

**PROPOSED SCHEDULE FOR THE SALE/DISPOSAL OF THE BANK'S
UNSERVICABLE/UNNEEDED EQUIPMENT, FURNITURE & FIXTURES (EFFs)**

Activity	Objective	Responsible	Time Frame
Preparation of all Bid Documents	Approval of the specific bidding rules and materials for publication Adopt guidelines and procedures in the conduct of public bidding	DBP Ilagan Disposal Team	February 23, 2026
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. Waste Material Report g. Inventory and Inspection Report	To comply with COA requirements under COA Circular No. 89-296	DBP Ilagan Disposal Team	February 23- March 2, 2026
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	DBP Ilagan Disposal Team ; Corporate Affairs Department (CAD)	March 2- 16, 2026
Posting in the Bulletin Boards of various Municipal/City Halls (<u>City of Ilagan and Municipalities of Tumauni, Gamu, Bentio Soliven, San Mariano, Burgos, Mallig and Quezon</u>), 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	DBP Ilagan Disposal Team	March 2- 16, 2026
Issuance of Bid Documents	To enable the bidders to participate in the public auction	DBP Ilagan Disposal Team	March 2- 16, 2026
Ocular inspection by prospective bidders	To provide the prospective bidders an opportunity to inspect the property/ies being sold	DBP Ilagan Disposal Team	March 9-16, 2026
Conduct of Public Bidding	Sell property to the sole bidder or bidder with the highest acceptable/ complying bid	DBP Ilagan Disposal Team	March 18, 2026 (10:00 AM)
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	DBP Ilagan Disposal Team	Upon receipt of full payment