

## INVITATION TO BID

### DISPOSAL OF UNSERVICEABLE EQUIPMENT AND OTHER PROPERTIES

**TPB - DC – 2019-006**

**Date: 13 June 2019**

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 9,000.00	TPB Stockroom Legaspi Towers 300, Malate Manila.

Submit the duly accomplished proposals on or before 27 June 2019, 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 June 17 - 26, 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 June 27, 2019, 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 **Nine Thousand Pesos & 00/100 Only (Php 9,000.00).**

#### **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 : \_\_\_\_\_



**BIDDER'S COMPANY OR PERSONAL LETTERHEAD**

**Address and Contact Number**

**FINANCIAL BID FORM**

**THE CHAIRPERSON**

TPB Disposal Committee  
Tourism Promotions Board

**SUBJECT : BIDDING FOR THE DISPOSAL UNSERVICEABLE EQUIPMENT AND  
OTHER PROPERTIES**

Submitted herewith is my Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Instructions to Bidders.

Item Name / Description	Bid Price
One (1) Lot of Unserviceable Equipment and Other Properties	

It is understood that the TPB reserves the right to accept any bid including that of a single eligible bid, waive any minor deviation of the bid which will not materially affect the substance of the 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.

I/We hereby certify that we have prepared, checked and inspected these Properties.

**NAME OF BIDDER :** \_\_\_\_\_

**SIGNATURE :** \_\_\_\_\_

**POSITION :** \_\_\_\_\_

**COMPANY / CORPORATION :** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**CONTACT NUMBER / FAX / EMAIL:** \_\_\_\_\_

(Attach any of the following: any government issued Identification Card for Sole Proprietorship, Owner's Authorization if representing a Company or Secretary's Certification if representing a Corporation)

**Notes:**

1. In case of discrepancy between the amount in words and in figures, amount in words shall prevail.
2. Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cashier's or manager's check, issued by an acceptable commercial bank shall be made in favor of Tourism Promotions Board.

## WASTE MATERIALS REPORT

Agency : **TOURISM PROMOTIONS BOARD**

Place of Storage:  
**TPB - Unit 4 Stockroom**

Date:  
**April 30, 2019**

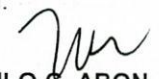
### ITEMS FOR DISPOSAL

ITEMS	QTY	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. NUMBER	AMOUNT
1	1	box	Assorted used keyboards and used landline phones, portable radios (10pcs)		
2	1	lot	Assorted waste from repair of motor vehicles, plastics		
3	1	lot	Assorted steel / aluminum / stainless - scrap materials		
4	1	pc	Battery - Motorola Portable Radio		
5	1	pc.	Bluetooth Adaptor (installed in MAC Computer) - 02P-539-6635		
6	3	pcs.	Boardroom Chair with High Back		
7	3	pc.	Cabinet - Planters Box		
8	1	pc.	Car Stereo		
9	1	pc	UPS (TPB)		
10	1	pc	Cassette CD Player - Aiwa		
11	1	pc	CD writer - HP		
12	1	pc.	Clerical Chair with arm, mesh		
13	2	pc.	Clerical chair without arm - Dark Gray		
14	1	pc.	Clerical chair without arm - Gray/Green		
15	1	pc.	Clicker		
16	1	pcs.	Coffee Table - Frame (metal)		
17	1	pc.	Microwave - Black - Asahi		
18	1	pc.	Printer - HP PSC 1610		

Certified Correct:

  
**ROSELLE D. ROMERO**  
Property Officer

Disposal Approved:

  
**NILO C. ABON**  
OIC, Procurement and General Services Div.

### CERTIFICATE OF INSPECTION

I HEREBY CERTIFY that the property enumerated above was disposed of as follows:

Items \_\_\_\_\_ Destroyed  
Items \_\_\_\_\_ Sold at private sale  
Items \_\_\_\_\_ Sold at public auction  
Items \_\_\_\_\_ Transferred without cost to

Signature

Finance Inspector

Witness to Disposition:

Name and Signature

Name and Signature



## WASTE MATERIALS REPORT

Agency : TOURISM PROMOTIONS BOARD

Place of Storage:  
TPB - Unit 4 Stockroom

Date:  
April 30, 2019


### ITEMS FOR DISPOSAL

ITEMS	QTY	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. NUMBER	AMOUNT
19	1	pc.	Computer Table (Expo Aichi)		
20	1	pc.	Console Long Table without glass top (metal)		
21	1	pc.	UPS (TPB)		
22	1	pc.	Electronic Typewriter GX-6750 (Expo Zaragoza)		
23	1	pc.	Fax Machine		
24	2	pc.	DVD RW/W External		
25	1	pc.	Executive Chair - Black		
26	1	pc.	Executive Table		
27	1	pc.	External Harddrive - Asus		
28	2	pcs.	Glass Door		
29	1	pc.	Hard Disk (installed in MAC Computer) - 02P-539-6635		
30	1	pc.	Hot & Cold Water Dispenser (Expo Zaragoza)		
31	4	pcs.	Internal Harddrive		
32	1	pc.	Junior Executive Chair with Arm - Gray		
33	1	pc.	Krupps Coffee Maker (Expo 2012)		
34	1	pc.	HP Laserjet - P1006 (Expo 2010)		
35	1	pc.	IBM Monitor		
36	1	pc.	Micro Cassette Tape Recorder - Sony		

Certified Correct:

  
ROSELLE D. ROMERO  
Property Officer

Disposal Approved:

  
NILO C. ABON  
OIC, Procurement and General Services Div.

### CERTIFICATE OF INSPECTION

I HEREBY CERTIFY that the property enumerated above was disposed of as follows:

Items \_\_\_\_\_ Destroyed  
Items \_\_\_\_\_ Sold at private sale  
Items \_\_\_\_\_ Sold at public auction  
Items \_\_\_\_\_ Transferred without cost to

Signature

Finance Inspector

Name and Signature

Witness to Disposition:

Name and Signature





## WASTE MATERIALS REPORT

Agency : TOURISM PROMOTIONS BOARD

Place of Storage:  
TPB - Unit 4 Stockroom

Date:  
April 30, 2019

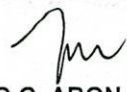
### ITEMS FOR DISPOSAL

ITEMS	QTY	UNIT	DESCRIPTION	RECORD OF SALES	
				O.R. NUMBER	AMOUNT
37	1	pc.	Microwave - Magic		
38	1	pc.	Calculator - Casio - Black		
39	13	pcs.	Nokia Cellphone (keypad)		
40	2	pcs.	Nokia Cellphone (touchscreen)		
41	4	pcs.	Planters Box - Wood		
42	1	pc.	Micro Cassette Tape Recorder - Sony - Black		
43	1	pc.	Printer - Canon Pixma iP1180 (Expo Shanghai)		
44	1	pc.	DVD Writer ASUS		
45	1	pc.	Printer HP Deskjet Advance 4625		
46	1	pc.	Projector Screen		
47	115	pcs.	Roll Up Banners		
48	1	pc.	Rota Aire Fan		
49	1	pc.	Safe Vault		
50	3	pcs.	Stand Fan - Electric Fan (1-stand only)		
51	1	pc	Tablet		
52	3	pcs.	UPS (Expo Shanghai)		
53	1	pc	UPS (Expo Yeosu)		
54	6	pcs.	UPS (TPB)		
55	1	pc.	Weighing Scale		

Certified Correct:

  
**ROSELLE D. ROMERO**  
Property Officer

Disposal Approved:

  
**NILO C. ABON**  
OIC, Procurement and General Services Div.

### CERTIFICATE OF INSPECTION

I HEREBY CERTIFY that the property enumerated above was disposed of as follows:

Items \_\_\_\_\_ Destroyed  
Items \_\_\_\_\_ Sold at private sale  
Items \_\_\_\_\_ Sold at public auction  
Items \_\_\_\_\_ Transferred without cost to

Signature

Finance Inspector

Witness to Disposition:

Name and Signature

Name and Signature



## WASTE MATERIALS REPORT

**Agency : TOURISM PROMOTIONS BOARD**

Place of Storage:
TPB - Unit 4 Stockroom

Date: April 30, 2019

## ITEMS FOR DISPOSAL

[illegible]

Certified Correct:

**ROSELLE D. ROMERO**  
Property Officer

Disposal Approved:

NILO C. ABON

OIC, Procurement and General Services Div.

## CERTIFICATE OF INSPECTION

I HEREBY CERTIFY that the property enumerated above was disposed of as follows:

Items _____	Destroyed
Items _____	Sold at private sale
Items _____	Sold at public auction
Items _____	Transferred without cost to

Signature

Finance Inspector

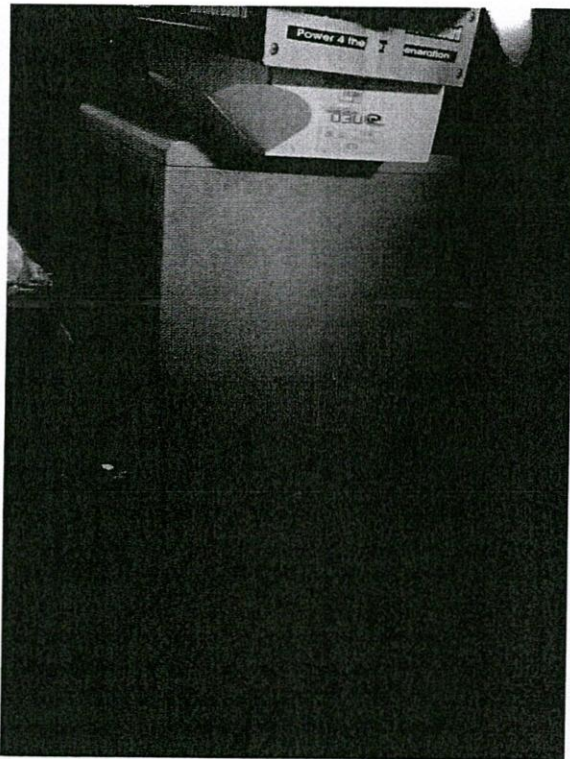
**Witness to Disposition:**

Name and Signature

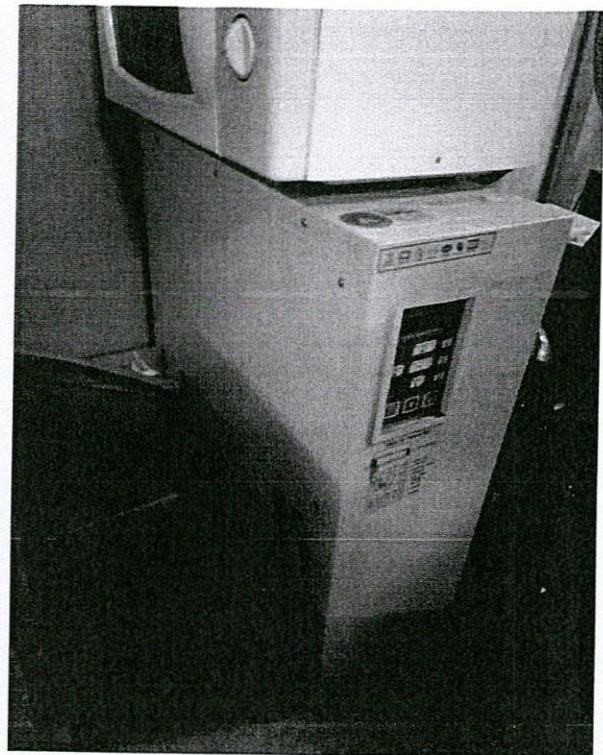
Name and Signature

# TOURISM PROMOTIONS BOARD

Unserviceable Properties for Disposal  
As of April 30, 2019

