

## INVITATION TO BID

### DISPOSAL OF UNSERVICEABLE EQUIPMENT AND OTHER PROPERTIES

TPB - DC – 2018-001

Date: 04 December 2018

The Tourism Promotions Board (TPB) through its Disposal Committee is inviting interested proponent to bid for **one (1) Lot of Unserviceable Equipment and Other Properties** and submit your proposals printed in your company's/firm's or personal letterhead with your name, signature, company name (if any), address and contact numbers.

ITEM NAME / DESCRIPTION	LOT PRICE	LOCATION
One (1) Lot of Unserviceable Equipment and Other Properties	PhP 15,000.00	TPB Stockroom Legaspi Towers 300, Malate Manila.

Submit the duly accomplished proposals on or before 13 December 2018, from 8:00 A.M to 10:30 a.m. Place your proposals in a sealed envelope with the ITB Bid No. above, your name, address and contact numbers. Unsigned proposals, and proposals below the lot price shall be disqualified

It is understood that your quoted price is good for thirty (30) calendar days from bid opening; and TPB reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For more details, please see attached Instruction to Bidders (ITB) or contact MS. ROSELLE D. ROMERO / MR. EDGAR PARROCHA at telephone number 525-9318 loc. 217.

  
**JOSELITO V. GREGORIO**  
Chairperson, TPB Disposal Committee  
OIC – Corporate Affairs

## INSTRUCTION TO BIDDERS (ITB)

### DISPOSAL OF UNSERVICEABLE EQUIPMENT AND OTHER PROPERTIES

#### I. QUALIFICATION OF BIDDERS

Individuals including TPB Employees, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of documents as stated in this ITB; and Duly authorized representative/s, if any, shall submit a certification issued by the authorized officials/officers/ owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

#### II. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES

Unserviceable equipment and properties consisting of office and IT Equipment, furniture, fixtures and scrap/waste materials for sale are available for viewing from December 06 - 12, 2018 at the TPB Stockroom, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd. Malate, Manila.

#### III. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on "as is", "where is" on a per lot category basis by the **TPB Disposal Committee on December 13, 2018, 11:00a.m.** at the TPB BAC Room, 4<sup>th</sup> Floor Legaspi Towers 300, Roxas Blvd. Malate, Manila.

#### III. FLOOR PRICE

A floor price of the Unserviceable Equipment and Other Properties has been set in accordance with accounting rules and regulations amounting to **Fifteen Thousand Pesos & 00/100 Only (Php 15,000.00).**

#### IV. SUBMISSION AND OPENING OF BIDS

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 1 Disposal Committee Members and Technical Working Group and the bidders who chose to attend;
2. Bidders shall submit their Financial Bid in a single envelope containing the following:
  - a. Bidders shall submit their Financial Bid Form indicating the bid price denominated in Philippine currency.
  - b. Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cash, cashier's or manager's check, issued by an acceptable commercial bank in favor of Tourism Promotions Board.
  - c. Photocopy of any government issued ID for Bidder or photocopy of any government issued ID of authorized representative and authorization letter for said representative of Bidder.

The envelope shall be labeled as follow:

**FINANCIAL BID FOR THE DISPOSAL OF UNSERVICEABLE EQUIPMENT  
AND OTHER PROPERTIES**

Name of Bidder : \_\_\_\_\_  
Address of Bidder : \_\_\_\_\_  
Telephone No. of Bidder \_\_\_\_\_  
Email Address of Bidder \_\_\_\_\_  
Fax No. of Bidder : \_\_\_\_\_

3. Late submission of bids shall automatically be rejected and bids that are below the minimum floor price shall be automatically disqualified.
4. An Abstract of Bids shall be prepared by the Disposal Committee Secretariat for reference.

**V. MODIFICATION AND WITHDRAWAL OF BIDS**

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the TPB Disposal Committee Secretariat prior to the deadline of submission of bids.
2. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the TPB Disposal Committee Secretariat prior to the deadline of submission of bids.
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

**VI. AWARDING**

1. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the TOR;
2. In case of tie, the TPB Disposal Committee will resort to non-discretionary (toss coin or draw lots) to determine the winning bidder;
3. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, and so on and so forth.

