



INVITATION TO BID

1. The Mactan-Cebu International Airport Authority through its Disposal Committee with office address at the Property Management Division, MCIAA, Airport Road, Lapu-Lapu City, invites all interested parties to bid for the sale of Unserviceable, Unusable and Scrap Properties, Equipment/ Materials on "AS IS, WHERE IS" basis for the following items:

LOT	QUANTITY	PARTICULARS
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer
	811	Push Cart, Television, Washing Machine, Chair
	66	Printers
	118	Radio Transmitters
	23	Bush Cutters, Electric Drill
	289	Telephone, Intercom
	15	Filing Cabinet, Gas Range, Refrigerator
	381	Vacuum Cleaner, hand Soap Dispenser, Tissue Dispenser, hand Dryer, & Emergency Light
	-	Camera, Multi-tester, Clamp Meter, Calculator, Stapler, Puncher

2. A complete set of Bidding Documents may be obtained by prospective bidders on April 6, 2018 and up to April 23, 2018 @ 2:00 o'clock in the afternoon at MCIAA BAC Office, formerly 2Go Building, Airport Road, Cargo Area, Mactan International Airport, upon payment of a non-refundable fee of Five Hundred Pesos and 00/100 Only (P500.00). All bids must be accompanied by a bid security. Late bids shall not be accepted.
3. Sealed bids in the prescribed form shall be received by the Secretariat of the BCAC not later than April 23, 2018 @ 2:00 o'clock in the afternoon at the written address below. Bids submitted after 2:00 o'clock in the afternoon on April 23, 2018 shall not be accepted.

4. The BCAC will conduct a Pre-bid Conference on April 16, 2018 @ 2:00 o'clock in the afternoon. Bid opening shall be on April 23, 2018 at 2:00 o'clock in the afternoon in the presence of the COA Representative and Bidders Representatives who choose to attend the bidding at the MCIAA, BAC Conference room.
5. Additional information or request for inspection prior to the scheduled submission & opening of bids may be requested at the Disposal Committee, Property Management Division, MCIAA with Telephone Number (032) 266-5895.
6. The Mactan-Cebu International Airport Authority (MCIAA) reserves the right to reject any or all bids, waives any defect therein and accepts the offer most advantageous to the Agency.

MICHAEL M. BACARISAS
Chairperson



Republic of the Philippines
Department of Transportation
MACTAN-CEBU INTERNATIONAL AIRPORT AUTHORITY
Lapu-Lapu City 6016 Philippines



INVITATION TO BID

Gentlemen:

Please quote your offer price in the item/s indicated below and submit your proposals in accordance with our Bid Form on or before April 23, 2018 at 2:00 o'clock in the afternoon, MCIAA BAC Office, formerly 2Go Building , Cargo Area, Airport Road, Mactan International Airport, Lapu-Lapu City.

Place your proposals together with the corresponding bid security (10% of the Floor Price) in a sealed envelope. Unsigned proposals, below the floor price and those without the corresponding bid bond shall be disqualified.

LOT	QUANTITY	PARTICULARS
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer
	811	Push Cart, Television, Washing Machine, Chair
	66	Printers
	118	Radio Transmitters
	23	Bush Cutters, Electric Drill
	289	Telephone, Intercom
	15	Filing Cabinet, Gas Range, Refrigerator
	381	Vacuum Cleaner, hand Soap Dispenser, Tissue Dispenser, hand Dryer, & Emergency Light
	-	Camera, Multi-tester, Clamp Meter, Calculator, Stapler, Puncher

A pre-bid conference will be held on April 16, 2018 @ 2:00 o'clock in the afternoon at the abovementioned address. The objective is to provide bidders with the opportunity to clarify from the Committee on any areas or issues regarding the bidding.

It is understood that (1) your quoted price is good for 120 calendar days from bid opening; and (2) MCIAA reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award without incurring any liability to the affected bidder or bidders

For more details, please see attached the Terms of Reference and Instruction to Bidders.

