



13. DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS

Properties which are already unserviceable will be disposed thru auction sale facilitated by the Committee on Awards with the CGSD as Secretariat.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Bidders/ Private Contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 original copy of the following: <ul style="list-style-type: none"> Property Return Slip (PRS) Consolidated IIRUP & RWM In-house Appraisal Bid Documents 		MPMCD, CGSD		
1 original copy and 3 photocopies of: <ul style="list-style-type: none"> Gate Pass 		Buildings & Grounds Management Division (BGMD)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits bidding proposal	1.1. Receives & evaluates	None	1 hour	Secretariat - Disposal Committee, CGSD
2. Attends / Participates in the bidding	2.1. Conducts Bidding	None	2 hours	Secretariat - Disposal Committee, CGSD
3. None	3.1. Prepares Resolution of Award for signature of the Committee on Awards Members	None	5 days	Secretariat – Disposal Committee, CGSD
4. Receives Resolution of Award	4.1 Issues Order of Payment	None	30 minutes	Secretariat – Disposal Committee, CGSD
5. Presents to CGSD proof of payment (OR) made to the City Treasurer	5.1. Verifies documents presented	None	10 minutes	Secretariat – Disposal Committee, CGSD



6. None	6.1. Prepares Notice to Commence and Guidelines in Hauling	None	2 days	Secretariat – Disposal Committee, CGSD
7. Receives Notice to Commence and Guidelines in Hauling	7.1. Advises Awardee to secure Gate Pass	None	10 minutes	Inventory and Disposal Section Authorized Staff
8. Submits request to issue gate pass for items awarded	8.1. Receives requests	None	10 minutes	Inventory and Disposal Section Authorized Staff
9. Receives approved Gate Pass	9.1. Approves Gate Pass	None	10 minutes	Chiefs – MPMCD/BGMD Head - CGSD
10. Hauls awarded items	10.1 Monitors hauling process including clearing after hauling	None	15 days	Inventory and Disposal Section Authorized Staff
	TOTAL	None	22 days, 4 hours and 10 minutes	