

INVITATION TO A PUBLIC AUCTION

PUBLIC AUCTION NO. 2025-01

DISPOSAL OF UNSERVICEABLE OFFICE EQUIPMENT AND MOTOR VEHICLE PARTS OF SOCIAL HOUSING FINANCE CORPORATION (SHFC)

The Social Housing Finance Corporation through its Disposal Committee will conduct Disposal of Government properties through sealed bids on **13 February 2025**, at 10:00 AM at 5th Floor, Boardroom, BDO Plaza, 8737 Paseo de Roxas, Makati City, for the sale of the following items on a “As Is Where Is Basis”.

ITEM NO.	ITEM DESCRIPTION	UOM	QTY	FLOOR PRICE	BID BOND
1	Used Tires	pcs	110	Php 30,083.00	Php 3,008.30 (at least 10% of the floor price)
2	Used Battery (Motor Vehicle)	pcs	25		
3	Head Light Fortuner	pcs	2		
4	Aircon Motor	pcs	5		
5	Aircon Condenser	pcs	8		
6	Alternator	pcs	3		
7	Water Pump	pc	1		
8	Shock	pcs	10		
9	Clutch Pressure Plate	pcs	21		
10	Brake Shoe	pcs	8		
11	Brake Pad	pcs	60		
12	Radiator	pcs	3		
13	Dream Satellite Cable Set-up Box	pcs	4		
14	Telephone	pcs	76		
15	Telephone Hand Set	pcs	64		
16	Voltage Regulator	pcs	19		
17	PA Amplifier	pc	1		
18	Exit Light	pcs	4		
19	Conference System TR-8800	pc	1		
20	Exhaust Fan	pcs	24		
21	Aircon Fan Blade	pc	1		
22	CCTV Power Supply	pcs	3		
23	Water Dispenser	pc	1		
24	Fax Machine	pcs	15		
25	Heater	pc	1		
26	Scanner	pcs	2		
27	Emergency Light	pcs	26		
28	Mini Exhaust Fan	pcs	26		
29	Electric Fan	pcs	19		
30	Clerical Chair	pcs	201		
31	Camera	pcs	4		
32	PVC Door	pcs	2		
33	AMP Connection (Data/Voice)	pcs	19		
34	Rechargeable Flashlights	pcs	3		
35	Recorder	pcs	3		
36	Coffee Maker	pc	1		
37	Calculator with Printer	pcs	6		
38	Steel Cabinet	pcs	19		
39	Microwave Oven	pcs	2		
40	Bill Counter	pc	1		
41	Electric Typewriter	pcs	7		

42	Projector	pcs	5		
43	LCD TV	pc	1		
44	Scanner	pcs	2		
45	Aircon	pc	1		

Bidding mechanics:

1. The bid form may be obtained personally from the Disposal Committee starting February 07 - 12, 2025 (8:00 AM to 5:00 PM) at the Facilities and Administrative Support Department (FASD), 4th Floor, BDO Plaza, 8737 Paseo de Roxas, Makati City. It can also be downloaded through the SHFC website at <https://www.shfc.dhsud.gov.ph/>.
2. Bid proposals shall use the bid form obtained from the FASD. The bid form shall be accomplished in **one (1) original copy** and shall be submitted in a properly sealed envelope addressed to:

ATTY. RONALDO B. SACO

Chairperson

Disposal Committee

Social Housing Finance Corporation

BDO Plaza 8737 Paseo de Roxas, Makati City

3. Bids must be accompanied by the Invitation to a Public Auction with signature and/or conforme on the last page as a proof of understanding the mechanics of public auction; and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank. All checks should be payable to the **Social Housing Finance Corporation**.
4. Individuals, partnerships and/or corporations are qualified to participate in the Public Auction subject to the submission of **Latest Mayor's / Business Permit**.
5. Interested bidders/parties may conduct **ocular inspection** of the abovementioned unserviceable office equipment and parts of the motor vehicles starting **February 7, 2025** from 10:00 AM until 02:00 PM only at the warehouse located at 26 Laura Drive 1st Avenue Bagumbayan, Taguig City. Interested bidders shall be accompanied by FASD Personnel during said ocular inspection.
6. Bid proposals shall be **submitted not later than February 13, 2025 until 10:00 AM only**. The Public Auction shall be conducted on "**As is, where is**" basis subject to other terms and conditions which the Disposal Committee may impose. **Late bids shall not be accepted**. The **opening of the bids will be on February 13, 2025** immediately after the deadline at the 5th flr SHFC Board Room.
7. The envelope containing the bid form and other requirement should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the project disposal to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time the of opening of bids shall be considered defective bids which automatically disqualify the respective bidder.

