



## REQUEST FOR QUOTATION

### Sale/Disposal of One (1) Lot Disposal of its Unserviceable Properties (Excess Materials) Located at PPA-PMO Mindoro-TMO Roxas

1.0 The Philippine Ports Authority, PMO Mindoro, through its Disposal Committee will conduct a Sealed Public Bidding for the Sale/Disposal of its Unserviceable Properties (Excess Materials) Invites the bidder registered with DTI or SEC.

#### 2.0 Subject and Manner of Sale

2.1 The subject of the public bidding are unserviceable properties listed in Annex "A" (TOR) hereof with a total Floor Price of One Hundred Fifty-Six Thousand Eight Hundred Fifty-Seven Pesos (Php156,857.00)

2.2 The sale shall be through a sealed public bidding in "CASH" on 'AS-IS, WHERE-IS" basis;

2.3 Interested bidders must bid all of the items;

2.4 The award of the sale shall be recommended by the Chairperson to Port Manager;

#### 3.0 Prospective bidders shall submit the following in sealed envelopes:

##### 3.1 **FIRST ENVELOPE** containing the following Technical Proposal:

1. The Terms of Reference and the Instructions to Bidders as initialed by the bidder in all pages. Non-compliance is a ground for disqualification;
2. An **AFFIDAVIT OF UNDERTAKING** signed by the bidder/s/representative/s of the bidder/s in the form attached hereto as "**Annex A**" stating that the bidder has conducted an ocular inspection of the One (1) lot Unserviceable Properties (Excess Materials) Located at PPA PMO Mindoro-TMO Roxas and has considered all pertinent documents relative thereto and has been accorded full and reasonable information thereon as to enable the bidder to submit a responsible bid;
3. Copy of all bid bulletins issued by the Disposal Committee, if any;
4. Duly Signed and BIR Certificate of Registration (BIR Form 2303), and
5. Current & Valid Mayor's/Business Permit, if expired, a copy of the expired Mayor's Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city/municipality where the principal place of business of the prospective bidder is located;
6. Bid bond in an amount not less than 10% of the minimum floor price in the form of Cash or Manager's/Cashier's Check, issued by an acceptable commercial bank in favor of **PPA PMO Mindoro**;

7. In case of disqualification, the Bid Bond shall be immediately returned to the disqualified bidder together with the First and Second Envelopes. Said bidder shall sign the acknowledgement receipt for the returned money and envelopes in favor of **PPA PMO Mindoro**;
8. Non-compliance in any of the provisions from 1-6 shall be ground for disqualification.

### 3.2 **SECOND ENVELOPE** containing Financial Proposal

#### 1. Bid Form

The PPA PMO Mindoro Disposal Committee will hold a virtual meeting for the Pre-bid Conference and Opening of Bids thru *Cisco Webex for these activities*:

Pre-bid Conference via <https://rb.gy/vfys5b>

Meeting number: 2512 779 4308

Host key: 318886

Opening of Bids via <https://rb.gy/imghto>

Meeting number: 2515 937 5027

Host key: 902304

### 4.0 Bidders Responsibility

- 4.1. It is the responsibility of the bidder to inspect the items subject of the bidding;
- 4.2 By submitting its bid, the bidder is deemed to have waived any right it may have to seek and obtain a writ of injunction or of prohibition or a restraining order or any other form of coercive, judicial, administrative or other relief against the PPA or any member of the Disposal Committee to prevent, restrain or in any other manner forestall, hinder or render inconvenient the holding of the bidding or re-bidding, including, but not limited to, the negotiation and award of the subject property to the winning bidder, and the transfer of the possession and ownership of such property;
- 4.3 The bidder is required to submit a duly-signed Authorization from the person or company he is representing.
- 4.4 **Pre-bid conference** shall be held at the PMO-Mindoro Conference Room at **9:00AM of January 11, 2023**.
- 4.5. Bidding shall be held at the PPA PMO-Mindoro Conference Room;
- 4.6. Sealed bids shall be addressed to **The Chairperson, Disposal Committee, PPA - PMO Mindoro**, and submitted not later than **9:00AM of January 17, 2023**. No bids shall be accepted after the deadline;
- 5.0. The Disposal Committee reserves the right to reject any or all bids or to waive any defect, informality, or minor deviations thereon, which will 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.



