

**PROPOSED SCHEDULE FOR THE DISPOSAL OF THE BANK'S  
UNSERVICEABLE EQUIPMENT**

Activity	Objective	Responsible	Time Frame
Preparation of all Bid Documents	Approval of the specific bidding rules and materials for publication	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	04 February 2022
Furnish Commission on Audit (COA) the following:  a. Program Schedule of Disposal b. Bidding Rules and Procedures c. Bid Form d. Invitation to Bid e. Appraisal Report f. Inventory and Inspection Report	To comply with COA requirements under COA Circular No. 40	Branch Banking Group Southern Mindanao – Disposal Team	08 February 2022
DBP Website Posting of the Invitation To Bid (ITB)	To inform the public of the scheduled auction and to ensure the participation of more bidders	Branch Banking Group Southern Mindanao – Disposal Team; Corporate Affairs Dept. (CAD)	08-23 February 2022
Posting in the Bulletin Boards of various Municipality/City Halls/Provincial Capitol (Mati, Tagum, Davao, Sta. Cruz Davao, Digos), copies of DBP's Invitation To Bid through respective Offices of the Municipality/City Mayors and Provincial Governor.	To reinforce the publication to ensure wider scope of participation	Branch Banking Group Southern Mindanao – Disposal Team	08-23 February 2022
Issuance of Bid Documents	To enable the bidders to participate in the public auction	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	08-23 February 2022
Ocular inspection by prospective bidders	To provide the prospective bidders an opportunity to inspect the properties being sold	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	08-23 February 2022
Conduct of Public Bidding	Sell property to the bidder with the highest acceptable/complying bid	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	24 February 2022 1:00 p.m.
Attend to Closing Activity:  a. Full Payment b. Formal turnover of property and acceptance by the buyer.	Consummation of approved sale and conveyance of sold property to successful bidder	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	Upon receipt of full payment