



Republic of the Philippines
Department of Environment and Natural Resources
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MEMORANDUM FROM THE OFFICER-IN-CHARGE

TO : ALL DENR OFFICIALS AND EMPLOYEES
Central Office, Regional Offices, PENROs and CENROs
Staff and Line Bureaus (BMB, ERDB, FMB, LMB, EMB and MGB)

SUBJECT : POLICY GUIDELINES ON SALE OF UNSERVICEABLE
PROPERTY BY AN INDIVIDUAL THROUGH SEALED BIDDING
OR VIVA VOCE

DATE : JUN 29 2022

In the interest of the service and in line with the government's effort towards good governance and productivity, there is a need to address the continuing accumulation of unserviceable properties in the department and at the same time provide an incentive for its employees to participate in the sale by individual either through sealed bidding or viva voce and consequently generate additional income from the sale thereof.

In accordance to pertinent laws, rules and regulations governing disposal of property, the department shall dispose its unserviceable properties by individual through sale under public auction by sealed bidding or by viva voce in accordance to the following guidelines and procedures, to wit:

- A. Qualification of an individual in the sale of unserviceable properties by individual through sealed bidding or viva voce.
 - 1. Any permanent or casual or Contract of Service/Job Order Contract personnel of the DENR Central, Regional and Provincial Offices is qualified to participate except those who are directly involved in the appraisal and disposal processes.
- B. Types of unserviceable property subject for sale through sealed bidding or viva voce.
 - 1. Unserviceable furniture – office desk, chairs, tables, plant box, wooden cabinet, computer table etc.;
 - 2. Unserviceable equipment – desktop computer, laptop, monitors, printers, refrigerator, television, speakers, karaoke etc. and
 - 3. Unserviceable motor vehicles – service cars, pick-up/s or multi-purpose vehicle (MPV), motorcycle etc.
- C. Coverage and limitation of award

All qualified bidders are allowed to offer to buy and be awarded one (1) each unserviceable but repairable furniture and/or equipment, motor vehicle except for office chairs where a maximum of two (2) items or set of a furniture like dining tables and chairs, computer set are allowed to be awarded to the same individual.

- D. Preparation and submission of Inventory and Inspection Report of Unserviceable Property (IIRUP) or Waste Materials Report (WMR) whichever is applicable.

The Property Management Section of the Property and Supply Management Division shall prepare the IIRUP/WMR for unserviceable but still functioning/repairable furniture, equipment and motor vehicles and recommends its disposition through individual sale to the Disposal Committee

- E. Appraisal and determination of floor Price of Unserviceable Property per item

Disposal Committee shall determine the minimum floor price based on the appraisal conducted by the appraisal technical working group

Disposal Committee shall conduct the sale through Sealed Bidding or Viva Voce based on the established floor price for each item.

- F. Procedure of sale through Sealed bidding

1. Disposal Committee (DC) posts invitation to bid through sealed bidding;
2. On the set time date and venue, DC opens sealed bid proposals for each item from participating individual bidders in the presence of COA representative/s and
3. DC determines the highest complying bid for each item and announces the awardee per item

- G. Procedure of sale through Viva Voce

1. DC posts invitation to bid through Viva Voce;
2. On the set time date and venue, DC conducts bidding through Viva Voce for each item from participating individual bidders in the presence of COA representative/s and
3. DC determines the highest complying bid for each item and announces the awardee per item

- H. Procedure on Award of sale

1. DC issues resolution recommending award of sale through Sealed Bidding or through Viva Voce;
2. Upon approval of the resolution, issues Notice of Award to the winning individual bidder and
3. Winning bidder to acknowledge/sign the Notice of Award upon receipt.

- I. Procedure on Claim/Hauling

1. The winning bidder shall pay the bid amount for the sale of unserviceable property within three (3) working days upon award or as specified in the Notice of Award;
2. Accounting Division to issue Order of Payment (OR);
3. Cashier to issue Official Receipt upon payment by the Winning bidder;
4. PSMD issues Gate Pass and photo copy of OR and
5. Security Guard on Duty check actual item with the item indicated in the Gate Pass.

- J. Forfeiture of awarded items/property

1. Failure/refuse to acknowledge or sign/confirm the Notice of Award upon receipt and
2. Failure to pay the bid amount within three (3) working days upon award or as specified in the Notice of Award;

K. Forfeited items/property shall be awarded to the next highest bidder

1. The forfeited unserviceable item/property shall be awarded to the next highest bidder in the sealed bidding or viva voce.

L. The DENR will not be responsible for the hauling of the awarded property to the winning bidder's place or address. The PSMD/Property Section/Unit and the Accounting Division/Section/Unit will be responsible for the documentation for dropping of all disposed property and issuance of Journal Entry Voucher (JEV) for the Property Plant and Equipment (PPE) accounts respectively.

The foregoing disposal guidelines on the sale of unserviceable property and that can be restored/repair by the winning individual bidder/awardee shall take effect immediately.

For information and guidance.


JOSELIN MARCUS E. FRAGADA, *CESO III*