**ELVIS R. MEDALLA**  
Chairperson



## TERMS OF REFERENCE

### SALE/DISPOSAL OF ONE (1) LOT UNSERVICEABLE PROPERTIES LOCATED AT PPA-PMO MINDORO-TMO ROXAS

This Terms of Reference (TOR) describes the procedures that will be followed in connection with the Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA PMO MINDORO-TMO Roxas.

PPA PMO Mindoro reserves the right to amend or supplement this TOR at any time prior to the submission of the final proposals. The Disposal Committee of PPA PMO Mindoro (Disposal Committee for brevity) shall administer this TOR. Any decision and/or action taken by the Disposal Committee is subject to the approval of the Port Manager, PMO-Mindoro.

#### I. BACKGROUND AND OBJECTIVE

There is a need to dispose of the unserviceable assets listed below to avoid further deterioration as well as to generate greater benefits to the government in terms of higher appraisal value and better management of limited port space. The Disposal Committee shall facilitate the disposition in accordance with PPA Memorandum Order No. 01-2019.

#### II. SCOPE OF PUBLIC AUCTION

| LOT | DESCRIPTION  | MINIMUM FLOOR PRICE (Inclusive of 12% VAT) |
|-----|--|--|
| 1   | a. Cylindrical Fenders, gang chairs, bollards, assorted scrap materials, assorted movable fences, used battery, solar panels, flood lights and roofing materials | P125,300.00                                |
|     | b. Selected assets listed under IIRUP dated May 31, 2019 (see attached list)   | 31,557.00                                  |
|     |  | -----<br><b>P156,857.00</b>                |

#### III. GENERAL INFORMATION

1. **Applicable Laws.** All laws governing the operation and implementation of this TOR will be the applicable laws and other issuances of the Government of the Republic of the Philippines relative to the disposition of assets.

2. **Publication of Invitation to Bid.** PPA PMO-Mindoro shall publish in conspicuous public places and in the PPA Website an invitation to prospective bidders to participate in the Public Bidding.

3. **Amendments to TOR.** The information and/or procedures contained in this TOR may be amended or replaced at any time, at the Disposal Committee's discretion, without giving prior notice or providing any reason. Should any of the information and/or procedures contained in this TOR be amended or replaced, the Disposal Committee shall inform all prospective bidders of such amendments or replacements through the issuance of appropriate bid bulletins. To ensure that all prospective bidders are informed of any amendments, all

shall be requested to inform PPA-PMO Mindoro of their official contact person as well as contact number and address.

4. **Correspondence with the Disposal Committee.** As appropriate, all correspondences pertaining hereto shall be addressed to:

**The Chairperson, Disposal Committee, PPA PMO Mindoro**  
Sale/Disposal of One (1) lot Unserviceable Properties Located at  
PPA PMO MINDORO-TMO ROXAS  
San Antonio, Calapan City  
Oriental Mindoro

#### **IV. TERMS AND CONDITIONS**

1. The sale is an "**AS-IS-WHERE-IS, CLEAN UP, ALL MUST GO**" basis.
2. A bidder may submit one (1) bid for the lot. Submission of more than one bid for the lot may be considered a ground for disqualification for the submitted bids.
3. It is understood that participating bidders have seen and inspected the subject unserviceable properties located at the Port of Roxas, Dangay, Roxas, Oriental Mindoro.
4. The bid price shall be inclusive of the 12% value added tax (VAT).
5. The bid shall be accompanied by a bidder's bond in the form of Cash or Manager's/Cashier's Check, in the amount equivalent to 10% of the minimum floor price (inclusive of 12% VAT), as guarantee that the successful bidder shall, within fifteen (15) calendar days from full payment of the bid price, withdraw the goods from its present location.
6. 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, or cashier's, or manager's check of a reputable commercial bank within the area where the bidding was held. Full payment shall be made within fifteen (15) calendar days from the date of the receipt of Notice of Award.
7. Should the winning bidder fail to pay the full amount of the bid price within fifteen (15) calendar days from the receipt of the Notice of Award, the same shall be deemed cancelled and rendered ineffective and the 10% bond deposit be forfeited in favor of the Authority.
8. No transfer or Deed of Assignment of the Award shall be honoured by the Authority. Awardee or his authorized representative is required to personally pay, withdraw and/or request for extension of withdrawal, if warranted, for the awarded item(s).



