

TOURISM PROMOTIONS BOARD

INSTRUCTION TO BIDDERS

DISPOSAL OF ONE (1) UNIT UNSERVICEABLE MOTOR VEHICLE (2nd Posting of Lot 2 of TPBDC-2025-001)

I. QUALIFICATION OF BIDDERS

Individuals, 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 MOTOR VEHICLE

Unserviceable motor vehicle is available for inspection from **13 to 25 August 2025**, 9:00am to 5:00pm at the TPB parking area at Legaspi Towers 300, Roxas Blvd. Malate, Manila.

Alternately, we attached in this bidding documents the photos of the items for disposal for your easy reference.

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 **25 August 2025, 2:00pm** at TPB Activity Rooms B & C, 6th Floor 5-ECOM Center, Mall of Asia Complex, Pasay City.

IV. FLOOR PRICE

The floor price of the Unserviceable Motor Vehicle has been set in accordance with Revised Manual of the Disposal of Government Properties amounting as follows:

- a. ARA 3332 – Php 167,898.75**

V. SUBMISSION AND OPENING OF BIDS

1. Opening of bids will immediately follows after the deadline of submission of bids in the presence of at least 2 Disposal Committee Members and a member of Technical Working Group and the bidders who chose to attend.
2. The bidders shall submit at least one (1) copy of the bidding documents. It should be properly signed and submitted to **MS. JANET W. CANOY** as the TPB Chairperson of the Disposal Committee. The enveloped containing the bid documents shall be properly sealed properly marked.
3. Any erasures or interlineations shall be avoided or duly initialed by the bidder.

4. The submission of bid shall contain the following:
 - A. For company - The first (1st) envelope of the bidder shall contain the following eligibility documents:
 - a. Registration Certificate (DTI or SEC Registration)
 - b. Mayor's Permit
 - c. Duly signed Instruction to Bidders
 - d. Photocopy of any government issued ID of the Bidder
 - e. Authorization Letter for Authorized Representative and a photocopy of any government issued ID (both for the representative and the bidder)

Individual bidders shall submit only the following documents:

- a. Duly signed Instruction to Bidders
 - b. Photocopy of any government issued ID of the Bidder
 - c. Authorization Letter for Authorized Representative and a photocopy of any government issued ID (both for the representative and the bidder)
- B. The second (2nd) envelope of the bidder shall contain their Financial Bid.
 - 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.

The second (2nd) envelope shall be inside the first (1st) envelope.

5. The envelope shall be labeled as follow:

FINANCIAL BID FOR THE DISPOSAL OF UNSERVICEABLE MOTOR VEHICLE

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

6. The bidder may have the option to attend in the opening of bids.
7. Late submission of bids shall automatically be rejected and bids that are below the minimum floor price shall be automatically disqualified.
8. An Abstract of Bids shall be prepared by the Disposal Committee Secretariat for reference.

VI. 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.

VII. DEFECTIVE BID DOCUMENTS

Bids that are not in the prescribed form and/or not accompanied by bid bond at time the opening of bids is considered defective bids and said bids shall be automatically disqualified.

VIII. AWARDING

1. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified above;
2. In case of tie, the TPB Disposal Committee will resort to viva voce at a price not less than the offered bid, immediately on the same day if both bidders or their authorized representative are present 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.

VIII. 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 or any other digital modes of payment in accordance with EO No. 170, s. 2022 or existing laws, rules and regulations **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.
5. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.
6. The winning bidder shall shoulder all necessary expenses and taxes in connection with the sale of the unserviceable motor vehicles.

IX. ISSUANCE OF GATE PASS / AUTHORITY TO PULL OUT

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

X. HAULING / PICK-UP OF UNSERVICEABLE PROPERTIES

1. The winning Bidder shall be given **fifteen (15) calendar days** to pick-up / haul the Unserviceable Motor Vehicle upon full payment;
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 Motor Vehicles remain unclaimed after the prescribed period, ownership of the contracted/awarded Unserviceable Motor Vehicles shall automatically revert to TPB.

XI. FORFEITURE / RETURN OF BID BOND

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.

XII. FAILURE OF PUBLIC AUCTION/BIDDING

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

1. No bid documents were received; or
2. All bidders failed to comply with the terms and conditions prescribed in the invitation to bid.

In case of failed first public auction, a re-auction shall be re-bidding shall be scheduled. In case of second auction, the Disposal Committee may dispose of the unserviceable motor vehicle through negotiation sale.

CONFORME:

Name & Signature of Bidder's

Authorized Representative : _____

Position: _____

Date : _____