

**ADMINISTRATIVE ORDER**NO. 18

Series of 2021

**SUBJECT : APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF BIDDING IN THE SALE OF UNSERVICEABLE PROPERTY****I. INTRODUCTION**

The Department of Social Welfare and Development (DSWD) issued Administrative Order No. 06, Series of 2017 on 11 April 2017 which provides the Comprehensive Guidelines on the Management of DSWD Properties. Section 9 thereof outlines and discusses the sale of unserviceable property through sale by sealed public bidding.

On 08 March 2020, the President signed Proclamation No. 922 declaring a State of Public Health Emergency throughout the Philippines following the confirmed local transmission of the novel corona virus (COVID-19). Consequently, the Inter-Agency Task Force (IATF) and DSWD Safety and Health Committee issued various guidelines implementing several classifications of community quarantine, limiting conduct of face to face activities and implementing alternative work arrangements, among others, to mitigate the transmission and effects of the virus.

The measures indicated in this Administrative Order will facilitate the efficient conduct of bidding in the sale of unserviceable property. While still ensuring conformity with existing government laws and regulations, these measures will be implemented in addition to the activities and procedures being observed in the disposal of unserviceable, obsolete or no longer needed properties of the DSWD.

**II. ADDENDUM TO THE IMPLEMENTING GUIDELINES****1. On the Accomplishment and Submission of Bids**

**1.1** Bidders may secure a downloadable Bid Tender after registering through a link that will be provided in the Invitation to Bid (ITB). The pre-numbered bid tender will be sent directly to the Bidder's registered e-mail address.

**1.2** Bids that are submitted beyond the prescribed deadline shall not be accepted by the Property Disposal and Awards Committee (PDAC) through its Secretariat.

**2. On the Opening of Bids**

Bidders or their Authorized Representatives may participate and witness the opening and deliberation of sealed bids through virtual conferencing or webcasting, such as but not limited to Google Meet or Zoom Platforms.

The presence of COA Supervising Auditor in DSWD Central Office or his/her duly authorized representative as a witness shall be through virtual conferencing webcasting.

**3. Awarding of Bids**

Awarding of Bids shall proceed immediately after opening of bids. The signed copy of the Notice of Award shall be furnished to the winning bidder through the email account provided to the PDAC Secretariat.


**4. On the Withdrawal of Bids**


A bidder may submit the Notice of Withdrawal through the e-mail of the PDAC Secretariat before the start of the deliberation. The bid shall be returned unopened.

**III. EFFECTIVITY**

This Administrative Order shall take effect immediately.

Issued in Quezon City, Metro Manila.

  
**ROLANDO JOSELITO D. BAUTISTA**  
Secretary  
Date:           OCT 06 2021          

Cert. True Copy:  
  
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