

Date

PRICE QUOTATION FORM

BERNARD C. CALLEDO

Chairperson

Disposal Committee

PPA, PMO-WLB

PMO-WLB
25 MAR 2026 8:57
RCVO B. Callejo

Sir:

In response to your notice of sale and in accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for the sale of various unserviceable office equipment and furniture to be bid at **02:00PM** on **March 30, 2026** at the PMO WLB Port Operation Building conference room hereunder is/are my bid offer(s):

Item No.	Qty and Unit of Measure	Item Particulars	Minimum Bid Price	BID OFFER in words and in figures
1	1 unit	Mitsubishi Adventure, Plate no. SHL-570 (rebidding)	Eighty Three Thousand Pesos Only (P 83,000.00)	
2	1 unit	Toyota Innova G GAS A/T Wagon, M2007 (rebidding)	One Hundred Thirty Two Thousand Pesos Only (P 132,000.00)	
3	1 lot	Various unserviceable equipments (see Annex A for full details) Aircons, laptops, Computers, scanners	Two Thousand Two Hundred Thirty-One Pesos & 50/100 Only (P 2,231.50)	
TOTAL Bid Offer (Inclusive of 12%VAT)				

I have actually seen and inspected the above items and my bid is based on my own estimate. The above offer shall be valid for sixty (60) days. Enclosed is the required Bid Security in the amount of P_____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name & Signature of Bidder/Authorized Representative

Business Name & Address

Contact No/s.

INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS OF SALE

1. INTRODUCTION

1.1 The **PHILIPPINE PORTS AUTHORITY PORT MANAGEMENT OFFICE – WESTERN LEYTE/BILIRAN**, hereinafter referred to as **PMO-WLB**, will receive bids for the sale of unserviceable properties as listed in **ANNEX A**, on “as is, where is” basis.

1.2 These are the instructions to bidders of PMO WLB for the disposal of properties thru Sale by Public Bidding.

2. COST OF BID

2.1 The Bidder shall bear all costs in the preparation and delivery of their bids and PMO WLB shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

3. BID DOCUMENTS

3.1 Complete set of Bid Documents shall include:

- 3.1.1. The Invitation to Bid which includes the date, time and place of the submission and opening of bids.
- 3.1.2. Instruction to Bidders (ITB), which includes the Terms and Conditions of Sale.
- 3.1.3. The Price Quotation Form, which includes the bid offer.
- 3.1.4. The Bid Security in the prescribed form.
- 3.1.5. Amendment and/or Addendum on the original bid documents, if any.
- 3.1.6. Special Instructions, if any.

4. TIME AND PLACE FOR RECEIPT OF THE BIDS

4.1 Sealed bids will be received until **01:30PM on March 30, 2026** at *Philippine Ports Authority, Port Management Office – WLB, 2F Port Operation Building, Port Area, Ormoc City*. Submission of bids after the designated time and date shall no longer be accepted.

5. ELIGIBILITY CRITERIA

5.1 Any person, partnership or corporation complying with the prescribed rules and regulations may participate in the bidding.

6. BIDS TO BE CONSIDERED

6.1. No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.

6.2. Bids submitted without a Bid Security, or bids submitted with materially defective or otherwise unacceptable Bid Security will be rejected outright and returned to the bidder.

7. SUBJECT OF BID

7.1 Bids shall be for the sale of unserviceable properties listed in Annex A.

7.2 The properties shall be sold on an "AS IS, WHERE IS" basis.

8. PREPARATION OF BIDS

8.1 Each bidder shall prepare his bid in the prescribed Price Quotation Form including data in support thereof.

8.2 The bids shall be contained in two envelopes:

A. First (1st) Envelope:

- 1.) Latest Community Tax Certificate or Company Business Tax Certificate
- 2.) Instruction to Bidders and Terms and Conditions of Sale

B. Second (2nd) Envelope:

- 1.) Bid Security in the Prescribed Form
- 2.) Bidder's proposal in the prescribed Price Quotation Form

8.3 Each envelope should be securely sealed, marked and addressed to:

BERNARD C. CALLEDO

Chairperson, Disposal Committee
PMO-WLB 2F Port Operation Building,
Port Area, Ormoc City

9. VALIDITY OF THE PROPOSAL

9.1 All bid prices shall be deemed valid for a period of sixty (60) days.

10. BID SECURITY

10.1 Each bidder shall submit with his bid a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash or manager's check payable to the Philippine Ports Authority, and/or combination thereof.