9. Withdrawal of the bidden item(s) shall be made only during the official working hours from 8 A.M. to 5 P.M., Monday to Friday.
10. The buyer of disposable property shall pay, in addition to the purchase price, any taxes, custom duties, cost or charges of any kind or nature whatsoever levied on connection with the sale of the property. All expenses incidental to the withdrawal of the property shall be borne by the awardee.

## V. PROCEDURES AND REQUIREMENTS

### 1. General Flow and Schedule of Activities

- 1.1. Posting of Notice of Public Auction of Unserviceable Property;
- 1.2. Availability of Bid Form;
- 1.3. Ocular Inspection of One (1) lot PPA PMO Mindoro-TMO Roxas Unserviceable Properties by the Prospective Bidders;
- 1.4. Pre-Bid Conference;
- 1.5. Submission of Sealed Bids;
- 1.6. Opening of Bids;
- 1.7. Issuance of Notice of Award to the winning bidder;
- 1.8. Full payment of the One (1) lot PPA PMO Mindoro-TMO Roxas Unserviceable Properties

### 2. Detailed Procedures and Requirements

2.1. **Issuance of TOR.** The prospective bidder shall secure a copy of the Terms of Reference (TOR) of Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas. The TOR is also available for download thru PPA Website at [ppa.com.ph](http://ppa.com.ph).

2.2. **Ocular Inspection.** Prospective bidders will be given the chance to inspect the described properties at Port of Roxas, Dangay, Roxas, Oriental Mindoro on a set schedule.

2.3. **Pre-Bid Conference.** To clarify and/or explain any requirements, and terms and conditions stipulated in the bid documents, PMO Mindoro Disposal Committee will hold a Pre-Bid Conference via any available online platform or may opt to attend face-to-face conference following health and safety protocols. To be able to join the online pre-bid conference, the prospective bidder shall signify interest by sending an email to the Disposal Committee thru the email address [pmomindoro@ppa.com.ph](mailto:pmomindoro@ppa.com.ph) at least 2 days before the scheduled pre-bid conference. The Disposal Committee shall preside over the conference. Any changes 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 within three (3) days.

2.4. **Valuation.** The minimum/floor bid price of the entire lot of One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas is Pesos: One Hundred Fifty-Six Thousand, Eight Hundred Fifty-Seven (P156,857.00) inclusive of 12% VAT.



2.5. **Submission of Bids.** Sealed bids addressed to The Chairperson, PMO Mindoro Disposal Committee shall be submitted at PPA PMO Mindoro Admin Building, San Antonio, Calapan City, Or. Mindoro on the scheduled date. The sealed envelope must be properly labelled as indicated in Section III.4 of this T.O.R. and contain the accomplished Financial Bid Form and Bid Bond and shall be opened at the PMO Mindoro Conference Room on the scheduled date. Bid envelopes that are not properly sealed and marked, as required in the T.O.R. shall not be rejected but the bidder or its authorized representative shall acknowledge such condition of the bid as submitted. The DAC shall assume no responsibility for the misplacements of the contents of the improperly sealed or marked bid, or for its premature opening. Bids shall be prepared using the prescribed Financial Bid Form provided and in strict compliance with the requirements of the following instructions:

- Erasures/modifications shall be avoided or shall be duly signed by the bidders;

