

TOURISM PROMOTIONS BOARD

INVITATION TO BID FOR THE DISPOSAL /SALE OF TWO (2) UNITS UNSERVICEABLE MOTOR VEHICLES

The Tourism Promotions Board (TPB) through its Bids and Awards Committee (BAC) for Disposal is inviting interested proponent to bid for **one (1) Lot of two (2) Units Unserviceable Motor Vehicles** located at the Parking Lot of TPB at the Legaspi Towers 300, Malate Manila with a total floor price of **One Hundred Sixty Three Thousand Nine Hundred Sixty Pesos & 84/100 Only (Php 163,960.84)**, described as follows:

LOT	PLATE NO.	YEAR	MAKE / MODEL	MINIMUM FLOOR PRICE
1 Lot	SKE – 275 SKN – 455	2003 2002	1. Nissan Sentra, 4 Door Sedan 2. Honda City, 4 Door Sedan	Php 163,960.84

The Terms of Reference (TOR) and other bid documents will be ready for issuance to interested proponents on **December 15 - 29, 2018** at the TPB Disposal Committee Secretariat, Administrative Department, Tourism Promotions Board, Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St., Malate, Manila upon payment of non-refundable fee of **Five Hundred Pesos (Php 500.00)** in cash.

Pre-bid Conference shall be held on **January 04, 2019 at 11:00am** at the address indicated above. The Objective of the conference is to discussed the sale/disposal of two (2) Units Unserviceable Motor Vehicles that form part of the bidding, the TOR and other clarifications from interested proponents.

Submission of bid is on **January 10, 2019 from 8:30am to 10:30am** and Bid Opening shall immediately follow at **11:00am** at the TPB Boardroom, Tourism Promotions Board, Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St., Malate, Manila.

Interested proponents can direct their inquiries to:

JOSELITO V. GREGORIO
Chairperson, TPB Disposal Committee
Tourism Promotions Board,
4th Floor, Legaspi Towers 300,
Roxas Blvd. Cor. Vito Cruz St., Malate, Manila

or contact **MS. ROSELLE D. ROMERO / MR. EDGARDO PARROCHA** at telephone number 525-9318 loc. 217.

TPB reserves the right to accept or reject any and all bids at its sole discretion.


JANET W. CANOY
Member, TPB Disposal Committee
Manager, Administrative Department

TOURISM PROMOTIONS BOARD
COMMITTEE ON DISPOSAL OF UNSERVICEABLE PROPERTY / EXCESS MATERIALS

TERMS OF REFERENCE

A. BACKGROUND

The Tourism Promotions Board (TPB), in line with its Property and Asset Management Program shall conduct the Sale/Disposal through public bidding of one (1) lot (2units) unserviceable vehicles per Inventory and Inspection Report of Unserviceable Property (IIRUP) No. **2017 – 002** dated **November 30, 2018**.

B. OBJECTIVE

There is a need to dispose the TPB unserviceable properties to avoid further deterioration as well as to generate income from the sales proceeds and for better management of limited parking space of the TPB.

C. LEGAL BASIS

All laws governing the operation and implementation of this TOR shall be the applicable laws and other issuances of the Government of the Republic of the Philippines relative to the disposition of unserviceable properties.

D. SCOPE OF PUBLIC AUCTION

LOT	PLATE NO.	YEAR	MAKE / MODEL	MINIMUM FLOOR PRICE
1 Lot	SKE – 275 SKN – 451	2003 2002	1. Nissan Sentra, 4 Door Sedan 2. Honda City, 4 Door Sedan	Php 163,960.84

Sale/Disposal of the two (2) Unserviceable Motor Vehicles shall be on “AS IS WHERE IS” basis.

E. PROCEDURES AND REQUIREMENTS

1. COST

The prospective Bidder shall bear all costs in the preparation and delivery of their bids. (and shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process)

2. PUBLICATION

TPB shall publish the Invitation to Bid in the TPB website and post in at least three (3) conspicuous places to invite prospective bidders in the Public Bidding.

3. AMENDMENTS OF TERMS OF REFERENCE

Should any of the information and/or procedures contained in this TOR be amended or replaced, all prospective bidders shall be informed of such amendments or replacements through the issuance of appropriate auction bulletins.

4. DISCLOSURE

All prospective bidders are requested to provide information of their authorized representatives, contact numbers, home/business address and email address.

5. FLOOR PRICE

The minimum floor price for the entire lot of two (2) Units Unserviceable Motor Vehicles is **One Hundred Sixty Three Thousand Nine Hundred Sixty Pesos & 84/100 Only (Php 163,960.84).**

The buyer of disposable property shall pay, in addition to the purchase price, any taxes, fees, charges of any kind or nature whatsoever levied in connection with the sale of the property. All expenses incidental to the withdrawal of the property shall be borne by the winning bidder.

6. CORRECTIONS OF BIDS

Erasures / modifications shall be avoided or duly initialed by the bidders.

7. BIDDER'S BOND

The bid shall be accompanied by a bidder's bond in the form of Cash, Manager's Check, in an amount equivalent to 10% of the minimum floor price (or 10% of bid price), as guarantee that the successful bidder shall pay the full amount and withdraw the goods from its present location within 7 days upon full payment.

8. WITHDRAWAL OF BIDS

A bidder may be allowed to withdraw his tender before the time of the opening of bids, and shall be returned unopened. After the opening of bids, no bidder shall be allowed to withdraw his/her offer.

9. LATE BIDS

No bids shall be accepted after the deadline. Late bids shall not be honored and shall be automatically disqualified.

