

## **PROCUREMENT AND ASSET DISPOSAL DIVISION (CDC)**

### **1. AUCTION SALE**

#### **SERVICE DESCRIPTION**

Procurement and Asset Disposal Division is responsible for disposal of public assets that are:

- Obsolete - items which are held for equipment no longer in use.
- Unserviceable – items these are items returned to stores after use.
- Redundant - items which are not required by that particular organization but may still have requirements from other organizations.

#### **HOW DO I OBTAIN THE SERVICE**

The customers must present themselves in person to the auction sale venue and will be required to produce an identity card (omang) for proof of citizenship as non citizens are not allowed to participate in our auctions.

#### **HOW DO I APPLY FOR THE SERVICE**

The customer must present themselves in person and there is no written application.

#### **COST INVOLVED IN OBTAINING THE SERVICE**

Customers are required to pay a refundable deposit of **P1000.00** for those who want to bid for vehicles and **P100.00** for other items.

The successful bidder shall be required to pay at least **50%** of the contract price immediately after award of contract. Where a bidder fails to make payment within five days the contract may be terminated and the deposit forfeited.

#### **WHERE CAN I GET INFORMATION**

Customers can get information from the Procurement Division at Phone No. **4630253/4630359** or from the Public Relations Officer or call customer care toll free Number **0800600796**.

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## **2. PROCESSING OF PAYMNET FOR GOODS RECEIVED**

### **SERVICE DESCRIPTION**

Procurement and Asset Disposal Division is responsible for processing invoices for payment for goods received from suppliers

### **HOW DO I OBTAIN THE SERVICE**

Customers must present themselves in person or send their agents with their valid identification cards or phone to Procurement and Asset Disposal Division and ask for the officer dealing with payments.

### **HOW DO I APPLY FOR THE SERVICE**

There is no written application letter.

### **COST INVOLVED IN OBTAINING THE SERVICE**

Free of charge

### **WHERE CAN I GET INFORMATION**

Customers can acquire information from Procurement and Asset Disposal Division at phone number 4630253/4630359 or Public Relations Office toll free number **0800600796**