- The bid shall be accompanied by a Bid Bond in the form of Cash or Manager's/Cashier's Check, in the amount equivalent to at least 10% of the minimum floor price (inclusive of 12% VAT), as a guarantee that the successful bidder, within fifteen (15) calendar days from full payment, shall withdraw the goods from its present location. **The winning bidder shall be responsible for all the costs that may be incurred incidental to the withdrawal of the goods. They shall withdraw all the items covered in the auction and clear the site within 15 calendar days from full payment, otherwise storage fee shall be charged in accordance with the existing rules and regulations of the PPA.**

A bidder may be allowed to withdraw his tender before the scheduled opening of bids, and his envelope shall be returned sealed. After the opening of bids, no bidder shall be allowed to withdraw his bid. No bids shall be accepted after the deadline. Late bids shall be automatically disqualified. Bidders shall submit their Bid in a single package consisting of two (2) separate envelopes specifically marked "Eligibility and Technical Component (First Envelope)" and "Financial Proposal" (Second Envelope)".

**First Envelope shall contain:**

1. The Terms of Reference and the Instructions to Bidders as initialed by the bidder in all pages. Non-compliance is a ground for disqualification;
2. An **AFFIDAVIT OF UNDERTAKING** signed by the bidder/s/representative/s of the bidder/s in the form attached hereto as "**Annex A**" stating that the bidder has conducted an ocular inspection of the One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and has considered all pertinent documents relative thereto and has been accorded full and reasonable information thereon as to enable the bidder to submit a responsible bid;
3. Copy of all bid bulletins issued by the Disposal Committee, if any;
4. Duly Signed and BIR Certificate of Registration (BIR Form 2303), and



5. Current & Valid Mayor's/Business Permit, if expired, a copy of the expired Mayor's Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city/municipality where the principal place of business of the prospective bidder is located;
6. Bid bond in an amount not less than 10% of the minimum floor price in the form of Cash or Manager's/Cashier's Check, issued by an acceptable commercial bank in favor of **PPA PMO Mindoro**;
7. In case of disqualification, the Bid Bond shall be immediately returned to the disqualified bidder together with the First and Second Envelopes. Said bidder shall sign the acknowledgement receipt for the returned money and envelopes in favor of **PPA PMO Mindoro**;
8. Non-compliance in any of the provisions from 1-6 shall be ground for disqualification.

**Second Envelope shall contain:**

1. Bid Form

**2.6. Opening of Bids.** All bidders shall be invited to the bidding proper. Bids will be opened in the presence of the bidders' representatives who choose to attend the Bid Opening at the specified address and at the same time, via video conferencing thru any online platform that will be available. An email invitation will be sent to all prospective bidders for details. The bidding proper shall be conducted at the PMO Mindoro Conference Room, PPA Admin Building, San Antonio, Calapan City, Oriental Mindoro. The Disposal Committee shall conduct the opening of bids. All bids below the Minimum Bid/Floor Price set shall be disqualified. Incomplete submission shall be grounds for disqualification. In case there are no bids received or only one bid received, all the bids are disqualified, the Disposal Committee shall declare a failure of bidding and shall conduct a second bidding. In case of another failure of bidding, the Disposal Committee shall have the option to enter into a negotiated sale for One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas. Actual participants in the failed bidding activities shall be given priority in the negotiation such that non-participating parties may be allowed to negotiate only after irreconcilable disagreements have been reached with the actual bidders.

**2.7. Declaration of Winning Bid Price, Winning Bidder, and Second Highest Bidder.** The bid price determined by the Disposal Committee as the highest bid price shall be declared the "Winning Bid Price" and the bidder who submitted the Winning Bid Price shall be declared as the "Winning Bidder". The bidder who submitted the second-highest bid price shall be declared as the "Second Highest Bidder". Should there be two or more bidders who submitted the same bid price, the Disposal Committee shall break the tie through toss coin.

**2.8. Notice of Award.** Within two (2) working days after the declaration of the Winning Bidder, the Disposal Committee shall recommend the issuance of a Notice of Award to the Winning Bidder. Within four (4) working days after said recommendation of the Winning Bidder, the Port Manager, PMO Mindoro shall issue a Notice of Award to the Winning Bidder.