Very truly yours,

MICHAEL M. BACARISAS
Chairperson-BCAC



TERMS OF REFERENCE

Public Bidding for the Sale of the following Unserviceable MCIAA Properties, Equipment and Materials:

LOT	QUANTITY	PARTICULARS
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer
	811	Push Cart, Television, Washing Machine, Chair
	66	Printers
	118	Radio Transmitters
	23	Bush Cutters, Electric Drill
	289	Telephone, Intercom
	15	Filing Cabinet, Gas Range, Refrigerator
	381	Vacuum Cleaner, hand Soap Dispenser, Tissue Dispenser, hand Dryer, & Emergency Light
	-	Camera, Multi-tester, Clamp Meter, Calculator, Stapler, Puncher

The Bidding shall be subject to the following terms and conditions:

1. The Sale shall be on "AS IS, WHERE IS" basis.
2. Who may participate in the Public Bidding

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

3. Minimum Government Estimated Price and/or Floor Price

The floor price is as follows:

LOT	EST. WT. (kilo)	Floor Price
Lot 1	1,231.20 (C)	11,080.89
	1,340.30 (D)	11,493.18
(Consolidated	497.60 (3)	1,990.56
Lots C, D, 3,	59.00 (4)	236.00
4, 5, 6, 7, 8	145.00 (5)	580.00
and 9)	144.50 (6)	578.00
	266.00 (7)	1,064.00
	1,070.00 (8)	4,280.00
	- (9)	-

TOTAL FLOOR PRICE = **P31,302.63**

The stated weight above are estimates only. Actual weight will be determined after the award, such that the winning bidders will weigh the items in the accredited weighing station.

4. Pre-bid Conference

A pre-bid conference will be held on April 16, 2018 @ 2:00 o'clock in the afternoon at MCIAA BAC Office, formerly 2GO Building, Airport Road, Cargo Area, Mactan International Airport, Lapu-lapu City. The objective is to provide bidders with the opportunity to clarify from the Committee on any areas or issues regarding the bidding.

5. Preparation of Bids

Bids shall be prepared based on two (2) Envelope System as follows:

- a. The first envelope marked as "ENVELOPE 1" labeled as Eligibility and Technical Documents shall contain the following information/documents duly notarized/certified true copies:
 - i. Mayor's Permit or its Equivalent for the year-2018 or proof of its renewal
 - ii. Income Tax Return for CY-2017 duly stamped received by BIR

- iii. Certification of Inspection signed by the bidder as per attached prescribed form (Annex A)
- iv. Authority of Signing Official duly notarized as per attached prescribed form (Annex B)
- v. Notarized Affidavit of Authenticity of Documents submitted (Annex C)

b. The second envelope marked as "ENVELOPE 2" shall contain the following Financial information/documents:

- i. Bid Offer in the prescribed Bid Form (refer to Annex "D")
- ii. Bid Security equivalent to TEN PERCENT (10%) of the Floor Price in the form of cash/cashier's/manager's check.
- iii. Instruction to Bidders

6. Submission and Receipt of Bids

Sealed bids which shall be addressed to the Bids Committee and Awards Committee will be received at the abovementioned address not later than April 23, 2018 at 2:00 o'clock in the afternoon.

BIDS SUBMITTED AFTER THE DEADLINE SHALL NOT BE ACCEPTED by the Committee.

Bidders shall submit their bids through their duly authorized representative in the prescribed Bid Form on or before the specified deadline and in two (2) separate sealed bid envelopes, the first containing the eligibility & technical component of the bid, and the second containing the financial component of the bid.

7. Bid Award

Notice of Award shall be given to the highest complying & responsive bidder whose bid offer is not lower than the approved floor price (for each lot).

- 8. Bid Security of the non-winning bidders shall be returned immediately to the winning bidder.
- 9. The winning bidder shall withdraw the items awarded within five (5) working days after receipt of the Release Order.

Failure to effect removal after the said period shall cause forfeiture of the bid security and cancellation of notice of award.

