Bid Form

Date: _____

The Port Manager
Port Management Office - Mindoro
Philippine Ports Authority
Port Area, San Antonio
Calapan City, Oriental Mindoro

Attention : Disposal and Awards 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 Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA PMO MINDORO-TMO Roxas and TMO San Jose in conformity with the said Bidding Documents for the sum of _____
_____
PESOS (P _____).

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

Very truly yours,

Printed Name and Signature : _____

Date Signed : _____

TERMS OF REFERENCE

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

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 and TMO San Jose.

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 and Award Committee of PPA PMO Mindoro (DAC for brevity) shall administer this TOR. Any decision and/or action taken by the DAC 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 DAC 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. Various unserviceable assets **located at Port of Roxas**, Or. Mindoro described in **ANNEX A** of this TOR b. Various unserviceable assets **located at Port of San Jose**, Occ. Mindoro described in **ANNEX B** of this TOR c. 22 pcs Battery, 11 pcs LED light, 40 pcs Solar panel, 6 pcs Battery covers and 94 pcs Steel pile pipes **located at Port of San Jose**, Occ. Mindoro	**P170,956.00**

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 DAC'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 DAC 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 DAC**. As appropriate, all correspondences pertaining hereto shall be addressed to:

The Chairperson, Disposal and Award Committee, PPA PMO Mindoro
Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA PMO MINDORO-TMO ROXAS AND TMO SAN JOSE
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 at Brgy. Dangay, Roxas, Or. Mindoro and Port of San Jose at Brgy. Caminawit, San Jose, Occ. 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 in the amount equivalent to 10% of the minimum floor price (inclusive of 12% VAT) which shall be paid to the Cashier, PPA PMO Mindoro, on the day of the Opening of Bids, as guarantee that the successful bidder shall, **within thirty (30) calendar days** from full payment of the bid price, withdraw the goods from its present location.

6. Upon determination of the awardee, the bid price shall be paid in full in the form of Cash **within seven (7) 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 seven (7) 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 PPA PMO Mindoro** (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 the amount due and withdraw the awarded item(s).

9. Withdrawal of the awarded item(s) shall be made only during the official working hours from 8 A.M. to 5 P.M., Monday to Friday.

10. The awardee shall pay, in addition to the purchase price, any taxes, custom 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**.

V. PROCEDURES AND REQUIREMENTS

1. General Flow and Schedule of Activities
   - 1.1. Posting of Notice of Public Auction of Unserviceable Property;
   - 1.2. Ocular Inspection of Unserviceable Properties at PPA PMO Mindoro-TMO Roxas and TMO San Jose by the Prospective Bidders;
   - 1.3. Availability of Bid Form;
   - 1.4. Submission of Sealed Bids;
   - 1.5. Opening of Bids;
   - 1.6. Payment of Bid bonds by the Prospective Bidders;
   - 1.7. Determination of the winning bidder and issuance of Notice of Award;
   - 1.8. Full payment of the bid amount by the winning bidder;
   - 1.9. Withdrawal of awarded properties;
   - 1.10. Issuance of Certificate of Completion;
   - 1.11. Return of bid bonds by the bidders

2. Detailed Procedures and Requirements

2.1. **Issuance of TOR**. The prospective bidder shall secure a copy of the TOR of Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA

PMO Mindoro-TMO Roxas and TMO San Jose **including all Annexes**. The TOR is also available for download thru PPA Website at ppa.com.ph.

2.2. **Ocular Inspection**. Prospective bidders will be given the chance to inspect the described properties at Port of Roxas at Brgy. Dangay, Roxas, Or. Mindoro and Port of San Jose at Brgy. Caminawit, San Jose, Occ. Mindoro on a set schedule.

2.3. **Valuation**. The minimum/floor bid price of the entire lot of the Sale/Disposal of One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose is Pesos: **One Hundred Seventy Thousand, Nine Hundred Fifty-Six (P170,956.00)** inclusive of 12% VAT.