2.9. **Payment of the Winning Bid Price.** Within fifteen (15) calendar days from the receipt of the Notice of Award, the Winning Bidder shall pay the Winning Bid Price to the Cashier, PMO Mindoro in the form of Cash or Manager's/Cashier's Check issued by a reputable commercial bank payable to **PPA PMO Mindoro**.

2.10. **Bid Bond.** Bid bond of the non-winning bidders shall be returned after the payment of the bid price of the Winning Bidder. In case the declared Winning Bidder fails to pay the Winning Bid Price in full amount on the scheduled date, the Bid Bond shall be automatically forfeited without need of further action of any nature. Upon the recommendation of the Chairperson Disposal Committee and the approval of the Port Manager PMO Mindoro, the Second Highest Bidder may be declared as the new Winning Bidder and the Second Highest Bid Price, the new Winning Bid Price provided that they are compliant with all the requirements. The process may continue until a new Winning Bidder has paid in full the corresponding bid price unless the Disposal Committee declares otherwise.

## VI. QUALIFICATIONS

The PPA PMO Mindoro is looking for an interested Buyer or Bidder who could bid in "AS-IS-WHERE-IS, CLEAN UP, ALL MUST GO" basis with the qualifications as follows:

1. Must be BIR Registered;
2. Must have valid Mayor's Permit/Business Permit.

## VII. WAIVERS

The Disposal Committee reserves the right to reject any or all bids or to waive any defect, informality, or minor deviations thereon, which will 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.


## VIII. OTHER RESPONSIBILITY OF SUCCESSFUL BIDDER

Materials and other facilities required for the undertakings as well as incidental expenses shall be borne by the successful bidder.

Prepared By:

  
**MARCELINA D. ROLDAN**  
Acting Admin Manager

Approved By:

  
**ELVIS R. MEDALLA**  
Port Manager





REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S

**AFFIDAVIT OF UNDERTAKING**

I, \_\_\_\_\_, of legal age, Filipino citizen, with business address at \_\_\_\_\_, after having been duly sworn in accordance with law herein depose and say:

That, I am the \_\_\_\_\_(designation/position) of \_\_\_\_\_(company);

That, I am duly authorized to execute this Affidavit and to attest to the truth of the statements herein deposed;

That, in connection with the public bidding for the sale/disposition of One (1) lot Unserviceable Properties (Excess Materials) Located at PPA PMO Mindoro –TMO Roxas, it is hereby attested that:

a. I/My authorized representative undertook ocular inspection of the One (1) lot Unserviceable Properties (Excess Materials) Located at PPA PMO Mindoro – TMO Roxas on the following dates\_\_\_\_\_.

b. All pertinent documents concerning said One (1) lot Unserviceable Properties (Excess Materials) Located at PPA PMO Mindoro – TMO Roxas have been examined by me/my authorized representative/s to my full satisfaction.

c. All other information necessary to submit a responsive bid have been furnished to me by PMO Mindoro to my full satisfaction.

That, this Affidavit is being submitted to attest to the truth of the foregoing and for such other lawful purpose/s, it may serve.

That, further I say no more.

AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_, the Affiant exhibiting his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023

NOTARY PUBLIC

## Bid Form

Date: \_\_\_\_\_

**Port Manager**

Port Management Office – Mindoro  
Philippine Ports Authority  
Port Area, San Antonio  
Calapan City, Oriental Mindoro

Attention : Disposal Committee

Dear Sir:

Having examined the Bidding Documents including Bid Bulletin Number \_\_\_\_\_, if any, the receipt of which is hereby duly acknowledged, I, \_\_\_\_\_, duly authorized to sign bid for and in behalf of \_\_\_\_\_, offer the amount for disposal of PMO Mindoro unserviceable properties (excess materials ) in conformity with the said Bidding Documents for the sum of \_\_\_\_\_  
\_\_\_\_\_ PESOS (P \_\_\_\_\_).

Our Bid shall be valid for a period of 180 calendar days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

We certify/confirm that we comply with the eligibility requirements of the Bidding Documents.

Very truly yours,

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Signed : \_\_\_\_\_