

EXTERNAL SERVICES

Disposal Committee

1. Disposal of Unserviceable Properties/Equipment
and Waste Materials



APO PRODUCTION UNIT, INC.

Who may avail?

Bidders

Describes the procedure for disposing unserviceable property and waste materials..

Office in-charge

Disposal Committee

Type of transaction

**G2G – Government to Client
(Simple Transaction)**

Checklist of requirements

- 1) Inventory and Inspection Report for Unserviceable Property (IIRUP)**
- 2) Waste Materials Report**

Total time duration

(63 calendar days)

CITIZEN'S CHARTER

Disposal of Unserviceable Properties/Equipment and Waste Materials

Steps	Action Taken	Fees to be Paid	Processing Time	Person/Office Responsible
1) Approval of the proposed disposal.	1.1) The Disposal Committee recommends to the Head of the Agency the disposal of the unserviceable property or waste material, taking into consideration the value, saleability, utility of the asset, as well as the mode of disposal that would be most beneficial to APO.	None	2 calendar days	Disposal Committee
	1.2) The Head of the Agency approves/rejects the proposal of the Disposal Committee. He may adopt, modify or reject the recommendation of the Disposal Committee or require further justification for the mode chosen by the Disposal Committee.	None		Head of the Agency
2) Application for Disposing unserviceable property or waste materials.	2.1) The Materials Control Department (MCD) thru the Disposal Committee shall prepare and file an Application Letter for Disposal to the Resident COA Auditor with attached properly accomplished forms.	None	within 2 calendar days after approval of the Head of the Agency	Materials Control Department, Disposal Committee
	2.2) The Members of Disposal Committee shall assist the Resident COA Auditor or any of its representatives in the conduct of inspection of disposable property based on the accomplished form submitted by the Materials Control Department (MCD) for proper determination and valuation of the physical condition of the items to be disposed.	None	1 day (10 calendar days after informing the resident COA)	Disposal Committee
3) Initiation of disposal procedures	3.1) The Disposal Committee conducts an appraisal and/or establish the value of the disposable property or waste material.	None	2 calendar days	Disposal Committee
	3.2) Determine the mode of disposal to be used.	None		



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4) Invitation for possible bidders.	4.1) Advertise/post an invitation to BID at the APO website and at APO's conspicuous places	None	within 7 calendar days (10 calendar days after informing the resident COA)	Disposal Committee
5) Purchase Bidding Documents at the Disposal Committee Secretariat Office	5.1) Issuance of bidding documents	P1,000.00 (cost of Bid Documents)	within 7 calendar days while the invitation is posted/advertised	Disposal Committee Secretariat
	5.2) Issuance of Acknowledgement Receipt	None		Cashier/APO Treasury Department Official Receipt
6) Pre Bid Conference	6.1) Disposal Committee conducts pre-bid conference. Possible bidders attend the pre-bid conference	None	1 day (7 calendar days from the date of posting/ advertisement)	Disposal Committee
7) Submission of Bids	7.1) Disposal Committee Secretariat accepts bids	None	during the 7 calendar days after the pre-bid conference	Disposal Committee Secretariat
8) Opening of Bids	8.1) The Disposal Committee proceeds to the opening of bids.	None	1 day (7 calendar days from the pre-bid conference)	Disposal Committee Secretariat



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9) Evaluation and ranking of bids.	9.1) APO-Disposal Committee evaluates and ranks bids from highest to lowest bids.	None	1 calendar day (within 3 calendar days after opening of bids)	Disposal Committee
10) Recommendation of the Disposal Committee	10.1) Approval of the recommendation of the Disposal Committee to award the project.	None	1 calendar day (after finishing the evaluation of bids)	Head of the Agency (Board of Trustees)
11) Issuance of Notice of Award	11.1) Disposal committee issues Notice of Award to the winning Bidder	None	1 day (after the approval of the recommendation of the winner)	The officer authorized by the Head of the Agency to sign the contract; Disposal committee Secretariat (preparation).
12) Full payment of the bid price and issuance of release order	12.1) Disposal Committee/Billing and Treasury accepts full payment of the Bid Price. Release order is given upon full payment of the bid price.	None	within 10 calendar days from the Issuance of Notice of Award	Disposal Committee/Billing and Treasury Staffs
13) Withdrawal of the bided items	13.1) Winning bidder withdraws the bided items from APO premises	None	within 10 calendar days from the issuance of the release order	Winning Bidder/Disposal Committee
-- END OF TRANSACTION --				