

NATIONAL HOME MORTGAGE FINANCE CORPORATION

MEMORANDUM

FOR : All interested Bidders

FROM : The Committee for the Disposal of Unserviceable

Properties DATE : April 15, 2021

SUBJECT : GUIDELINES FOR THE SALE AND DISPOSAL OF
UNSERVICEABLE CORPORATE PROPERTIES

These guidelines are being issued for the sale through public bidding of unserviceable NHMFC properties.

Procedure of Disposition:

1. The list, location and minimum bid price are contained in Annex A. Interested bidders shall submit their bids using the attached Bid Form (Annex B).
2. Bidding shall be done by lot/s (Items stored at NHMFC Taguig Warehouse).
3. Interested bidders may inspect, at their expense the unserviceable properties during office hours, from 9:00 am to 1:00 pm, on the following days **April 20-21 and 26-27, 2021** at the location specified in Annex A and look for **Mr. Terence Daniel Aguilar**.
4. Bidders must place their bid proposals in a sealed envelope together with a bid bond equivalent to ten percent (10%) of the item's bid price. The bid bond shall be in cash. The bid bond shall be refunded to the losing bidder after the declaration of the winning bidder. Bidders may submit and place their proposal in a drop-box located at the Ground Floor of NHMFC's Makati City Head Office.
5. The relevant information and deadline of submission and opening of sealed bid proposals are as follows:
 - 5.1 NHMFC General Services Division (GSD)
Address: 104 Filomena Building Amorsolo Street, Legaspi Village, Makati
City Contact No: 8893-1501 loc. 324/304

Attention: **Mr. JEFFREY F. CALIMLIM**
NHMFC Head Office Representative

Deadline for Submission
Date & Time: April 28, 2021, 10:00 AM
Opening Date & Time: April 28, 2021, 10:30 AM

6. The Head of the Committee for the Disposal of Unserviceable Properties (“Committee”) shall open the sealed bids. Bidders should be present at the time of Bid Opening but for safety and health reasons, only one authorized representative per bidder will be allowed to attend during the opening of bids. A grace period of fifteen (15) minutes shall be given for this purpose. The Committee reserves the right to change the said date/s or conduct virtual bidding activities, depending on the quarantine situation or other circumstances which may put at risk the life and health of the participants.
7. Late bids shall not be accepted.
8. The highest bidder shall be declared the winner and only the winning bidder will be notified.
9. The winning bidder must pay the full amount of their bids within five (5) calendar days upon notification by NHMFC. Failure to pay the full amount on due date shall result in the cancellation of the bid and forfeiture of the bid bond in favor of NHMFC.
10. The NHMFC reserves the right to reject any and all bids, to waive any informality and deficiency, and to accept any bid as may be considered most advantageous to the corporation.
11. For further inquiries, please coordinate with the NHMFC General Services Division (GSD) at telephone number 8893-1501 loc. 324/304

NHMFC DISPOSAL COMMITTEE MEMBERS



Lizalyn Candelario
Member



Sanny Sumbilla
Member



Nepomuceno Reyes jr.
Vice-Chairperson



Atty. Victor Allan B. Hilao
Chairperson