

NATIONAL HOME MORTGAGE FINANCE CORPORATION

MEMORANDUM

FOR : All Interested Bidders

FROM : The Committee for the Disposal of Unserviceable Properties

DATE : September 13, 2021

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

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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 for the subject properties shall be done as one (1) lot only (Items stored at NHMFC Head Office)
3. Interested bidders may inspect at their expense, the unserviceable properties during working days from 9:00 am to 2:00 pm starting September 20 - 29, 2021, at the location specified in the annex. Kindly coordinate with Messrs. Terrence Aguilar and/or Jayson Encabo of the General Services Division (GSD).
4. Bidders must place their bid proposals in a sealed envelope. All bids must be accompanied by a bid bond equivalent to ten percent (10%) of the items' bid price. The bid bond shall be in cash or Manager's Check payable to National Home Mortgage Finance Corporation.

In case of Manager's Check, the same may be included and submitted together with and inside the sealed envelope mentioned in the immediately preceding paragraph.

In case the bid bond is in cash, the amount thereof should be submitted on the specified time and date for the submission and opening of bids, that is on September 30, 2021 from 10:00 AM to 10:30 AM. In this case, there shall be another lock box where the authorized representatives of the participating bidders shall drop their respective bid bonds, contained in a sealed envelope with the name of the participating bidder and its authorized representative, legibly written on the face of the sealed envelope. The envelopes containing the cash bid bond shall be manually

dropped by the authorized representative of the participating bidder, with an NHMFC employee witnessing the same and recording the same in a log-sheet.

Upon the opening of bids, the bidders together with their corresponding bids shall be written on a white board or flashed in a screen, for everyone to see. Once the winning bidder is determined, the sealed envelope containing the winning bidder's cash bond shall be opened, in case a cash bond was submitted. In case the bond is insufficient, the second winning bidder shall be considered. This procedure shall be followed in case the bond corresponding to the second or the succeeding bidder/s are insufficient or lacking.

A bid submitted without the required Bid Bond or with a Bid Bond, whether in cash or manager's check, in an amount less than the required amount shall be rejected and will be returned to the bidder.

The bid bond shall be refunded/returned to the losing bidder/s after the declaration of the winning bidder. The losing bidder/s shall acknowledge receipt thereof in writing.

Bidders may submit and place their proposal in the drop-box located at the NHMFC Ground Floor of the Makati City Head Office.

5. The deadline of submission and opening of sealed bid proposals are as follows:

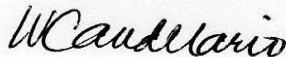
NHMFC Head Office, 104 Filomena Bldg. III, Amorsolo Street,
Legazpi Village, Makati City.

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

Submission Date & Time : September 30, 2021, 10:00 AM
Opening Date & Time : September 30, 2021, 10:30 AM

6. The Head of the Committee for the Disposal of Unserviceable Properties 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 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 situations 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 his bid within five (5) calendar days upon notification by NHMFC. Failure to pay the full amount on the due date shall result in the cancelation 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, waive any informality and deficiency, 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 at telephone number 8893-1501 loc. 324/304

NHMFC DISPOSAL COMMITTEE MEMBERS



Lizalyn Candelario

Member



Sanny Sumbilla

Member



Nepomuceno S. Reyes, Jr.

Vice-Chairperson



Atty. Victor Allan Hilao

Chairperson

NATIONAL HOME MORTGAGE FINANCE CORPORATION
BID FORM

Date _____

**THE COMMITTEE FOR THE DISPOSAL
OF UNSERVICEABLE PROPERTIES**

Filomena Bldg. III, 104 Amorsolo St.,
Legaspi Village, Makati City

Sir/Madam:

I am pleased to submit my bid/s for the item/s listed below:

Location: _____

ITEMS	BID PROPOSAL	BIDDER'S BOND (10%)
1 - Lot Unserviceable Properties		
Corporate Vehicles, Office Furniture and Fixtures and Other Machinery Equipment, I.T Equipments		
Total:	P	P

Name of Bidder: _____

Very truly yours,

Signature over printed name
(Bidder's Authorized Representative)