**VII. PAYMENT**

1. Upon determination of the winning bidder, the Bidder's bond shall be considered partial payment and the difference between such payment and the offered Bid Price shall be paid in the form of Cash or Manager's Check of a reputable bank within five (5) calendar days from the date of receipt of Notice of Award;
2. Payment through salary deduction, in case of winning Bidder from TPB, shall not be allowed;
3. An Official Receipt shall be issued by the TPB covering the payment made by the winning bidder; and
4. In case of failure of full payment within the prescribed period, the winning bidder shall be penalized through cancellation of the award and forfeiture of the Bidder's bond in favor of TPB.



**VIII. ISSUANCE OF GATE PASS / AUTHORITY TO PULL OUT**

1. Gate Pass and other related documents for the Unserviceable Equipment and Other Properties shall be issued in favor of the Winning Bidder upon full payment of the amount of Bid Price.

**IX. HAULING / PICK-UP OF UNSERVICEABLE PROPERTIES**

1. The winning Bidder shall be given **ten (10) calendar days** to pick-up / haul the Unserviceable Equipment and Other Properties from receipt of the Notice to Proceed;
2. All Expenses for the hauling / pick-up of the property will be borne by the winning bidder; and
3. Failure on the awardee to claim the property within the stipulated period shall result to cancellation of the award/contract. If any of the Unserviceable Equipment and Other Properties remain unclaimed after the prescribed period, ownership of the contracted/awarded Unserviceable Equipment and Other Properties shall automatically revert to TPB.

**X. FORFEITURE / RETURN OF BID BOND**

1. The Bid Bond shall be forfeited in favor of the TPB in the following instances:
  - a. If the winning refuses to accept the award
  - b. In case the fails to make the payment within the prescribed period; and
  - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

**XI. FAILURE OF PUBLIC AUCTION/BIDDING**

Failure of public auction shall be declared in the following instances:

1. All prospective bidders are declared ineligible;
2. Only one (1) bidder submitted bid;
3. All bidders fail to comply with the bidding requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award;
6. The winning bidder fails to make the payment as required.

In case of failure of the second auction/bidding, the TPB may dispose of the property through negotiation.

**CONFORME:**

**Name & Signature of Bidder's**

**Authorized Representative :** \_\_\_\_\_

**Position :** \_\_\_\_\_

**Date :** \_\_\_\_\_

## LIST OF PROPERTIES FOR DISPOSAL

Entity Name : **TOURISM PROMOTIONS BOARD**

Place of Storage : <b><u>TPB Stock Room Legaspi Tower 300, Roxas Blvd. Vito Cruz</u></b>				
<b>ITEMS FOR DISPOSAL</b>				
Item	Quantity	Unit	Description	Amount of Bid
1	22	pcs.	Visitors Chair	
2	4	pcs.	Straight Metal Chair	
3	17	pcs.	Boardroom Chair	
4	3	pcs.	Clerical Chair	
5	12	pcs.	Executive Chair	
6	1	pc.	Executive Desk	
7	5	pcs.	Clerical Desk	
8	2	pcs.	Back Desk Cabinet	
9	1	pc.	Typewriter Table	
10	3	pcs.	Coffee Table	
11	11	pcs.	Filing Cabinet (4layer/2layer)	
12	1	pc.	Examining Bed	
13	13	pcs.	Printers	
14	1	pc.	Tywriter	
15	2	pcs.	Scanner	
16	1	pc.	Card Printer	
17	2	pcs.	D-Link	
18	1	pc.	Speaker for Webcam	
19	1	pc.	Binding Machine	
20	1	pc.	Monitor	
21	2	pcs.	Calculator	
22	1	pc.	Regulated Power Supply	
23	6	pcs.	UPS	
24	2	pcs.	Electric Fan	
25	2	pcs.	TV	
26	2	pcs.	Microwave Oven	
27	1	pc.	Oven Toaster	
28	1	pc.	Airpot	
29	1	pc.	Refrigerator	
30	2	pcs.	Radio CD	
31	3	pcs.	Samsung / Koppel - Ceiling Cassette	
32	1	pc.	Carrier, Floor Mounted	
33	1	pc.	Koppel, Wall Mounted	
34	1	lot	Assorted Keyboard	
35	1	pc	Paper Shredder	
36	1	pc.	Risograp/Duplicating Machine	
37	5	pcs.	Laptop	
38	1	pc.	Window Type, Aircon	
39	1	pc.	Computer	
			<b>TOTAL</b>	