



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

DANGEROUS DRUGS BOARD

INVITATION TO BID

PUBLIC AUCTION THROUGH “VIVA VOCE”

Disposal of Unserviceable Properties

The Dangerous Drugs Board, through its Disposal and Appraisal Committee, hereby invites all interested and qualified parties to participate in a public auction through *viva voce* for the disposal of various unserviceable properties under the terms and conditions set forth herein.

I. AUCTION DETAILS

Date of Auction: 07 May 2026
Time of Auction: 10:00 a.m.
Venue: Online via Cisco Webex videoconferencing platform.

II. DESCRIPTION OF ITEMS

Unserviceable Properties:

Lot No. & Location	Article	Unit	Quantity
“LOT 1” Location: 3rd Floor DDB-PDEA Bldg., National Government Center, NIA Road, Brgy. Pinyahan, Quezon City	Office Chair	pcs	35
	Mobile Pedestal	pcs	7
	Headset	pcs	6
	Earphone	pcs	6
	Television	units	4
	Visitor Chair	pcs	3
	Paper Shredder	units	3
	Dining Chair	pcs	3
	Air Humidifier	units	3
	Cabinet	pcs	2
	Table	pcs	2
	Home Theater System	set	1
	Air Purifier	unit	1
	Coffee Maker	unit	1
	Air Conditioning Unit	unit	1
	Electric Fan	unit	1
Grand Total	lot	79	

Lot No. & Location	Article	Unit	Quantity
“LOT 2” Location: 6th Floor, South Insula Condominium, 61	Office Chair	pcs	10
	Visitor Chair	pcs	2
	Percolator	unit	1
	Binding Machine	pc	1
	Water Dispenser	pc	1
	Cabinet	pc	1



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Timog Ave., Quezon City	Air Humidifier	unit	1
	Electric Fan	unit	1
	Grand Total	lot	18

III. INSPECTION SCHEDULE

Please be guided by the following inspection schedule. Prospective bidders are also advised to coordinate with the contact person indicated in “Section XI. Contact Information” prior to visiting the site for inspection:

a. LOTS 1 and 2:

Location: 3rd Floor, DDB-PDEA Bldg., National Government Center, NIA Road, Brgy. Pinyahan, Quezon City

Date: 06 May 2026

Time: Shall commence promptly at 10:00 AM

IV. ELIGIBILITY TO PARTICIPATE

- a. Participation is open to natural and juridical persons, associations, partnerships, or corporations with legal capacity and compliance with prescribed rules and regulations.

Eligibility Requirements	
For Individual	For Business
<ul style="list-style-type: none">• Barangay Clearance;• Photocopy of two (2) valid Government Identification Cards issued	<ul style="list-style-type: none">• Photocopy of the Bidder’s latest and valid Mayor’s/Business Permit. If the permit has expired, a photocopy of the Official Receipt proving renewal will be acceptable.

V. TERMS AND CONDITIONS

- a. The sale shall be conducted strictly on an “as-is, where-is” basis.
- b. All interested bidders shall be required to participate and bid via *viva voce* for Lots 1 and 2 collectively.
- c. Prospective bidders are strongly encouraged to conduct an ocular inspection of the items during the inspection period specified in “Section III. Inspection Schedule.”
- d. Bidders must register through either of the following methods:
- i. Submission of eligibility requirements via email to agtablan@ddb.gov.ph. The email must include the name and contact details of the bidder’s authorized representative; or



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- ii. By registering on-site during the inspection and submitting hard copies of the eligibility requirements.
- e. Only registered bidders shall be allowed to participate in the auction.

VI. AUCTION PROCEDURE

- a. The auction shall be conducted online through the Cisco Webex videoconferencing platform and shall commence promptly at 10:00 AM on 07 May 2026.
- b. Bidding shall be conducted verbally (*viva voce*) during the videoconference.
- c. The floor price shall be disclosed only if all bids fall below it. Otherwise, the Chairperson of the Disposal and Appraisal Committee may declare the highest bidder as the winner after calling for further bids three (3) times.
- d. The minimum bid increment for additional offers shall be Two Hundred Pesos (₱200.00).
- e. Should disputes arise, the decision of the Disposal and Appraisal Committee Chairperson shall be final and binding.

VII. AWARD AND PAYMENT

- a. The award shall be made immediately following the declaration of the highest bidder. A Notice of Award shall be issued, specifying the payment terms and removal conditions.
- b. The winning bidder shall pay the full amount of the bid within five (5) working days from receipt of the Notice of Award.
- c. Failure to pay within the prescribed period shall result in the cancellation of the award. In such case, the award may be granted to the second-highest bidder.
- d. All payments shall be made in cash, and an official receipt shall be issued accordingly.
- e. Said receipt must be presented prior to the removal of the awarded items.

VIII. REMOVAL OF ITEMS

- a. The winning bidder shall be responsible for the removal and transport of the awarded items, to be conducted in the presence of the Property Officer or a duly authorized representative, and witnessed by a member of the Disposal and Appraisal Committee.
- b. A tally-out sheet shall be duly accomplished as documentary evidence of the actual withdrawal of the awarded items, and shall be signed by the authorized representative of the Dangerous Drugs Board and the winning bidder, signifying acknowledgment and receipt.



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- c. The winning bidder shall remove the items within fourteen (14) calendar days from the date of the Notice of Award. Failure to claim the properties within the specified period shall constitute a waiver of the bidder's rights thereto, and shall result in the automatic cancellation of the award and the forfeiture of any and all payments made in favor of the government, without need of further notice or demand.
- d. The removal of items shall be conducted during the hours specified by the authorized representative of the Dangerous Drugs Board. The winning bidder shall comply with applicable safety and environmental regulations.

IX. TAXES, COSTS OR CHARGES


- a. The winning bidder shall be solely responsible for the payment of all applicable taxes, fees, and other charges related to or arising from the sale and withdrawal of the awarded items.
- b. All costs incidental to the removal and transport of the items shall be borne exclusively by the winning bidder.

X. ADDITIONAL PROVISIONS

- a. The Disposal and Appraisal Committee reserves the right to reject any or all bids, to waive any formality in the technical requirements, and to accept the bid most advantageous to the government.
- b. The winning bidder shall comply with all post-auction requirements as may be specified in the Notice of Award and other relevant issuances.
- c. All personal information submitted by the bidders shall be handled in accordance with the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

XI. CONTACT INFORMATION

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