

TOURISM PROMOTIONS BOARD

INSTRUCTION TO BIDDERS

DISPOSAL /SALE OF TWO (2) UNITS UNSERVICEABLE MOTOR VEHICLE (2 LOTS)

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 this Instruction to Bidders; 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 Lot 1 for one (1) unit TPB Unserviceable Vehicle has been set in accordance with accounting rules and regulations amounting to **PhP 203,138.10**.
2. A floor price of Lot 2 for one (1) unit TPB Unserviceable Vehicle has been set in accordance with accounting rules and regulations amounting to **PhP 195,626.00**.
3. Sale/Disposal of the two (2) units TPB Unserviceable Motor Vehicles (Lot 1 and Lot 2) 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 follows:

FINANCIAL BID FOR THE SALE/DISPOSAL OF TWO (2) UNITS UNSERVICEABLE MOTOR VEHICLES OF TPB (2 LOTS)

Name of Bidder : _____
Address of Bidder : _____
Telephone No. of Bidder _____
Email Address of Bidder _____
Fax No. of Bidder : _____

2. The Bidder may bid for one (1) lot only, or for two (2) lots
3. The cost of the bidding documents will be Five Hundred Pesos Only (Php 500.00) regardless if the Bidder will bid for Lot 1 or Lot 2 only, or for both lots (Lot 1 and 2).

4. The Bids shall be submitted at the TPB Disposal Committee Secretariat, TPB Administrative Department on **November 21, 2022 from 8:30am to 10:30am**.
5. Late submission of bids shall be automatically be rejected.
6. Opening of Bids shall be made on the same date of **November 21, 2022 at 11:00am** at the TPB Board Room, 4th Floor Legaspi Towers 300, Roxas Blvd. Cor. Vito Cruz St. Malate, Manila.
7. 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 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. Only one (1) bidder submitted a bid.
- c. All bidders failed to comply with the terms and conditions prescribed in the Terms of Reference and Instruction to Bidders.
- 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 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 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. 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 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 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.

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


LEAH MARIE C. SY

Chairperson, TPB Disposal Committee

Officer – In – Charge, Deputy Chief Operating Officer for Corporate Affairs