The Release Order is the basis of the winning bidder to withdraw the items awarded and to immediately determine the actual/exact weight of the bid materials at any accredited weighing station. A copy of the weighing receipt shall be provided to the Property Mgt. Division representative for record purposes.

Upon determining the exact weight per withdrawal per day, the bidder shall immediately pay the corresponding value based on the offered bid price the following day and thereafter until bid items are fully withdrawn and paid. Payment shall be in the form of cash, manager's or cashier's check acquired from universal or commercial bank.

10. All expenses incidental to the withdrawal of the bid items shall be borne by or are for the sole account of the winning bidder.
11. Withdrawal of the bid items shall be made only during official government working hours or as may be authorized by the Authority.

Provided, that the winning bidder shall not be allowed to withdraw any bid items without the presence of COA representative and member of the Disposal Committee/*Property Mgt. Division Personnel*.

12. The Authority reserves the right to reject any or all bids, to waive any informality found therein, and to accept such bid or bids as may be considered most advantageous to the Authority.

MICHAEL M. BACARISAS
Chairperson-BCAC



INSTRUCTION TO BIDDERS

DISPOSAL OF UNSERVICEABLE PROPERTIES, UNUSABLE AND SCRAP PROPERTIES/EQUIPMENT/MATERIALS OF MCIAA

A. Inspection of Unserviceable Properties

Unserviceable properties described in the ITB for sale are available for viewing from 8:00 A.M. to 5:00 P.M. at MCIAA.

B. Schedule of Public Bidding

The public bidding shall be conducted on an "As Is, Where Is" on a **per lot** basis by the Bids Committee and Awards Committee (BCAC) on April 23, 2018 @ 2:00 o'clock in the afternoon at the MCIAA-BAC Office, formerly 2Go Building, Airport Road, Cargo Area, Mactan International airport, Lapu-Lapu City.

C. Qualifications of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the BCAC.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to act for and submit bids in behalf of the latter.

D. Minimum Government Estimated Price/Floor Price

A floor price per Lot has been set in accordance with *government* accounting and auditing rules and regulations. (Ref: EO No. 285, NB Cir No. 425 & COA Cir No. 86-264).

E. Submission of Bids and Bid Security

1. The bid must be submitted using the Bid Form with the bidder's name, address, contact number and e-mail address;
2. A Bid Security amounting to **10% of the floor price** in the form of Cash, Manager's or Cashier's Check must be submitted and placed inside the sealed second bid envelope. Bids submitted below the floor price and/or without the corresponding Bid Security shall be disqualified.
3. A tender Box shall be made available where bidders should place their bids; and
4. Deadline of submission of bids is on April 23, 2018 at 2:00 o'clock in the afternoon at the MCIAA BAC Office at the abovementioned address. Bids submitted beyond said deadline shall not be accepted.

F. Opening of Bids

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the COA and the bidders who choose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. An abstract of Bids shall be prepared by the BCAC Secretariat for reference.

G. Awarding of Bids

1. Award shall made to the highest bidder;
2. In case of a tie, the BCAC will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

H. Payment

1. The winning bidder shall pay *the bid items equivalent to the offered bid price.*
2. *The bid security of the winning bidder shall be automatically considered as partial payment.*
3. An Official Receipt shall be issued by the Authority covering the payment made by the winning bidder; and
4. In case of winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings *notwithstanding the filing of legal actions.* The next highest bidder shall be awarded the bid, so forth and so on.

I. Pick-up/Hauling of the Property by the Winning Bidder

1. The winning bidder shall be given five (5) days from receipt of the Release Order to pick-up and haul the bid items;
2. Expenses incidental to the pick-up/hauling of the property shall be shouldered by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

J. Forfeiture/Return of the Bid Bond

1. The Bid Security shall be forfeited in favor of the Authority in the following instances:
 - a. if the winning bidder refuses to accept the award;
 - b. in case the winning bidder fails to make the payment within the prescribed period; and
 - c. if the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.