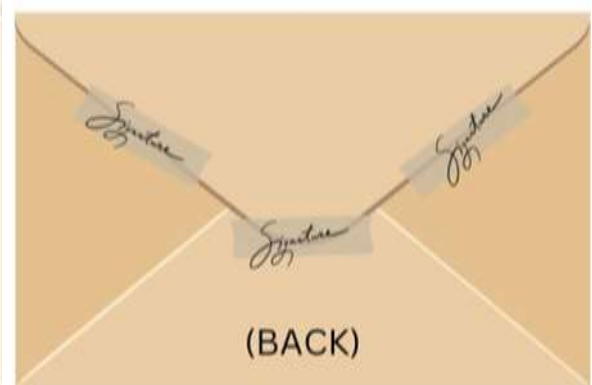
What's inside?

1. Signed Invitation to Bid
2. Properly Filled up Bid Tender Form
3. Bid Bond (*at least 10% of the floor price or P3,008.30*), in the form of Cash, Manager's Check or Cashier's Check
4. Latest Mayor or Business Permit

Name of Company/Bidder: Company XYZ
Name of Representative: Paulina Remodo
Contact Details:
paulinaremodo@gmail.com/099991234567

Disposal of Unserviceable Office Equipment and
Motor Vehicle Parts of Social Housing Finance
Corporation

(FRONT)



(BACK)

8. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
9. Sealed bids shall be dropped in the bid box located at the Facilities and Administrative Services Department, 4th floor, BDO Plaza, 8737 Paseo de Roxas, Makati City. Bids will be opened in the presence of all bidders or their duly designated representative/s and COA representative.
10. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the Cashier Section at the 2nd floor of BDO Plaza afterwards and shall submit a photocopy of the Official Receipt (OR) to the Disposal Committee Member before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
11. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
12. The winning bidder's bond shall automatically be considered as a partial payment and the balance shall be paid in full to the Cashier Section in the form of cash, manager's check or cashier's check acquired from a reputable bank within fifteen (15) calendar days from the receipt of the Notice of Award.
13. In case of failure of payment of the bid price within the required period, the award shall be canceled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.

14. The Official Receipt (OR) showing full payment of the bid price shall be presented to the Head of Facilities and Administrative Services Department (FASD) which shall serve as the basis for the preparation of the Gate Pass within five (5) days upon receipt of the OR.
15. The highest winning bidder shall be responsible for the expenses incidental to the cost of hauling the items subject for disposal. The awardee has twenty (20) calendar days from the receipt of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/canceled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.
16. Failure of bidding shall be declared if all prospective bidders are declared ineligible; no bids are received; all bids fail to comply with the bid requirements; all bids are below the floor price; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.
17. The FASD-SHFC reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.
18. For further information, please refer to:

Eleanor J. Buenaobra

OIC Manager

Facilities and Administrative Support Dept.

Email address: records_shfc@yahoo.com

Contact no. 8894-4921/0917-831-7432

Approved by:

ATTY. RONALDO B. SACO.

Chairperson, Disposal Committee

Conforme:

Name and Signature of Authorized Representative

Company Name / Address

Contact No.

E-mail



**DISPOSAL OF UNSERVICEABLE OFFICE EQUIPMENT AND MOTOR
VEHICLE PARTS OF SOCIAL HOUSING FINANCE CORPORATION**

Date: _____

ATTY. RONALDO B. SACO
Chairperson, Disposal Committee

Dear Sir:

We are pleased to submit our proposal to purchase the unserviceable office equipment and parts of motor vehicles as follows:

ITEM NO.	DESCRIPTION	QTY	UOM	BID PRICE

Very truly yours,

Name and Signature of Authorized Representative

Company Name / Address

Contact No.:

E-mail: