

TOURISM PROMOTIONS BOARD

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

TPB - DC – 2019-007

Date: 01 October 2019

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 **Sixty Thousand Seven Hundred Forty Pesos & 03/100 Only (Php 60,740.03)**, 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 60,740.03

The Terms of Reference (TOR) and other bid documents will be ready for issuance to interested proponents on **October 07 - 15, 2019** 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. Those who previously purchased will no longer required to pay.

Pre-bid Conference shall be held on **October 14, 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 **October 16, 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:

LEAH MARIE C. SY

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. EDGARD PARROCHA** at telephone number 525-9318 loc. 217.

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


PRESCILA D. SEVILLA
Acting Head, Administrative Department
Member, TPB Disposal Committee

TOURISM PROMOTIONS BOARD

INSTRUCTION TO BIDDERS

DISPOSAL /SALE OF TWO (2) UNITS UNSERVICEABLE MOTOR VEHICLES

I. QUALIFICATION OF BIDDERS

1. Individuals including TPB Employees, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of documents as stated in the Terms of Reference; and
2. 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. FLOOR PRICE

1. A floor price of the two (2) units Unserviceable Vehicles has been set in accordance with accounting rules and regulations amounting to **PhP 60,740.03**.
2. Sale/Disposal of the two (2) units Unserviceable Motor Vehicles shall be on **"AS IS WHERE IS"** basis.

III. SUBMISSION AND OPENING OF BIDS

1. 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 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 SALE/DISPOSAL OF TWO (2) UNITS UNSERVICEABLE MOTOR VEHICLES OF TPB

Name of Bidder : _____

Address of Bidder : _____

Telephone No. of Bidder _____

Email Address of Bidder _____

Fax No. of Bidder : _____

2. The Bids shall be submitted at the TPB Disposal Committee Secretariat, TPB Administrative Department on **October 16, 2019 from 8:30am to 10:30am**.
3. Late submission of bids shall automatically be rejected.

4. Opening of Bids shall be made on the same date of **October 16, 2019 at 11:00am** at the TPB BAC Room, 4th Floor Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St. Malate, Manila.
5. Bids that are below the minimum floor price shall be automatically disqualified.

IV. 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.

V. UNSUCCESSFUL BIDDING / FAILED BIDDING

Bidding may be declared unsuccessful or failed in any of the following cases:

- a. No bids are received.
- b. All bidders failed to comply with the terms and conditions prescribed in the Terms of Reference and Instruction to Bidders.

VI. AWARDING

- a. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the TOR;
- b. In case of tie, the TPB Disposal Committee will resort to non-discretionary (toss coin or draw lots) to determine the winning bidder;
- c. 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

- a. 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;
- b. Payment through salary deduction, in case of winning Bidder from TPB, shall not be allowed;
- c. An Official Receipt shall be issued by the TPB covering the payment made by the winning bidder; and
- d. 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

- a. Gate Pass and other related documents for the two (2) Unserviceable Motor Vehicles shall be issued in favor of the Winning Bidder upon full payment of the amount of Bid Price.

IX. HAULING / PICK-UP OF MOTOR VEHICLES

- a. The winning Bidder shall be given seven (7) calendar days to pick-up / haul the Unserviceable Motor Vehicles upon full payment;
- b. All Expenses for the hauling / pick-up of the property will be borne by the winning bidder; and
- c. Failure on the awardee to claim the property within the stipulated period shall result to cancellation of the award/contract. If any of the vehicles remain unclaimed after the prescribed period, ownership of the contracted/awarded two (2) Units Unserviceable Motor Vehicles 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 BIDDING

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

1. All prospective bidders are declared ineligible;
2. No bid is received;
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.


PRESCILA D. SEVILLA
Acting Head, Administrative Department
TPB Disposal Committee Member

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**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. **2018 – 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 60,740.03

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 **Sixty Thousand Seven Hundred Forty Pesos & 03/100 Only (Php 60,740.03).**

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 a non-discretionary selection criteria (toss coin or draw lots) to determine the winning bidder.

Upon recommendation of the TPB Disposal Committee through a Resolution, the 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 Unit 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	October 07 - 15, 2019
2	Issuance of the Terms of Reference and Other Bid Documents	October 07 - 16, 2019, 9:00am – 6:00pm TPB Disposal Committee Secretariat Administrative Department 4/F Legaspi Towers 300

		<p>Roxas Blvd. cor. Vito Cruz Malate, Manila</p> <p><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></p>
3	Bidders Inspection of the two (2) Units of unserviceable Motor Vehicles	<p>October 10-11, 2019, 9:00am – 6:00pm TPB Parking Space Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila</p> <p><i>Only those who secured TOR will be allowed to join the 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, the ocular inspection is not mandatory.</i></p>
4	Pre-Bid Conference	<p>October 14, 2019 – 11:00am TPB BAC Room Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila</p> <p><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></p>
5	Issuance of Bid Bulletin, if any.	October 15, 2019

6	Submission of Bid Documents	<p>October 16, 2019 - 8:30am – 10:30am TPB Disposal Committee Secretariat Administrative Department</p> <p><i>Sealed bids addressed to the TPB Disposal Committee Chairperson:</i></p> <p>JOSELITO V. GREGORIO Chairperson, TPB Disposal Committee Tourism Promotions Board, 4/F Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St., Malate, Manila</p>
7	Opening of Bid Proposals	<p>October 16, 2019 – 11:00am TPB BAC Room Legaspi Towers 300 Roxas Blvd. cor. Vito Cruz Malate, Manila</p> <p><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></p>
8	Issuance of Notice of Award	October 29, 2019

Prepared by:


PRESCILA D. SEVILLA

Acting Head, Administrative Department
Member, TPB Disposal Committee

Approved by:


LEAH MARIE C. SY

Chairperson, TPB Disposal Committee
Acting Deputy Chief Operating Officer for Corporate Affairs

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