Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC No. 025, s. 1983

MEMORANDUM CIRCULAR

TO : Assistant Administrators; Department Managers, Regional Irrigation and Operation Managers, Project Managers, Irrigation Superintendents, Regional/Project Auditors and All others concerned National Irrigation Administration

SUBJECT : Auction Procedures on the Sale of ISF Collections in Palay as Addendum to the ISF Billing and Collection Manual (MC No. 52, s. 1982)

In order to have a standard auction procedure in our systems offices on the sale of ISF collections in palay, which shall become a supplemental provision to the ISF Billing and Collection Manual (MC No. 52, s. 1982), the following steps shall be taken:

1. The Irrigation Superintendent (IS) shall make a comparative evaluation of NEA purchasing price against the prevailing commercial prices based on a canvass conducted by the systems office on known direct palay buyers duly registered with the NFA.

2. If, after said evaluation, commercial price is found to be more advantageous to NIA, an auction sale, in sealed bids, shall be conducted on the ISF collection in palay.

3. From the data in the canvass forms presented to and signed by the direct palay buyers, the designated canvasser shall prepare an Abstract of Canvass indicating therein the name of the buyer, address, NFA license number, date of canvass and quoted price per kilogram of palay and shall be duly certified by the IS. Copy of the abstract shall be furnished and shall reach the Assistant Administrator for Finance and Management, Attention: Manager, Treasury Department, three (3) days before the date of auction.

4. Auction Committee shall be formed in the system composed of the following with NIA-COA representative as witness:

   a. For auction sale of 150 cavans (150 kgs/cavan) or less:

      Chairman - Irrigation Superintendent

      Members - System's Property Custodian
      - Accounting Clerk in the system
      - Collection Representative

   b. For auction sale of more than 150 cavans (50 kgs/cavan) of palay:

- over -

Chairman - RID/PM or OM or his duly designated representative

Members - Irrigation Superintendent
- System's Property Custodian
- Collection Representative
- System's Accounting Clerk

5. Only direct palay buyers duly licensed by the NFA shall participate in the auction sale. Bid price in the auction shall be within the canvassed prices or higher.

6. Make public announcement of the auction sale to invite interested palay buyers at least one (1) week before the auction.

7. Send invitations to bid to known direct palay buyers duly licensed by the NFA at least two (2) weeks before the auction. Copies of the invitations shall be furnished and shall reach the assistant Administrator for Finance and Management, Attention: Manager, Treasury Department, at least three (3) days before the date of auction.

8. Require the prospective bidders to post bidder's bond in cash or manager's/cashier's check drawn in favor of NIA only, equivalent to 20% of the bidded price.

9. Advise thru radiogram, one (1) week in advance, the Assistant Administrator for Finance and Management, Attention: Manager, Treasury Department, the place, date and time of the auction sale (actual opening of bids).

10. Serve immediately to the winning bidder a notice of award indicating therein, among others, the following conditions:

    a. Full payment of the award shall be made within five (5) working days from the receipt of the notice, otherwise, the bidder's bond deposited shall be forfeited in favor of the NIA.

    b. Withdrawal of the sold palay from the NIA shall be undertaken within seven (7) working days from the full payment of the award, otherwise, the unwithdrawn palay shall be forfeited in favor of NIA.

11. Furnish the Assistant Administrator for Finance and Management a copy of the Abstract of Bids duly signed by the Chairman and Members of the Auction Committee and NIA-COA representative as witness.

Problems, if any, in the implementation of this Circular, shall be referred to the Assistant Administrator for Finance and Management, Attention: Manager, Treasury Department.

Please be guided accordingly.

(SGD.) FEDERICO N. ALDAY, JR.
Administrator

APC/nbr
09-22-86