19	
Keyboard	105	
Computer Accessories	61	
Microwave	5	
Bill Counting	1	
Mouse	91	
CV Joint Boots	4	
Projector	2	

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

*Handwritten signature*

Check Writer	2	
Shredder	3	
Lihit Punch	1	
Binding Machine	1	
In & Out Tray	10	
Canon Laser Copier	1	
Vacuum Cleaner	1	
Desktop Copier	1	
AVR	2	
Trodat	19	
Top Glass	4	
Puncher	2	
Pencil Sharpener	4	
Tape Dispenser	4	
Numbering Machine	3	
TOTAL:		<b>Php 731,301.37</b>

\_\_\_\_\_  
Signature over Printed Name  
of Authorized Representative

\_\_\_\_\_  
Name of Company/Bidder

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