2.5. **Submission of Bids**. Sealed bids addressed to The Chairperson, PMO Mindoro Disposal and Award Committee shall be submitted at PPA PMO Mindoro Admin Building, San Antonio, Calapan City, Or. Mindoro on the scheduled date. The sealed envelopes must be properly labeled and shall 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 TOR. 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, 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 thirty (30) 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 30 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 including all annexes duly signed 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 and duly notarized in the form attached hereto as "**Annex C**", stating that the bidder has conducted an ocular inspection of the One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose 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 DAC, if any;

4. Photocopy of BIR Certificate of Registration (BIR Form 2303) and photocopy of a blank Official Receipt/Sales Invoice of the bidder. The Original copies must also be presented to the DAC, if required so;

5. Current & Valid Mayor's/Business Permit;

6. Bid bond in the form of Cash in an amount not less than Pesos: Seventeen Thousand Ninety-Five and 60/100 (P17,095.60), which represents 10% of the minimum floor price;

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 the Authority;

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/bidders' representatives who choose to attend the Bid Opening at the PPA PMO Mindoro Conference Room, PPA Admin Building, San Antonio, Calapan City, Oriental Mindoro at the scheduled time. The DAC shall conduct the opening of bids. All bids below the Minimum Bid/Floor Price set shall be disqualified. Incomplete submission shall also be grounds for disqualification. **In case there are no bids received or only one bid was received**, the bid will be deemed disqualified, the DAC shall declare a failure of bidding and shall conduct a second bidding. In case of another failure of bidding, the DAC shall have the option to enter into a **negotiated sale** for One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose. 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 DAC 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 DAC shall break the tie through toss coin.

2.8. **Notice of Award**. Within three (3) calendar days after the declaration of the Winning Bidder, the DAC shall recommend the issuance of a Notice of Award to the Winning Bidder. Within three (3) 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 seven (7) calendar days from the receipt of the Notice of Award, the Winning Bidder shall pay the Winning Bid Price in the form of Cash to the Cashier, PMO Mindoro.

2.10. **Bid Bond**. 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 of Disposal and Award 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 will be 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 DAC declares otherwise. **Bid bond of both the winning and non-winning bidders shall only be returned after the completion**

of the withdrawal of the awarded properties by the Winning Bidder from the location.

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 DAC 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:

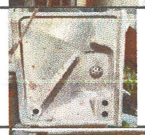
MARCELINA D. ROLDAN
Admin Manager

Approved By:

ELVIS R. MEDALLA
Port Manager

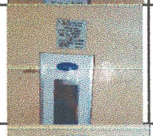
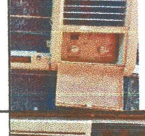
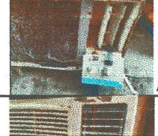
ANNEX A

LIST OF UNSERVICEABLE PROPERTY AT PORT OF ROXAS

#	Articles	Qty
1	 Safety vault	1
2	 Amplifier	1
3	 Typewriter	1
4	 Aircon, window type, Kelvinator	1
5	 Drinking Fountain LDF-1000	1
6	 Drinking Fountain LDF-1000	1
7	 Chair	1
8	 CPU	1
9	 Printer, Brother HL2140	1
10	 Printer, Brother HL2140	1
11	 Aircon, window type, Condura	1
12	 Fax Machine	1
13	 Aircon, split type, Panasonic	1
14	 Aircon, split type, Panasonic	1
15	 Aircon, 3 Tonner floor type Carrier	1

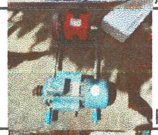
ANNEX A

LIST OF UNSERVICEABLE PROPERTY AT PORT OF ROXAS

#	Articles	Qty
16	 Aircon, 3 Tonner floor type Carrier	1
17	 Aircon, 3 Tonner floor type Carrier	1
18	 Aircon, 3 Tonner floor type Carrier	1
19	 Aircon, 3 Tonner floor type Carrier	1
20	 Aircon, 3 Tonner floor type Carrier	1
21	 Aircon, split wall type Panasonic	1
22	 Aircon, split wall type Panasonic	1
23	 Hot and cold water dispenser	1
24	 Aircon, window type, Panasonic	1
25	 Aircon, window type, Panasonic	1
26	 Stand fan	1
27	 Orbit fan	1
28	 Aircon, window type, White westinghouse	1
29	 Aircon, window type, Hyundai	1
30	 Epson LQ310	1

