

**INSTRUCTION TO BIDDERS
FOR THE DISPOSITION OF UNSERVICEABLE MOTOR VEHICLES
JOHN HAY MANAGEMENT CORPORATION**

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 (Annex A);
 - 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 a reputable bank payable to JHMC (enclosed in the first sealed envelope);
 - c. A photocopy of any government-issued Identification Card; and,
 - d. Authorization, if representing a Company/Corporation (Owner's Authorization if Company or Secretary's Certificate if Corporation).

2. The Bidder may bid on a "**Cash Per Unit, As Is Where Is**" basis, on the following items:

item#	Particulars	Location/ Place of Storage	Minimum Bid Amount (Philippine Peso)
1	ZHN 735 (Toyota Fortuner Brown, model 2006)	JHMC Office Complex (Camper 2)	339,515.67
2	SGZ 328 (Toyota Revo White, model 2003)	JHMC Office Complex (Camper 2)	161,108.92
3	SHB 684 (Toyota Revo Black, model 2005)	JHMC Office Complex (Camper 2)	167,704.13

3. The envelope shall be labeled as follows:

ORIGINAL/ DUPLICATE

BID PROPOSAL FOR THE DISPOSITION OF UNSERVICEABLE MOTOR VEHICLE OF JHMC, **ITEM 1:** ZHN 735 TOYOTA FORTUNER, MODEL 2006, **ITEM 2:** SHB 684 TOYOTA REVO BLACK, MODEL 2005 & **ITEM 3:** SGZ 328 TOYOTA REVO WHITE, MODEL 2003)

FROM: Name of Bidder: _____
 Company/Corporation: _____
 Address: _____
 Contact Number: _____
 Item#: _____

6

4. The Bids shall be submitted to the **Secretariat at Bell House, Camp John Hay, Baguio City.**, on or before the deadline on **16 September 2019 at 01:00 pm.**
 5. **SUBMISSION AND OPENING OF BIDS**
 - 5.1 Bids submitted later than deadline shall be stamped the date and time of submission and will be automatically disqualified.
 - 5.2 The unopened bid shall be returned immediately to the Bidder.
 - 5.3 Opening of Bids shall be made on the same day, **16 September 2019, at 1:30 p.m. at the Bell House, Camp John Hay, Baguio City.**
 - 5.4 Bids that are defective are automatically disqualified. Defective bids include those which are:
 - a. Not in the prescribed form;
 - b. Not accompanied by Earnest Money; and,
 - c. Bids lower than the minimum bid prices/ floor prices.
 6. **WITHDRAWAL OF BIDS**
 - 6.1 A Bidder may be allowed to withdraw a Bid before the opening of Bids. The Bid shall be returned unopened.
 7. **UNSUCCESSFUL BIDDING/ FAILED BIDDING**
 - 7.1 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 Instruction to Bidders; and,
 - d. Complying Bidders failed to meet the minimum bid amount/ floor prices.
 - 7.2 In cases where there is only one (1) Bidder, the failure of bidding shall be declared and the unopened bid shall be returned immediately to the Bidder.
 8. **AWARDING**
 - 8.1 Award shall be given to the highest complying Bidder.
 - 8.2 When two (2) or more complying Bidders made identical offers, the identical bids shall be resolved through a **toss coin.**
 - 8.3 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.
 - 8.4 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 JHMC.
 9. **ISSUANCE OF GATE PASS/ AUTHORITY TO PULL OUT**
 - 9.1 Gate pass and other related documents for the unserviceable motor vehicles shall be issued in favor of the Winning Bidder/s upon full payment of the amount of Bid Price.
- 5

10. CLAIMING OF AWARD

10.1 Claims shall be made only after the Awardee has fully paid the Bid Price as evidenced by the JHMC Official Receipt.

10.2 Claims shall be made within three (3) working days from full payment of the Bid Price. Failure of the Awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. If any of the unserviceable motor vehicles remain unclaimed after the prescribed period, ownership of the contracted/awarded properties shall automatically revert to JHMC.

11. JHMC reserves the right to accept or reject any bid; to annul the bidding process and reject all bids at any time prior to award, without thereby incurring any liability to the affected bidder/s; to waive any minor defects or infirmities therein; and to accept such Bid as may be considered advantageous to the Government.

Approved for Posting:


JANE THERESA G. TABALINGCOS
Chairperson

Disposition Committee for Unserviceable Movable Properties