



11. BIDDING PROCESS AND 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 Report • 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 proper	2.1. Conducts Bidding (Declaration of the highest offeror)	None	2 hours	Secretariat - Disposal Committee, CGSD
3. Submits all documentary requirements needed to qualify as the winning bidder	3.1. Conducts post evaluation process	None	3 days	Secretariat - Disposal Committee, CGSD
4. None	4.1 Prepares Notice of Awards approved and signed by the Committee on Disposal	None	30 minutes	Secretariat - Disposal Committee, CGSD



5. Receives Notice of Awards	5.1. Issues order of payment for the following: a) 50% full payment of the offered bid b) Performance bond equivalent to 25% of the offered bid	None	20 minutes	Secretariat – Disposal Committee, CGSD
6. Presents proof of payments applied from the City Treasurers Office accompanied with the Notice of Awards	6.1. Prepares Notice to Commence and Guidelines in Hauling	None	10 minutes	Secretariat – Disposal Committee, CGSD
7. Receives Notice to Commence and Guidelines in Hauling	7.1. Advises the awardee to secure Gate pass	None	10 minutes	Secretariat – Disposal Committee, CGSD
8. Submits request to issue Gate pass for the awarded items	8.1. Receives and checks request	None	10 minutes	Staff, Inventory and Disposal Section
9. Receives approved Gate Pass	9.1. Issues approved and signed Gate pass	None	10 minutes	Staff, Inventory and Disposal Section
10. Hauls the awarded items	10.1. Monitors hauling process including clearing after hauling	None	15 days (As the case maybe)	Staff, Inventory and Disposal Section Chief, Inventory and Disposal Section Asst.Chief and Chief – MPMCD Chief, BGMD CGDH III



11. Submits request for the issuance of Certificate of Completion	11.1. Issues Certificate of Completion (For the withdrawal of performers bond)	None	20 minutes	Secretariat – Disposal Committee, CGSD
	TOTAL	None	18 days, 4 hours and 40 minutes	