



DISPOSAL COMMITTEE

**TERMS OF REFERENCE OF THE PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF ONE (1)
 LOT OLD MOTOR VEHICLE OF KALIBO BRANCH**

A. **Subject** : Public auction for the sale and disposal by “lot” of one (1) unit old motor vehicle SSS Kalibo Branch under the Visayas West 2 Division.

Schedule of Activities:

Issuance of the Invitation to Bid	April 26 - 27, 2021	8:00 AM – 5:00 PM
Request for Posting in the SSS Website	April 26, 2021	8:00 AM – 5:00 PM
Site Inspection	April 29, 2021	10:30 AM – 12:00 PM
Pre-Bid Conference	April 30, 2021	1:30 PM – 3:00 PM
Submission of Bids	May 03, 2021	8:00 AM – 5:00 PM
Opening of Sealed Bids	May 05, 2021	10:30 AM – 11:30 AM
Post Qualification	May 06-07, 2021	8:00 AM – 3:00 PM

B. **Condition** : “As Is, Where is” basis. All interested Bidders shall issue a 10% bond upon submission of sealed canvass.

C. **Location** : SSS Kalibo Branch, Constanca Bldg. Roxas Ave. Ext., Andagao, Kalibo, Aklan

D. **Minimum Bid Price** : ₱ **164,041.67**. The award shall be given to the highest complying bidder, as determined by the Committee.

E. **Payment** : Payments shall strictly be on cash basis. The winning bidder shall be allowed to haul the sold lot only upon presentation of the Official Receipt of payments duly validated by the Chairperson of the Visayas West 2 Division Disposal Committee.

F. **Eligibility Requirements:**

The Public Auction shall be open to any Person, Sole Proprietorship, Partnership or Corporation with the prescribed rules and regulations and upon submission of the following documents:

BIDDERS	ANY PERSON	SOLE PROPRIETORSHIP	PARTNERSHIP	CORPORATION
REQUIREMENTS	Latest Income Tax Return*	DTI Certification	Articles of Partnership	Articles of Incorporation
	Certificate of Employment with Compensation*	2021 BPLO Certification/ Mayor’s Permit		
	Two (2) Valid government issued identification cards with photo and signature			

*Any of the two

Kalibo

G. Procedure of Bidding:

1. Interested parties may attend the Pre-Bid Conference to be conducted, thru Teams Meeting, by the Disposal Committee on **April 30, 2021** at 9:00AM to 11:00AM in the Office of the Vice-President, Visayas West 2 Division, TTW Bldg. Mapa Street, Iloilo City as indicated in the Invitation to Bid.

2. Every bidder must submit two (2) separate sealed envelope with label containing the following:

*1st Envelope - Eligibility Requirements as stated above

*2nd Envelope - 10% Bidder's Bond; and Bid Tender Form (Sealed)

Envelopes should be submitted to the Administrative Head on or before 5:00PM, **May 03, 2021** at the Administrative Section, SSS Kalibo Branch, Constanca Bldg. Roxas Ave. Ext., Andagao, Kalibo, Aklan.

3. A bidder may be allowed to withdraw his offer before the opening of the bid on or before 10:30AM of **May 05, 2021**. The bid shall be returned unopened.

4. The Committee shall open all the bids received at the date, time and place set in the invitation to Bid. Bidders or their authorized representatives may witness the proceedings. The Committee shall declare the highest bidder. There should be at least two (2) submitted bid of qualified bidders in order for the public bidding to proceed. The 10% bid bond shall be considered as advance payment. The second (2nd) highest bidder at his/her options may choose to refund or leave the 10% bid bond in case the highest bidder is disqualified during the post qualification stage and the same shall be returned upon conferment of Notice of Award to the winning bidder.

5. The Committee shall, within two (2) working days from the date of the opening of the bids, validate the authenticity of eligibility documents submitted by the highest bidder.

6. The winning bidder, if not disqualified after the post qualification stage, shall be given the official Notice of Award and shall be required to pay the award price, inclusive of all government taxes, fees or duties, if any, and all incidental expenses, to the SSS within five (5) working days, from receipt of the said Notice.

7. A Deed of Absolute Sale shall be executed by the Disposal Committee and the Awardee as soon as the award price is paid.

8. The winning bidder shall assume the responsibility to cause the transfer of the registration under his/her name and the dropping of red license plates to the Land Transportation Office (LTO) within thirty (30) days from execution of the Deed of Absolute Sale duly reviewed by Office of the Government Corporate Counsel (OGCC) thru Documentation and Conveyancing Department (DCD) at no expense of the SSS.

H. Hauling of the Purchased Lot:

1. The winning bidder shall, at his own expense, be responsible for the packing, hauling, and loading the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.

2. One-day hauling of the purchased lot shall be done any day from Monday to Thursday during office hours (9:00am to 4:00pm), not later than ten (10) days from the date of receipt of the Deed of Absolute Sale duly reviewed by OGCC thru DCD. If hauling cannot be completed within the specific time, the winning bidder can request for another one day for hauling provided that the request is justified and in writing.

3. Failure of the winning bidder to haul the purchased lot within the specified period shall result to the forfeiture of the payment/bid price in favor of the SSS.

4. The winning bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract, without any residual remaining within the premises of the SSS.