TERMS OF REFERENCE

PUBLIC AUCTION FOR THE SALE OF UNSERVICEABLE FURNITURE, EQUIPMENT, MOTOR VEHICLES AND SCRAP/JUNK MATERIALS OF PMO NCR NORTH.

A. BACKGROUND

The Philippine Ports Authority-PMO NCR-North, in line with its property and assets management program, and pursuant to the Joint Circular No. 2024-1 of Commission on Audit and Department of Budget and Management dated January 30, 2024 is conducting disposal through public auction of its unserviceable Furniture, Equipment, Motor Vehicles and Scrap/Junk Materials.

B. OBJECTIVE

There is a need to dispose these unserviceable properties to avoid further deterioration as well as to generate benefits to the government in terms of higher appraisal value, lesser storage cost and better management of limited office space for the unserviceable properties.

C. SCOPE OF PUBLIC AUCTION

Lot No.	Qty.	Item/Particular	Location	Minimum Floor Price (Inclusive of 12% VAT)
1.	1-lot	Various Furniture, Equipment, Motor Vehicles and Scrap/Junk Materials (consist of laptop computers, batteries, blinds/roll-up curtains, steel cabinets, calculators, camera, chairs, copying machines, generator sets, keyboards, microwave ovens, computer/TV monitors, water heater, printers, tables, typewriters, refrigerator, speakers, paper shredder, fire alarm accessories, emergency	PPA PMO NCR North Administration Building	**P221,749.00/lot**

		lights, cellphones, binding machine, money counting machine, voice recorder, coffee maker, airconditioners, VTMS technical equipment, motor vehicles.		

D. TERMS AND CONDITIONS

1. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES

Unserviceable equipment and properties for sale, consisting of various equipment, furniture, motor vehicles and scrap/junk materials, among others, are available for viewing from **April 9-14, 2026, 10:00AM – 4:00PM** at the PMO NCR North Administration Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila.

2. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on an **"AS IS, WHERE IS"** basis by the PMO-NCR North Disposal Committee on **April 20, 2026, 1:30PM** at the Conference Room, PMO NCR North Administration Bldg., Mel Lopez Blvd., North Harbor, Tondo, Manila. A Pre-Auction Conference will be held on **April 15, 2026, 10:00AM** to clarify and/or explain any of the requirements, terms and conditions stipulated in the said activities.

3. QUALIFICATIONS OF BIDDERS

Business entities, whether individually owned, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents as may be required by the Disposal Committee, and upon payment of non-refundable fee of One Thousand Pesos Only (Php1,000.00) inclusive of VAT, for the issuance of Bidding Forms. Interested bidders may acquire said documents beginning **April 9-15, 2026, 9:00AM to 4:00PM only**.

4. FLOOR PRICE

Floor price for each lot of the items for sale has been set in accordance with accounting and auditing rules and regulations and the Revised Manual on the Disposal of Government Properties. Only bids equal to or higher than the floor prices for each lot shall be accepted and the winning bidder shall be determined based on the **HIGHEST TOTAL BID OFFER**.

5. SUBMISSION OF BIDS

1. The bid must be submitted through manual/physical submission using the prescribed Financial Bid Form in a sealed envelope, duly signed by the bidder and shall be labeled as follows:

TO: Jenneliza D. Rebong
Chairperson
PMO NCR North Disposal Committee

FINANCIAL BID FOR THE DISPOSAL OF UNSERVICEABLE EQUIPMENT, FURNITURE, MOTOR VEHICLES & SCRAP/JUNK MATERIALS

BIDDING COMPANY: _____
Name of Bidder: _____
Address: _____
Contact Number: _____
Email Address: _____

2. Photocopy of the following documents shall likewise be included as submission in the sealed envelope:

   2.1 Valid Mayor's Permit;
   2.2 DTI or SEC Registration Certificate;
   2.3 BIR Registration Certificate
   2.4 Any government issued ID for the bidder or his/her duly authorized representative;
   2.5 Conformed Terms of Reference (TOR)
   2.7 Authorization Letter for said representative, if applicable.

3. The sealed envelope should also contain the Bidder's Bond in the form of Cash, Manager's/Cashier's Check in an amount equivalent to ten percent (10%) of the minimum floor price per lot (inclusive of 12% VAT).

4. Original copies of the submitted documents MAY later be required for verification purposes.

5. A Tender Box shall be made available where bidders should place theirs bids.

6. Deadline of submission of bids is on **April 20, 2026, 11:30AM**. Bids submitted beyond said deadline shall not be accepted.

6. OPENING OF BIDS

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the Disposal Committee members, COA Representative and one (1) representative of each bidder who choose to attend.

2. A bidder may be 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 offer.

7. AWARDING OF BIDS

1. The details of the bid of the highest bidder will be further evaluated by the Disposal Committee to determine if such bid complies with the terms and conditions stipulated in the TOR to be declared as the winning bidder and entitled for the issuance of Notice of Award.

2. Should there be two winning bidders who submitted the same bid price, the Disposal Committee reserves the right to make the award via a toss coin. In case there will be more than two winning bidders, the winner should be decided to drawing of lots.

3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

8. PAYMENT

1. The bid bond shall be considered as partial payment and the difference between such payment and the determined amount payable to the Authority shall be paid in a one-time full payment in cash and shall be made within five (5) calendar days from the date of the issuance of Notice of Award.

2. No Transfer of 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, if warranted, for the awarded item.

3. An Official Receipt shall be issued by the Authority covering the payment made by the winning bidder, and

4. In case the winning bidder fails to make payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in the future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

9. PICK-UP/HAULING OF THE PROPERTY BY THE WINNING BIDDER

1. The winning bidder are required to remove all item(s) awarded to them within ten (10) working days after receipt of the Release Order. Item(s) not withdrawn within thirty (30) calendar days from receipt of the Contract shall be forfeited in favor of the Authority.

2. All expenses incidental to the withdrawal of the property shall be borne by the winning bidder.

3. Withdrawal of the property shall be made during official working hours and workdays only.
4. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

10. FORFEITURE/RETURN OF THE BID BOND

1. The bid bond shall be forfeited in favor of the Authority in the following instances:

    1.1 If the winning bidder refuses to accept the award;
    1.2 If the winning bidder fails to make payment within the prescribed period; and
    1.3 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 non-winning bidders immediately after the winning bidder has been declared and ascertained by the Disposal Committee.

11. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

1. If all prospective bidders are declared ineligible;
2. No bids are received; and
3. All bids are below the minimum floor price.

The PPA PMO NCR North reserves the right to reject any or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award without incurring any liability to the affected bidders.

JENNELIZA D. REBONG
Chairperson
PMO NCR-North Disposal Committee

CONFORME:
Name & Signature of the Bidder:_____

Date:_____