

PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE OF PALAWAN
DISPOSAL COMMITTEE FOR UNSERVICEABLE PROPERTIES

TERMS OF REFERENCE

PUBLIC BIDDING OF TWO (2) LOTS UNSERVICEABLE PROPERTIES AT THE BASEPORT PER INVENTORY AND INSPECTION REPORT NO. 10-17-PLW AND 12-17 PLW DATED JUNE 27, 2017 , AND DISPOSAL COMMITTEE RESOLUTION NOS. 01-2017 AND 02-2017 DATED JUNE 29, 2017

A. BACKGROUND

The Philippine Ports Authority, PMO Palawan, in line with its property and asset management program wherein unserviceable, no longer needed and/or obsolete equipment, furniture and fixtures are sold, destroyed, donated or transferred to another government agency or institution, is conducting disposal through public auction of two (2) lots unserviceable properties, one (1) lot from the reported physical count of Property, Plant and Equipment (PPE) of PMO Palawan as of December 31, 2016 (Lot 1), and the other lot are office equipment, semi-expendables, supplies, materials and parts of equipment and motor vehicles not included in the physical count and returned for disposal, stored at Motorpool Area, Baseport, Puerto Princesa City (Lot 2). These were issued an authority to dispose in a memorandum of the General Manager dated July 7, 2017.

B. OBJECTIVE

There is a need for the disposal of the above-mentioned unserviceable properties to avoid further deterioration as well as to generate greater benefits to the government in terms of higher appraisal value, lesser storage cost and better management of limited space for unserviceable properties/assets.

C. SCOPE OF PUBLIC BIDDING

The unserviceable properties for public auction are covered with Inspection and Inventory Reports (IIRs), as follows: **IIR No. 10-17-PLW** - composed of ninety three (93) items unserviceable properties taken from the reported physical count of PPE as of Dec. 31, 2016 (ANNEX A), and **IIR No. 12-17-PLW** - composed of one hundred fifty eight (158) unserviceable properties, semi-expendable materials/supplies and parts of fixed assets (ANNEX B).

D. TERMS AND CONDITIONS

1. The sale is on "AS IS-WHERE IS" basis.
2. A bidder shall bid on all items of two (2) lots unserviceable properties mentioned above.
3. It is understood that participating bidders have seen and inspected the subject unserviceable properties located at the Motorpool/Bodega and container van at the Baseport.
4. To clarify and/or explain any of the requirements, terms and conditions stipulated in the bid documents, a Pre-Bid Conference shall be held on August 18, 2017 at 3:00 P.M. at the PMO Conference Room, 2nd Floor Admin. Bldg., Port Area, Puerto Princesa City.

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5. Bids shall be prepared on the prescribed Bidding Forms and in strict compliance with the requirements of these instructions.
6. The bid price shall be inclusive of the 12% value added tax (VAT).
7. Erasures/modifications shall be avoided or duly initialed by the bidders.
8. The bid shall be accompanied by a bidder's bond in the form of cash, manager's/ cashier's check, in an amount equivalent to 10% of the minimum floor price (inclusive of 12% vat), as guarantee that the successful bidder shall, within ten (10) working days from receipt of the Release Order, withdraw the goods from PPA premises.
9. Sealed bids addressed to Ms. Frasy M. De Guzman, Chairperson, PMO Disposal Committee for Unserviceable Properties, shall be submitted not later than 9:30 A.M. on August 25, 2017 at the PMO Conference Room, 2nd Floor, Admin. Bldg., Port Area, Puerto Princesa City. The sealed envelope must contain the Bid Tender and Bid Bond.
10. Opening of Bids shall be at 10:00 A.M. on August 25, 2017 at the PMO Conference Room.
11. A bidder maybe 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 order.
12. No bids shall be accepted after the deadline. Late bids shall not be honored and shall be automatically disqualified.
13. Bids that are not in the prescribed form or unsigned shall be considered defective and shall be automatically disqualified.
14. Bid bond of non-winning bidders shall be returned immediately after the winning bidder has been determined.
15. Award shall be given to the highest complying bidder and whose bid is not lower than the floor price as indicated in the bid form.
16. Should there be two or more bidders who submit the same bid price for the bidden item/s, the authority reserves the right to make the award to the most advantageous/complying bid.
17. Should the bid received is lower than the floor price or should there be no bidder for the unserviceable equipment, furniture and fixture, negotiated sale shall be resorted to, provided that the price shall not be lower than the price as determined by the Disposal Committee.
18. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offer bid price shall be paid in the form of cash, cashier's or manager's check of a reputable bank within the area where the bidding was held. Full payment shall be made within ten (10) working days from the date of the receipt of Notice of Award.

19. The winning bidder is required to remove the items awarded to him/her within ten (10) working days after the receipt of the Release Order, otherwise, a storage fee in the amount equivalent to 1% of the total unwithdrawn item/s or Five Hundred Pesos (P500.00) whichever is higher shall be charged against him per day of delay. Item/s withdrawn thirty (30) days from receipt of Release Order shall be re-bid and all money received in connection with the said sale shall be forfeited in favor of the Authority.
20. Should the winning bidder fail to pay the full amount of the bid price within ten (10) working days from the receipt of the Notice of Award, the same shall be deemed cancelled and rendered ineffective and the 10% bond deposit forfeited in favor of the Authority.
21. No transfer or Deed of Assignment of the Award shall be honored by the Authority. Awardee or his authorized representative is required to personally pay, withdraw and/or request for extension of withdrawal of the awarded item/s, if warranted.
22. Withdrawal of the bidded item/s shall be made only during official working hours.
23. The buyer of disposable property shall pay, in addition to the purchase price, any taxes, customs duties, cost or 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 awardee.
24. PPA reserves the right to reject any or all bids, to waive any defect in the bids received and to accept such bid which is most advantageous to the Authority.


ELVIS R. MEDALLA
Acting Port Manager

Date: AUG 10 2017