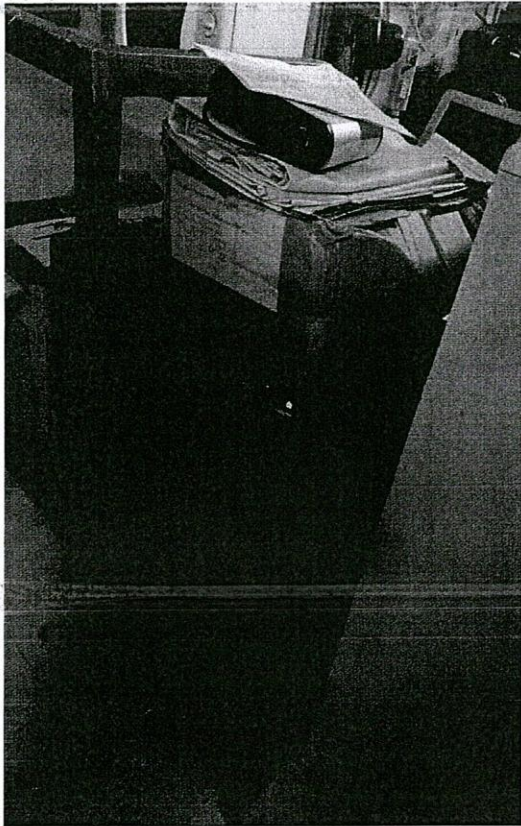


Battery of motorola base for portable radiod

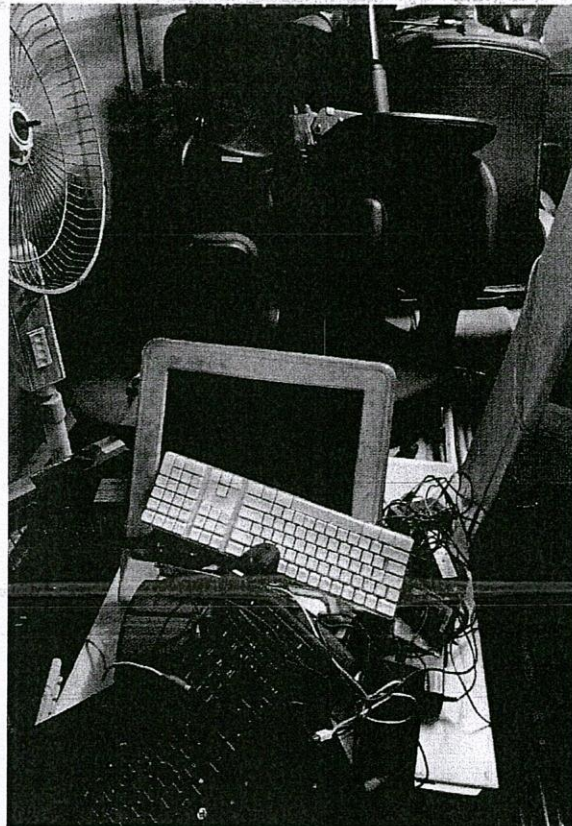


Heavy Duty UPS

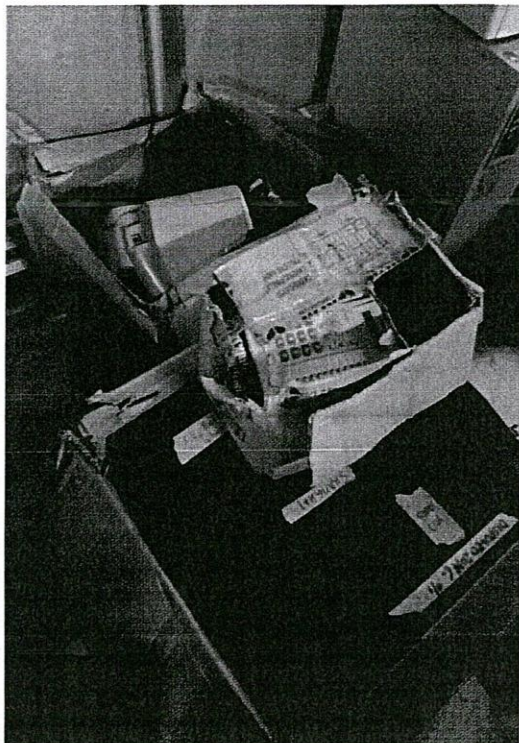




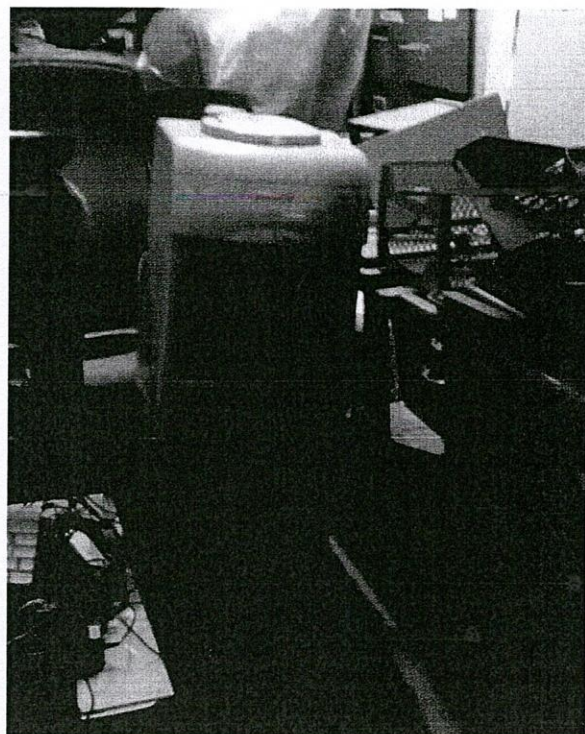
Printer Table



Various

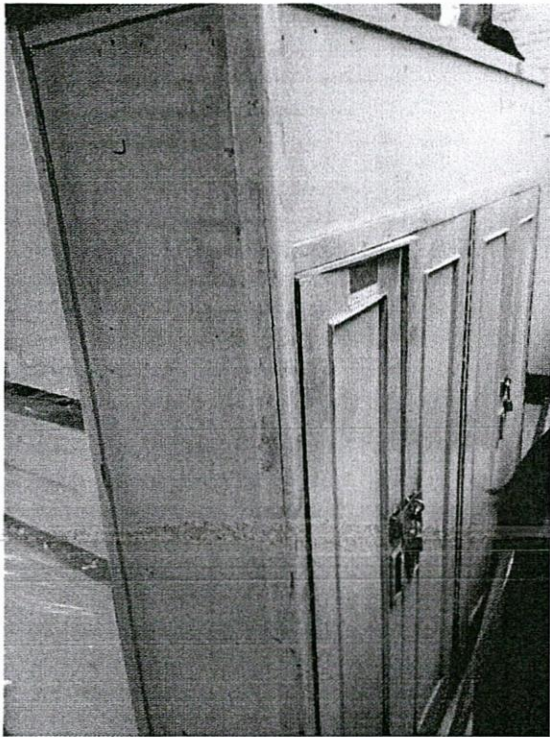


Various (CPU with Monitor), printers, UPS