K. Failure of Bidding

Failure of bidding shall be declared in the following instances:

1. If prospective bidders are declared ineligible;
2. No bids are received;
3. All bids fail to comply with the bid requirements;
4. All bids are below the floor price; and
5. Subject to the conditions in Sections G.3 and H.4, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name & Signature of Bidder's Authorized Representative

Position

Date

CERTIFICATE OF INSPECTION

I, _____, hereby certify that I have seen and inspected the following MCIAA's unserviceable, unusable and scrap properties/equipment/materials *to be bid*, to wit:

LOT	QUANTITY	PARTICULARS
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer
	811	Push Cart, Television, Washing Machine, Chair
	66	Printers
	118	Radio Transmitters
	23	Bush Cutters, Electric Drill
	289	Telephone, Intercom
	15	Filing Cabinet, Gas Range, Refrigerator
	381	Vacuum Cleaner, hand Soap Dispenser, Tissue Dispenser, hand Dryer, & Emergency Light
	-	Camera, Multi-tester, Clamp Meter, Calculator, Stapler, Puncher

(Bidder's Signature over Printed Name)

Date: _____

Annex B

AUTHORITY OF THE SIGNING OFFICIAL

I hereby authorize _____ to represent and participate in the Public Bidding for the Disposal of MCIAA's unserviceable, unusable and scrap properties/equipment/materials as enumerated under the Invitation to Bid.

(Owner/Proprietor)

ACKNOWLEDGMENT

Annex C

Republic of the Philippines)
 City of _____)

AFFIDAVIT OF AUTHENTICITY OF DOCUMENTS

I, _____, of legal age, married, Filipino, with residence at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

- a. Each document submitted for the satisfaction of the bidding requirements for the disposal of the following MCIAA’s unserviceable, unusable and scrap properties/ equipment/materials, to wit:

LOT	QUANTITY	PARTICULARS
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer
	811	Push Cart, Television, Washing Machine, Chair
	66	Printers
	118	Radio Transmitters
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	289	Telephone, Intercom
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	-	Camera, Multi-tester, Clamp Meter, Calculator, Stapler, Puncher

- b. Any alteration on document/s submitted will result in my disqualification from the bidding.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2018 in _____.

 Affiant

JURAT

Annex D

BID FORM

(Date)

The Chairperson
Bids Committee and Awards Committee

Sir:

In response to you Invitation to Bid and in accordance with the prescribed Terms of Reference for the public bidding and sale of unserviceable properties located at Mactan-Cebu International Airport Authority (MCIAA), described below to be bid at the MCIAA on April 20, 2018 at 2:00 P.M, hereunder is my bid price:

LOT	QUANTITY	PARTICULARS	TOTAL BID OFFER
1 (Consolidated Lot Nos. C,D, 3,4,5,6,7,8 and 9)	17	Typewriter, Copier, Fax Machine, Printer, Computer	Php _____ Add: 12% VAT Php _____
	811	Push Cart, Television, Washing Machine, Chair	
	66	Printers	
	118	Radio Transmitters	
	23	Bush Cutters, Electric Drill	
	289	Telephone, Intercom	
	15	Filing Cabinet, Gas Range, Refrigerator	
	381	Vacuum Cleaner, hand Soap Dispenser, Tissue Dispenser, hand Dryer, & Emergency Light	

Enclosed is my Bid Security equivalent to Ten Percent (10%) of the total bid price in the form of cash/cashier's/manager's check in the amount of _____.

I have conducted a physical inspection and have seen the bid items before submitting my bid and I am amendable to all your terms and conditions of bidding and sale, a copy of which is attached and was furnished to the undersigned.

Further, it is understood that MCIAA reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award without incurring any liability to the affected bidder or bidders.

Very truly yours,

Bidder's Signature over Printed Name

Company/Corporation : _____
Address : _____
Tel. No. : _____
Fax No. : _____
Cel. No. : _____
Email Add : _____