ANNEX A

LIST OF UNSERVICEABLE PROPERTY AT PORT OF ROXAS

#	Articles	Qty
31	 Aircon, window type, Carrier	1
32	 Pressure washer	1
33	 Stand fan	4
34	 Orbit fan	2
35	 Fax Machine, Brother FAX-2365	1
36	 Printer HP Deskjet 1112	1
37	 Monitor	4
38	 CPU	1
39	 Cashier's chair	1
40	 Chair	1
41	 Airpot	1
42	 Airpot	1
43	 UPS	1
44	 UPS	1

ANNEX A

LIST OF UNSERVICEABLE PROPERTY AT PORT OF ROXAS

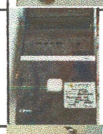
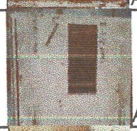
#	Articles		Qty
45		UPS	1
46		UPS	1
47		UPS	1
48		UPS	1
49		UPS	1

Prepared By:

AMORMIO ROMEO S. BENTER
Supervising Supply Officer

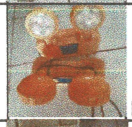
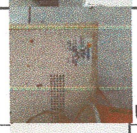
ANNEX B

LIST OF UNSERVICEABLE PROPERTIES AT PORT OF SAN JOSE

#	Articles	Qty
1	 Printer, HP	1
2	 Amplifier	1
3	 CPU	1
4	 Drinking fountain, LDF-1000	1
5	 Aircon, Split type 3T, Koppel	1
6	 Refrigerator, Panasonic	1
7	 Aircon, Window type, Koppel	1
8	 Aircon, Window type, Koppel	1
9	 Printer, Epson FX2190	1
10	 Aircon, window type Condura	1
11	 CPU, Acer	1
12	 Bunk bed, single	1
13	 Bunk bed, single	1
14	 Hot and Cold dispenser	1
15	 Aircon, Window type, Koppel	1
16	 TV, LED, Sharp 22"	1

ANNEX B

LIST OF UNSERVICEABLE PROPERTIES AT PORT OF SAN JOSE

#	Articles	Qty
17	 Aircon, Window type, Carrier	1
18	 Fax machine, Panasonic KX FP711	1
19	 Emergency Light, plastic	2
20	 Orbit fan	3
21	 Monitor, Acer	2
22	 TV, Panasonic 21"	1
23	 TV, Panasonic 21"	1
24	 UPS	1
25	 Fabricated long john bench	1
26	 Generator Set, Portable, Firefly 3.5KVA	1
27	 TV, 32" Sharp	1
28	 TV, Konka	1
29	 Industrial floor fan	1
30	 dining chairs (with red foam)	6
31	 Visitor's chair with metal base	4

ANNEX B

LIST OF UNSERVICEABLE PROPERTIES AT PORT OF SAN JOSE

#	Articles		Qty
32		Clerical chairs	8
33		wooden chair	1
34		TV, LED TCL 65"	2

Prepared By:

AMORMIO ROMEO S. BENTER
Supervising Supply Officer

"ANNEX C"

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 Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose, it is hereby attested that:

a. I/My authorized representative undertook ocular inspection of the One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose on the following dates _____;

b. All pertinent documents concerning said One (1) lot Unserviceable Properties Located at PPA PMO Mindoro-TMO Roxas and TMO San Jose 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 _____, 2024 at _____, the Affiant exhibiting his/her Community Tax Certificate No. _____ issued on _____at _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2024

NOTARY PUBLIC

TIMELINE FOR DISPOSAL OF UNSERVICEABLE PROPERTIES RECOVERED FROM PORTS OF ROXAS AND SAN JOSE

Activities	Date
I. Bid Docs Preparation	June 25-26, 2024
II. Posting Ocular inspection of interested bidder	July 1-12, 2024
III. Submission of Bids	July 15, 2024 | 1:00 PM
IV. Opening of Bids	July 15, 2024 | 2:00 PM
V. Preparation of Resolution for Award	July 17, 2024
VI. Notice of Award	July 22, 2024
Payment of Bid upon receipt of NOA	within 7 days
Pull out of materials after payment	within 30 days
VII. Issuance of Certificate of Completion	within 3 working days after final pull out
VIII Processing of Refund of Bond	upon presentation of original O.R.

Approved by:

ELVIS R. MEDALLA
Port Manager