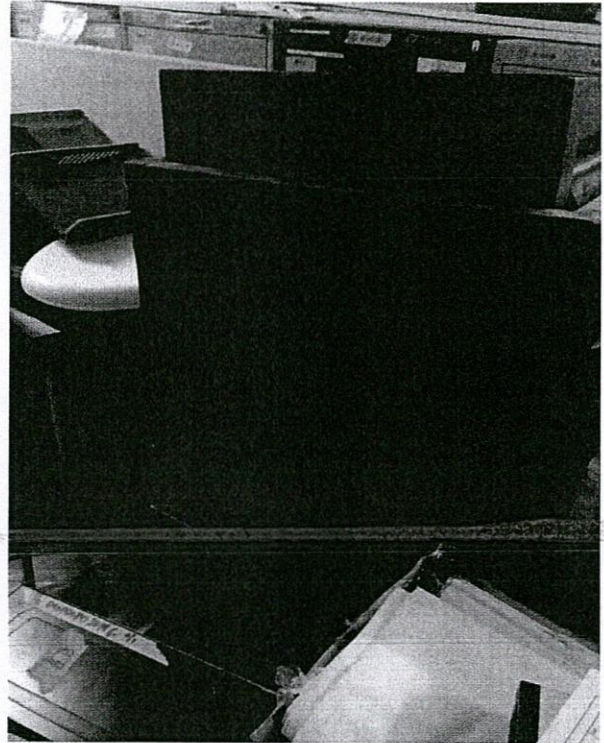


Water Dispenser

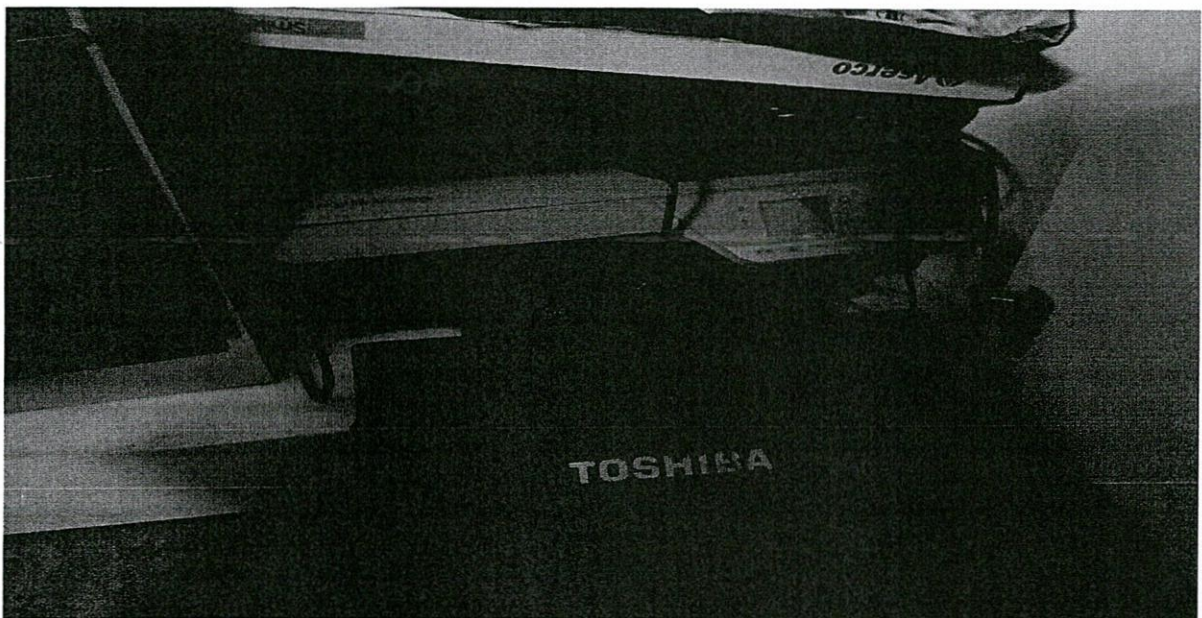




Cabinet – Planters box

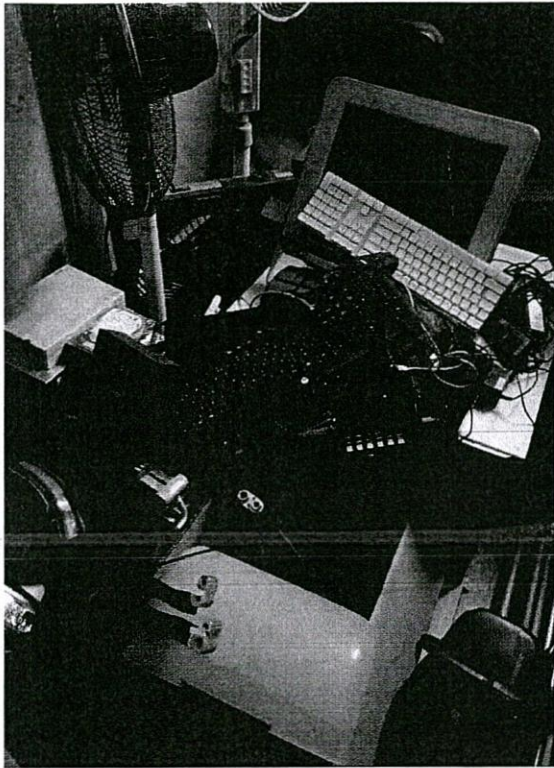


Planters box - wood



Printers and laptop

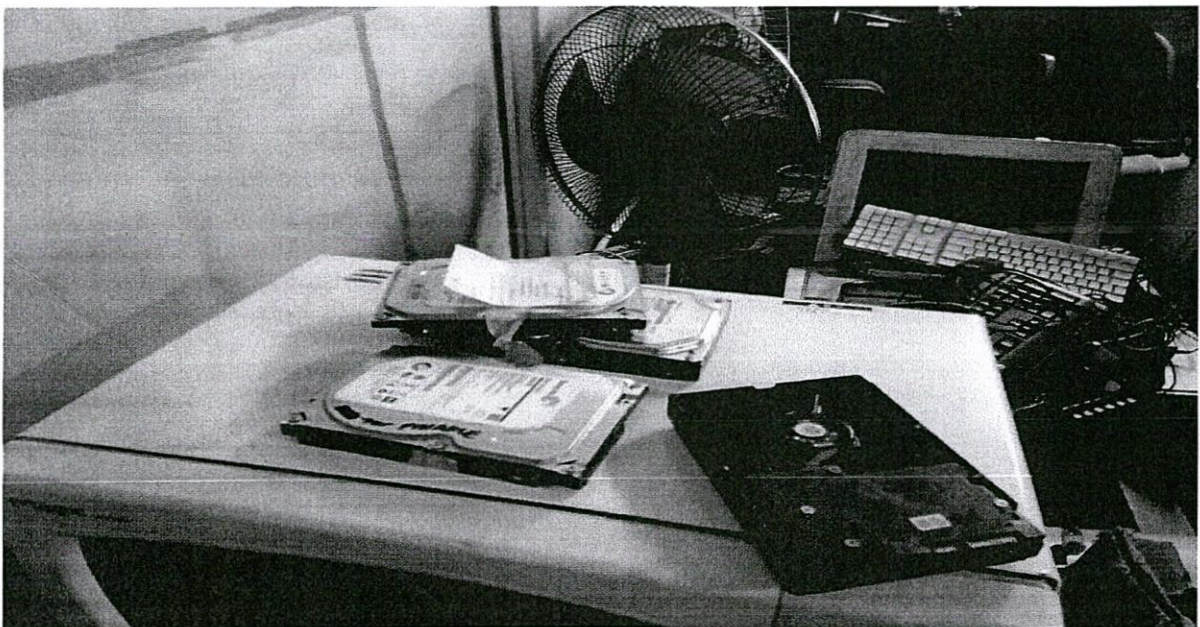




Assorted keyboards, phones etc.



assorted steel, stainless, aluminum



Electric fan and internal hard drive