10.2 A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.

10.3 Upon determination of the highest calculated responsive bidder, PMO-WLB shall return outright the bid security of the other bidders.

10.4 The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award within ten (10) calendar days after receipt thereof.

10.5 The Bid Security of the winning bidder shall be converted into a Performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provisions of the Award have been met by the awardee.

11. SUBMISSION AND OPENING OF BIDS

11.1 Bidders or their authorized representatives shall deliver their bid at the date, time and place as set out in Section 4. After the time set for bid opening, the Chairperson or his duly authorized personnel/member of the disposal committee will open and read the bids at the presence of the bidders or their authorized representatives.

11.2 Offers received after the time set for bid opening will not be accepted.

12. DEFECTIVE BIDS

12.1 At the time of opening of bids, a bid shall be considered defective in any of the following cases:

- a) not in the prescribed form;
- b) unsigned bids;
- c) not accompanied or guaranteed by a bid security;
- d) with insufficient bid security;
- e) with a validity period less than that required

13. WITHDRAWAL OF BIDS

13.1 A bidder may be allowed to withdraw his Bid before the time of opening of bids. His bid shall be returned unopened.

13.2 After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

14. RESERVATION CLAUSE

14.1 PMO WLB reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of PMO WLB to explain the reasons thereof.

15. ACCEPTANCE OF THE BID

15.1 The Bidder whose bid is the highest, responsive or complying bid and which is most advantageous to the Government shall be declared the Highest Responsive Bidder (HRB).

15.2 The HRB must signify its consent to enter into the Contract within ten (10) calendar days from receipt of the Notice of Award.

16. AWARD OF CONTRACT

16.1 Award shall be made to the highest complying bidder.

16.2 Approved Notice of Award shall be issued to the HRB.

16.3 No transfer and/or assignment of award/contract shall be allowed.

16.4 The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favour of PPA PMO WLB if the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award, within ten (10) calendar days after receipt thereof.

16.5 In case of "tie" between Two or More Bidders, the winning bidder shall be determined through **drawing of lots**

17. PAYMENT

17.1 The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to the Philippine Ports Authority, and/or combination thereof, within seven (7) days upon receipt/acknowledgement of the Letter of Award / Contract.

17.2 No other form of payment shall be accepted.

17.3 In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favour of Philippine Ports Authority.

18. RELEASE/WITHDRAWAL OF AWARDED ITEMS

18.1 After payment of the awarded items, the awardee shall withdraw the properties within the required period as stipulated in the Notice to Proceed. Otherwise, the awardee shall pay the Authority the corresponding storage fee equivalent to one-tenth of one percent (1%) of the total bid price per day of delay, whichever is higher but not to exceed ten percent (10%) of the total amount of the Award.

18.2 Once the cumulative amount of storage fee reaches ten percent (10%) of the total amount of the Award, PMO WLB may rescind/cancel the Award, forfeit the Bid Security, and impose other appropriate sanctions as penalty.

18.3 The actual release/withdrawal of awarded items shall only be made during regular office hours and shall be witnessed by the Property Custodian and/or representatives of the Disposal Committee.

18.4 Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot within the given period.

19. TAXES, COSTS OR CHARGES

19.1 Floor prices are inclusive of Value Added Tax. However, the awardee shall pay, in addition to the purchase price, any taxes, costs or charges of any kind or nature whatsoever levied or to

be levied by law to include deed of sale and transfer of ownership and registration for vehicles, arising from the sale of the items.

19.2 All expenses incidental to the withdrawal of the items shall be borne by the awardee.

20. ACCEPTANCE OF BID TERMS AND WAIVER OF RIGHTS TO ENJOIN PROTEST

25.1. The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by PMO WLB and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against PMO WLB, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the HRB and the implementation of the awarded contract.

CONFORME:

Name & Signature of Bidder/Authorized Representative

Business Name & Address

Contact No/s.