



Cultural Center of the Philippines

SENTRONG PANGKULTURANG PHILIPPINAS

GUIDELINES ON THE DISPOSAL OF CCP's UNSERVICEABLE PROPERTIES AND EQUIPMENT

To avoid further deterioration of and generate income from unserviceable CCP Properties and Equipment, the policies and procedures for the disposal of the following unserviceable properties and equipment are hereby adapted:

- 1 lot Computer Monitors
- 1 lot Central Processing Units (CPU's)
- 1 lot Computer Peripherals
- 1 lot Printers
- 1 lot Typewriters
- 1 lot Fax Machines
- 1 lot Emergency Lights
- 1 lot Uninterrupted Power Supply (UPS)
- 1 lot Automatic Voltage Regulator (AVR)
- 1 lot Electric Stand Fan and Exhaust Fans
- 1 lot Telephone apparatus (Push Button Dial Type)
- 1 lot Steel filing cabinet
- 1 lot Parking Equipment
- 1 lot Television Monitors
- 2 pcs Washing Machines
- 1 lot Dehumidifiers
- 1 lot Air Conditioning Units (Window type and Floor Mount)
- 7 pcs Vector Fan
- 1 set Belen Arc
- 1 pc Refrigerator
- 2 pcs Vacuum Cleaner
- 1 pc Floor Polisher
- 1 pc Grass Cutter
- 1 pc Water Heater
- 1 pc Water Dispenser
- 1 lot Office chairs


1. Sealed bidding shall be advertised in CCP website and to conspicuous places.
2. Bids may be typewritten or hand written.
3. Interested bidders may secure the bidding documents from the Property and Supply Office upon payment of a **non-refundable** fee in the amount of Five Hundred Pesos (Php 500.00) only.
4. Bids with incomplete information as required in the bidding documents and alterations made without affixing initial by the bidder shall be declared disqualified by the CCP Disposal Committee (CCPDC).
5. The date, time, and the designated place for the opening of bids shall be as follows:

Date : February 28, 2024
Time : 10:00 am
Place : Conference Room, Finance & Administration Building
6. Bidders or through their authorized representative may submit their sealed bids to the CCPDC Secretariat on or before February 28, 2024 at 10:00 am.
7. Closing time for acceptance of bids shall be on February 28 2024, 10:00 am at the Finance and Administration Building, CCP Complex, Roxas Boulevard, Pasay City.
8. The bids shall be opened at the designated place, date and time specified by the CCPDC in the presence of the COA representative and the participating bidder/representative.



9. The bidder or his duly authorized representative must be able to submit to the DC a written proof of authorization to bid, re-bid and withdraw from bidding.
10. If there are similar bid amounts, the concerned bidders shall be required to revise, seal and submit their bids and corresponding increase in the bid bond to the DC on the same hour of the bidding. Bidders/representative who choose not to attend the bid opening will lose the opportunity to submit a revised bid. The DC shall open and declare the revised bids upon submission.
11. Should the winning bidder fail to comply with the required payment within five (5) working days after the receipt of Notice of Award (NOA), the bid shall be awarded to the second highest bidder. In case where there are no bidders left, a re-bidding shall then be held at a time and place to be announced by the committee.
12. In case of failure of sealed bidding for two (2) times, the CCPDC may dispose the same through negotiation
13. In case of failure to fully pay the contract amount within the deadline as set by the CCPDC, the winning bidder/s shall be penalized through a cancellation of the award, forfeiture of the bid bond in favor of CCP and inclusion on the list of blacklisted bidder for a period of one (1) year from the date of the notice of award.
14. By joining the aforesaid bidding, the bidders hereby acknowledge that he/she fully understand and agreed the guideline set forth in the Invitation to Bid and to the above enumerated guidelines on the disposal of CCP's unserviceable Properties and Equipment.

Approved by:


MICHELLE NIKKY M. JUNIA
President Ad Interim