10. SUBMISSION OF BIDS

Bidders shall submit their Bid in a single package/envelope and shall contain:

- a. The Financial Bid Form containing their bid price denominated in Philippine currency;
- b. Bidder's bond in an amount equivalent to 10% of the minimum floor price (or 10% of bid price) in the form of cash or manager's check, issued by an acceptable commercial bank in favor of TPB. *(The Bidder's Bond shall form part of the purchase of the Winning Bidder);* and
- c. Photocopy of any government issued ID for the Bidder OR photocopy of any government issued ID of authorized representative and authorization letter for the representative of the Bidder.

11. FAILURE OF BIDDING

Bidders who did not purchase the TOR and whose bids fall below the Minimum Floor Price set by the Disposal Committee shall be disqualified. In case there are no bids received or all the bids are disqualified, the Disposal Committee shall declare a failure of bidding. After two (2) failed biddings, the Disposal Committee shall enter into a negotiated sale for the two (2) Units of Unserviceable Motor Vehicles. Bidders who have participated during the two (2) failed auction shall be given priority in the

negotiation, while new participants shall only be allowed to participate in the negotiation after a failed negotiation and provided that they have paid the non-refundable fee of **Five Hundred Pesos (Php500.00)** in cash.

12. ISSUANCE OF RESOLUTION, NOA & CONTRACT

a. The bidder with the highest bid price as determined by the TPB Disposal Committee, shall be declared as the "Winning Bidder". In case of non-compliance in the terms of payment the Highest Bidder, the sale shall be awarded to the Second Highest Bidder based on the conditions set forth in the TOR. The process may continue, until a new Winning Bidder has been declared, unless the TPB Disposal Committee declares otherwise.

b. In case of tie, the TPB Disposal Committee will resort to non-discretionary (toss coin or draw lots) to determine the winning bidder.

Upon recommendation of the TPB Disposal Committee through a Resolution, the authorized Chief Operating Officer approves the resolution and issue the Notice of Award to the Winning Bidder.

c. Within five (5) working days counted from the receipt of the Notice of Award, the Winning Bidder shall pay the Balance of his/her Bid Price to the TPB Cash Department and the parties shall execute the contract signing of the Deed of Absolute Sale. Payment shall be in the form of cash or manager's check issued by a reputable commercial bank payable to the Tourism Promotions Board.

d. If the Winning Bidder fails to pay the Winning Bid Price in full on the scheduled date, the Bidder's Bond shall be automatically forfeited without need of further action of any nature. Upon the recommendation of the TPB Disposal Committee and the approval of the Chief Operating Officer, the Second Highest Bidder may be declared as the new Winning Bidder. The process may continue until a new Winning Bidder has paid in full the corresponding new Winning Bid Price, unless the BAC for Disposal declares otherwise.

F. RESERVATION CLAUSE

The TPB Disposal Committee reserves the right to reject any or all bids, or to waive any defect, informality or minor deviations thereon, which do not affect the substance and validity of any or all of the bids without any liability to any party for any action or decision taken by virtue of this reservation.

TPB reserves the right to amend or supplement this TOR to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the document submitted at any time prior to the submission of the final proposals through the TPB Disposal Committee.

G. SCHEDULE OF ACTIVITIES AND DETAILED PROCEDURES

	Activity	Date / Venue
1	Posting / Publication / Notice of Public Auction	December 15 – January 04, 2018
2	Issuance of the Terms of Reference and Other Bid Documents	December 15 - 29, 2018, 9:00am – 6:00pm TPB Disposal Committee Secretariat Administrative Department 4/F Legaspi Towers 300

		Roxas Blvd. cor. Vito Cruz Malate, Manila <i>The prospective bidders shall secure a copy of TOR and bid documents for two (2) units Unserviceable Motor Vehicles from the Secretariat upon payment of non-refundable fee of Php500.00 payable to TPB.</i>
3	Bidders Inspection of the two (2) Units of unserviceable Motor Vehicles	December 27 - 29, 2018, 9:00am – 6:00pm TPB Parking Space Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila <i>Only those who secured TOR will be allowed to join ocular inspection. It is understood that the participating bidders have seen and inspected the two (2) Units Unserviceable Motor Vehicles, if a bidder cannot personally join the ocular inspection, a letter of authorization (attached Annex B”) is required for his/her representative. However, ocular inspection is not mandatory.</i>
4	Pre-Bid Conference	January 04, 2018 – 11:00am TPB BAC Room Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila <i>The Disposal Committee shall preside over the conference. Any change and/or additional information considered necessary by the Disposal Committee arising from the questions and answers during the pre-bid conference shall be communicated to all the prospective bidders through appropriate bid bulletins. Any query prior to the Pre-Bid date may be entertained at the discretion of the Disposal Committee, provided it is in writing and provided further that any answer to such query shall be in the form of a bid bulletin to be issued to all interested bidders.</i>
5	Issuance of Bid Bulletin	January 07, 2018

6	Submission of Bid Documents	January 10, 2018, 8:30am – 10:30am TPB Disposal Committee Secretariat Administrative Department <i>Sealed bids addressed to the TPB Disposal Committee Chairperson:</i> JOSELITO V. GREGORIO <i>Chairperson, TPB Disposal Committee</i> <i>Tourism Promotions Board, 4/F Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St., Malate, Manila</i>
7	Opening of Bid Proposals	January 10, 2018 – 11:00am TPB BAC Room Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila <i>The bids to be submitted should be sealed. Bids shall be prepared on the prescribed Financial Bid Form and strict compliance with the requirements of the Instructions to Bidders (ITB)</i> <i>All bidders shall be invited to the bidding proper.</i>
8	Issuance of Notice of Award	January 16, 2018

Prepared by


NILO C. ABON
OIC – Procurement and General Services Division
Member, TPB Disposal Committee

Approved by:


JOSELITO V. GREGORIO
Chairperson, TPB Disposal Committee
OIC - Office of the Corporate Affairs