

TOURISM PROMOTIONS BOARD

INSTRUCTION TO BIDDERS

DISPOSAL /SALE OF ONE (1) UNIT UNSERVICEABLE MOTOR VEHICLE

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. If any, duly authorized representative/s shall submit a certification issued by the authorized officials/officers/ owner of the firm, as may be applicable, authorizing them to speak for and submit bids on behalf of the latter.

II. FLOOR PRICE

1. A floor price of the one (1) unit TPB Unserviceable Vehicle has been set in accordance with accounting rules and regulations, amounting to **PHP 217,280.00**.
2. Sale/Disposal of the one (1) unit TPB Unserviceable Motor Vehicles shall be on an **“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 a cashier's or manager's check, issued by an acceptable commercial bank in favor of the 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 OF 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 **June 02, 2022, from 8:30 am to 10:30 am**.
3. Late submission of bids shall automatically be rejected.

4. Opening of Bids shall be made on the same date of **June 02, 2022, at 11:00 am** 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 TPB Disposal Committee Secretariat receives the modification prior to the deadline for submission of bids.
2. Through a Letter of Withdrawal, a bidder may withdraw its bid after it has been submitted for a valid and justifiable reason. The TPB Disposal Committee Secretariat receives the Letter of Withdrawal prior to the deadline for submission of bids.
3. Modification/Withdrawal of bids shall not be allowed after the deadline for 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. Only one (1) bidder submitted a bid.
- c. All bidders failed to comply with the terms and conditions prescribed in Bidders' Terms of Reference and Instruction.
- d. Complying bidders failed to meet the minimum bid price.

VI. AWARDING

- a. Award shall be given to the bidder with the highest bid price and comply with all the requirements specified in the TOR;
- b. In case of a tie, the TPB Disposal Committee will resort to non-discretionary (toss a 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 a 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 by canceling the award and forfeiting 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 one (1) Unserviceable Motor Vehicle 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 Vehicle upon full payment;
- b. The winning bidder will bear all Expenses for the hauling/pick-up of the property; and
- c. Failure of the awardee to claim the property within the stipulated period shall cancel the award/contract. If any vehicles remain unclaimed after the prescribed period, ownership of the contracted/awarded one (1) Unit Unserviceable Motor Vehicle 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 they fail 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.

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


JOCELYN PATRICE L. DECO
Chairperson, TPB Disposal Committee
Deputy Chief Operating Officer for Corporate Affairs