BAGONG PILIPINAS

PHILIPPINE PORTS AUTHORITY

**PHILIPPINE PORTS AUTHORITY**
**PORT MANAGEMENT OFFICE OF BICOL**
Government Regional Center, Rawis, Legazpi City

**PUBLIC AUCTION OF VARIOUS UNSERVICEABLE OFFICE EQUIPMENT, FURNITURE AND FIXTURES AND WASTE MATERIALS OF PMO BICOL AS OF DECEMBER 31, 2022**

## TERMS OF REFERENCE

A. BACKGROUND

The Philippine Ports Authority, PMO Bicol, in line with the government regulations on disposal of property, plant and equipment is conducting a disposal through public auction of various unserviceable properties and waste materials described herein.

B. OBJECTIVE

To ensure compliance with environmental and other regulations, avoiding carrying costs, prevent deterioration, relieve accountability and maximize the recovery of value from unserviceable assets to be disposed to generate greater benefits to the government in terms of higher appraisal value and optimizing space utilization due to limited storage area.

C. SCOPE OF PUBLIC AUCTION

The various unserviceable properties and waste materials for public auction are as follows:

| ITEM NO. | ITEMS | Qty. | LOCATION | MIN. FLOOR PRICE (Incl. of 12% VAT) |
|---|---|---|---|---|
| 1 | **OTHER MACHINERIES & EQUIPMENT** | | | |
| | • 1 pc Generator "Perkins" 30 KVA<br>• 2 pcs Water Pump | 1 lot | TMO Tabaco/PMO Garage | P10,707.20 |
| 2 | **OFFICE EQUIPMENT** | | | |
| | •10 pcs window type air conditioning units<br>•19 pcs 3-Tonner package type air conditioning units<br>•9 pcs Split-Type Wall Mounted Basic air conditioning units<br>•13 pcs Inverter-type floor mounted air conditioning units<br>•1 pc 2-layer Filing Cabinet w/ safety vault<br>•1 pc Cabinet, steel lateral 3 layers<br>• 1 pc Floor Polisher<br>•1 pc Photocopier<br>•1 pc Projector<br>• 1 pc Micro cassette Recorder<br>• 1 pc 6 cu. Ft. Refrigerator<br>•2 pcs Safety Vault<br>•4 pcs Television<br>•2 pcs Time Stamping Machine<br>•2 pcs Water Dispenser | 1 lot | PMO Garage, Baseport Legazpi, TMOs Matnog, Camarines, Tabaco, Bulan, Pioduran | P 6,843.20 |
| 3 | **INFORMATION & TECHNOLOGY EQUIPMENT** | | | |
| | •1 pc AVR<br>•24 Monitor | 1 lot | PMO Garage, Baseport Legazpi, | P 806.40 |

| | | | | |
|---|---|---|---|---|
| | •2 pcs Desktop<br>•27 pcs CPU<br>•1 hard drive<br>•4 pcs UPS<br>•2 pcs keyboard<br>•1 pc External Hard drive<br>•17 pcs laptop<br>• 1 pc computer mouse<br>•7 pcs printer<br>•1 pc Scanner | | TMOs Matnog, Camarines,Tabaco, Bulan, Pioduran | |
| **4** | **COMMUNICATION EQUIPMENT** | | | |
| | •5 pcs cellphone<br>•1 pc Fax Machine<br>•2 pcs Handheld Radio<br>•4 pcs Public Address System | **1 lot** | PMO Garage, TMO Pioduran, Bulan, Matnog | P 134.40 |
| **5** | **OFFICE FURNITURE & FIXTURES** | | | |
| | •1 pc Single Bunk Bed<br>•1 pc Executive table<br>•4 pcs Sofa | **1 lot** | TMOs Camarines and Matnog | P 1,366.40 |
| **6** | **TECHNICAL AND SCIENTIFIC EQUIPMENT** | | | |
| | •5 pcs Walk-Through Metal Detector<br>•5 pcs Baggage X-Ray Machines | **1 lot** | TMOs Pioduran, Tabaco, and Matnog | P62,720.00 |

D. TERMS AND CONDITIONS

1. The sale is on **"AS IS WHERE IS"** basis.

2. A bidder must bid on **all** of the items listed above and the amount of floor price per item.

3. No **partial bid** is allowed.

4. Bid form is in the amount of **Five Hundred Sixty Pesos (P560.00)** inclusive of Value Added Tax (VAT).

5. Awardees in previous public auction who failed to settle final payment and/or withdrew subject item(s) shall no longer be allowed to participate in the bidding.

