

**INSTRUCTIONS TO BIDDERS  
FOR SALE/DISPOSAL OF VARIOUS USED MOVABLE PROPERTIES OF  
JOHN HAY MANAGEMENT CORPORATION**

(Vehicles)

1. The Bidder shall prepare two (2) sealed envelopes, one original and one duplicate copy, which shall contain the following:

- a. The Bid Proposal indicating the Bid Price denominated in Philippine currency, using the attached prescribed form;
- b. Earnest Money in an amount of not less than ten percent (10%) of the Bid Price in the form of Cash, Cashier's or Manager's Check issued by an acceptable commercial bank in favor of JHMC / BCDA.
- c. Authorization if representing a company/corporation (Owner's Authorization if Company or Secretary's Certificate if Corporation).
- d. The Bidder may bid in any of the following lots:

Lot No. 1 – Toyota Innova E at PhP 629,640.00

Lot No. 2 - Honda Civic 2007 A/T at PhP 659,600.00

2. The Envelope shall be labeled as follow:

ORIGINAL/DUPLICATE

BID PROPOSAL FOR THE SALE/DISPOSITION OF VARIOUS  
USED MOVABLE PROPERTIES OF JHMC / BCDA

FROM: Name of Bidder: \_\_\_\_\_  
Company/Corporation: \_\_\_\_\_  
Address: \_\_\_\_\_

— Telephone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_

SERIAL NO. OF BID DOCUMENTS: \_\_\_\_\_

13. The Bids shall be submitted at the JHMC Reception Desk on or before deadline of **10:30 AM on Aug 14, 2009**.

**B. SUBMISSION AND OPENING OF BIDS**

- 2.1 Bids submitted later than deadline shall be stamped the date and time of submission but will eventually be returned to the bidder.
- 2.2 Opening of Bids shall be made on the same date of **Aug 14, 2009 at 2:00 PM**. Venue is at **JHMC Office, Camp John Hay, Baguio City**.
- 2.3 Bids that are defective are automatically disqualified. Defective bids include those which are:
  - a. Not in the prescribed form, and/or
  - b. Not accompanied by Earnest Money.
- 2.4 Bids shall not be lower than the Minimum Bid Price

**C. WITHDRAWAL OF BIDS**

- 3.1 A bidder may be allowed to withdraw a Bid before the opening of bids. The Bid shall be returned unopened.

**D. UNSUCCESSFUL BIDDING/FAILED BIDDING**

- 4.1 Bidding may be declared unsuccessful or failed in any of the following cases:
  - a. No bids are received.
  - b. There is only one (1) bidder
  - c. All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid and Instructions to Bidders.
  - d. Complying bidders failed to meet the Minimum Bid Price

**E. AWARDING**

- 5.1 Award shall be given to the highest complying bidder.
- 5.2 When two or more complying bidders made identical offers, public auction “viva voce” between those who made identical Bids shall be resorted to at a price not less than the offered bids.

5.3 Upon determination of the awardee, the Earnest Money shall be considered partial payment and the difference between such payment and the offered Bid Price shall be paid in the form of Cash, Cashier's or Manager's Check of a reputable bank.

5.4 In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the Earnest Money in favor of BCDA.

#### **F. ISSUANCE OF GATE PASS/AUTHORITY TO PULL OUT**

6.1 Gate Pass and other related documents for the various used movable properties shall be issued in favor of the Winning Bidder/s upon full payment of the amount of Bid Price.

#### **G. CLAIMING OF AWARD**

7.1 Claims shall be made only after the awardee has fully paid the Bid Price as evidenced by the BCDA official receipt.

7.2 Claims shall be made within three (3) days from full payment of the Bid Price. Failure on the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. If any of the movable properties remain unclaimed after the prescribed period, ownership of the contracted/awarded properties shall automatically revert to BCDA.

## **BID PROPOSAL**

**THE CHAIRMAN**  
Disposal Committee  
Bases Conversion And Development Authority

**SUBJECT : BIDDING OF VARIOUS BCDA USED MOVABLE  
PROPERTIES**

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I/We submit this Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Instructions to Bidders.

I/We understand that the BCDA reserves the right to reject any or all proposals.

I/We hereby certify that we have prepared, checked and inspected these Properties.

<b>LOT</b> _____
<b>BID AMOUNT IN WORDS AND IN FIGURE</b> Words: _____ Figure: _____
<b>NOTE:</b> In case of discrepancy between the amount in words and in figures, the amount in figures shall prevail

**‘READ AND ACCEPTED AND GOOD FOR AGREEMENT’**

**NAME OF BIDDER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**POSITION :** \_\_\_\_\_

**COMPANY/CORPORATION:** \_\_\_\_\_  
**(Attach Owner’s Authorization if representing a Company or Secretary’s  
Certification if representing a Corporation)**