

INSTRUCTION TO BIDDERS (ITB)

DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS (5 LOTS)

I. QUALIFICATION OF BIDDERS

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 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 PROPERTIES AND WASTE MATERIALS

Unserviceable properties and waste materials consisting of office and IT Equipment, furniture, fixtures, and scrap/waste materials for sale are available for viewing from December 14-15 and 18, 2023 at the TPB Stockroom, 4th Floor Legaspi Towers 300, Roxas Blvd. Malate, Manila.

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 December 19, 2023, 3:00 p.m.** at the TPB BAC Room, 4th Floor Legaspi Towers 300, Roxas Blvd. Malate, Manila.

III. FLOOR PRICE (4 LOTS)

A floor price of the Unserviceable Properties and Waste Materials has been set in accordance with accounting rules and regulations on a per lot basis:

- | | |
|----------|---------------|
| 1. Lot 1 | Php 28,415.97 |
| 2. Lot 2 | Php 2,261.69 |
| 3. Lot 3 | Php 2,863.96 |
| 4. Lot 4 | Php 3,324.00 |

IV. SUBMISSION AND OPENING OF BIDS

1. Opening of bids will immediately follow 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. 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 cash, 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 follow:

**FINANCIAL BID FOR THE DISPOSAL OF UNSERVICEABLE PROPERTIES
AND WASTE MATERIALS**

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

3. Late submission of bids shall automatically be rejected and bids that are below the minimum floor price shall be automatically disqualified.
4. An Abstract of Bids shall be prepared by the Disposal Committee Secretariat for reference.

V. 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.

VI. AWARDING

1. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in this Instruction to Bidders;
2. In case of tie, the TPB Disposal Committee will resort to non-discretionary (toss coin or draw lots) 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.

VII. 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 **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.

VIII. ISSUANCE OF GATE PASS / AUTHORITY TO PULL OUT

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

IX. HAULING / PICK-UP OF UNSERVICEABLE PROPERTIES

1. The winning Bidder shall be given **ten (10) calendar days** to pick-up / haul the Unserviceable Properties and Waste Materials from receipt of the Notice to Proceed;
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 Properties and Waste Materials remain unclaimed after the prescribed period, ownership of the contracted/awarded Unserviceable Properties and Waste Materials 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.

XI. FAILURE OF PUBLIC AUCTION/BIDDING

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

1. All prospective bidders are declared ineligible;
2. Only one (1) bidder submitted bid;
3. All bidders fail to comply with the bidding requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award;
6. The winning bidder fails to make the payment as required.

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

CONFORME:

Name & Signature of Bidder's

Authorized Representative : _____

Position : _____

Date : _____

BIDDER'S COMPANY OR PERSONAL LETTERHEAD
Address and Contact Number

FINANCIAL BID FORM

THE CHAIRPERSON

TPB Disposal Committee
Tourism Promotions Board

SUBJECT : BIDDING FOR THE DISPOSAL UNSERVICEABLE PROPERTIES AND WASTE MATERIALS

Submitted herewith is my Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Instructions to Bidders.

| Item Name / Description | Bid Price |
|--|------------------|
| Lot __ of Unserviceable Properties and Waste Materials | |

It is understood that the TPB reserves the right to accept any bid including that of a single eligible bid, waive any minor deviation of the bid which will not materially affect the substance of the bid, to annul the bidding process and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I/We hereby certify that we have prepared, checked and inspected these Properties.

NAME OF BIDDER : _____
SIGNATURE : _____
POSITION : _____
COMPANY : _____
ADDRESS : _____
CONTACT : _____

(Attach any of the following: any government issued Identification Card for Sole Proprietorship, Owner's Authorization if representing a Company or Secretary's Certification if representing a Corporation)

Notes:

- 1. In case of discrepancy between the amount in words and in figures, amount in words shall prevail.*
- 2. 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 shall be made in favor of Tourism Promotions Board.*