6. The participating bidders are expected to inspect the various unserviceable properties and waste materials located at PPA PMO Administration Building, Baseport Legazpi, TMO Tabaco, TMO Matnog, TMO Bulan, TMO Pioduran and TMO Camarines.

7. **Sealed bids** addressed to **Ma. Magnolia Sinson-Requejo**, Chairperson, PPA PMO Bicol Disposal Committee, shall be submitted **not later than 9:00AM on September 4, 2025** at PPA, PMO Bicol Government Regional Center, Rawis, Legazpi City. The sealed envelope must contain the Bid Tender, Bid Bond, copy of Mayor's Permit and BIR Certificate of Registration.

8. On **September 4, 2025 at 2:00PM** will be the opening of sealed bids at PPA PMO Bicol Conference Room.

9. Bid shall be prepared in the prescribed Bidding Form (attached) and in strict compliance with the requirements of these instructions, hence, bids that are not in prescribed form and unsigned shall be automatically disqualified.

10. The bid price shall be inclusive of the 12% value added tax (VAT).

11. The bid shall be accompanied by a bidder's bond in the form of Cash, Manager's or Cashier's check in amount that is equivalent to 10% of the minimum floor price inclusive of VAT, as guarantee that the successful bidder shall within seven (7) working days from receipt of the Release Order, withdraw the goods from PPA premises.

12. A bidder may be allowed to withdraw his tender **only before the time of opening of bids** and shall be returned to the bidder unopened. **Late bids shall no longer be accepted and shall be automatically disqualified.**

13. Any erasures/alterations made shall not be honored unless initialed by the bidders.

14. All 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 on September 5, 2025 at 2:00pm and whose bid price is not lower than the floor price as indicated in the bid form.

16. Should there be two (2) bidders who submit the same bid price for the bidded items, the Authority reserves the right to make the award to the winner through a toss coin. In case there will be more than two (2) bidders, the winner in the first toss coin will join the third bidder in the second toss coin and so on and so forth, until a winner is declared by the Committee based on the last toss coin.

17. Should the bid received is lower than the floor price or should there be no bidder for the unserviceable properties and waste materials, negotiated sale shall be resorted, provided that the price shall not be lower than the floor price as determined by the Appraisal and Disposal Committee.

18. The bid bond of the determined awardee shall be considered as partial payment and the difference between such payment and the offer bid price **shall be paid in full** in the form of cash, manager's or cashier's check of a reputable bank **within five (5) working days** from the date of the receipt of **Notice of Award**. If the winning bidder fails to pay the full amount of the bid price, the same shall be deemed cancelled and rendered ineffective and the 10% bond deposit will be forfeited in favor of the Agency.

19. All items awarded to winning bidder shall be withdrawn from PPA premises within seven (7) working days after 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 the winning bidder per day of delay. Item(s) not withdrawn **thirty (30) working 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. Awardee or his duly authorized representative is required to personally pay, withdraw and/or request for extension of withdrawal for the awarded item(s). However, Transfer or Deed of Assignment of the award will not be honored by the Authority.

21. It is understood that withdrawal of the awarded items shall be made **only** during **Mondays to Fridays from 8:00AM to 5:00PM.**

22. All incidental expenses including tax, cost or charges in connection with the sale of property and to the withdrawal of the property shall be borne by the **Awardee**.

23. PPA holds the right to reject any or all bids and to accept bid which is most favorable to the Authority.

**MA. MAGNOLIA SINSON-REQUEJO**
Port Manager/Chairperson, Disposal Committee