



TERMS OF REFERENCE

DISPOSAL OF ASSORTED WASTE MATERIALS, SERVICEABLE, UNSERVICEABLE MOTOR VEHICLES AND AIRPORT EQUIPMENT OF CIAC

I. RATIONALE/PROJECT DESCRIPTION

The Clark International Airport Corporation through its Asset Disposal Committee (ADC) will be disposing assorted waste materials, serviceable, unserviceable motor vehicles and airport equipment through Public Bidding in accordance with the Manual on Disposal of Government Property as issued by the Department of Budget and Management in National Budget Circular No. 425, Series of 1992.

II. SCOPE

1. The disposable items are the following:

LOT	PARTICULAR	QUANTITY	FLOOR PRICE	
1	1.NISSAN FRONTIER PICK-UP (SHH-932)	1 unit	Php 3,977,000.00	
	2.TOYOTA INNOVA (SKF-507)	1 unit		
	3.TOYOTA INNOVA (SHH-579)	1 unit		
	4.TOYOTA INNOVA (SHH-580)	1 unit		
	5.TOYOTA INNOVA (SJR-570)	1 unit		
	6.HYUNDAI STAREX (SKF-502)	1 unit		
	7.TOYOTA INNOVA (SJR-563)	1 unit		
	8.TOYOTA INNOVA (SJR-564)	1 unit		
	11.TOYOTA INNOVA (SKF-504)	1 unit		
	12.TOYOTA INNOVA (SJR-561)	1 unit		
	13.TOYOTA INNOVA (SJR-562)	1 unit		
	14.MITSUBISHI ADVENTURE (SHU-490)	1 unit		
	15.MITSUBISHI ADVENTURE (SHU-491)	1 unit		
	16.MITSUBISHI ADVENTURE (SHU-489)	1 unit		
	17.MITSUBISHI L-300 FB (SHU-730)	1 unit		
	18.HONDA XR-200 RED (SM-2228)	1 unit		
	19.HYUNDAI STAREX (ZMB-394)	1 unit		
	20.TOYOTA AVANZA (SHY-376)	1 unit		
	21.TOYOTA AVANZA (SHY-.356)	1 unit		
	22.TOYOTA AVANZA (SHY-377)	1 unit		
	23.TOYOTA AVANZA (SHY-366)	1 unit		
	24.TOYOTA AVANZA (SHY-387)	1 unit		
	25.TOYOTA AVANZA (SHY-386)	1 unit		
	26.NEXUS PICK-UP 4x4 (SKF-508) (non-operational)	1 unit		
	27.NEXUS PICK-UP 4x4 (SKF-506) (non-operational)	1 unit		
		1 unit		
	2	PASSENGER BOARDING BRIDGE		1 unit



3	Waste Electronic & Electrical Equipment (WEEE) M-507 / D406		
	Air-condition, Window Type Backpack Blower Ceiling Fan (Orbit Fan) Laptop Monitor Computer CPU Paper Shredder Radio, Portable Handheld Radio Television UPS/Power Supply UPS Battery Walkthrough Metal Detector Pressure Washer, Kawasaki Computer Server Scanner, Biometric Printer Connector Networking 46 RJ45 UTP Cable 101 Hikvision DS-1LN6 Beacon Light & Siren Assembly with PA System Check Writer Mini, Refrigerator Telephone Gym Equipment Etc. / Assorted Equipments / Spare Parts	14 units 2 units 3 units 2 units 11 units 3 units 3 units 14 units 18 units 6 units 19 pcs 2 units 1 unit 2 pcs 4 pcs 2 units 1 unit 1 unit 1 set 1 pc 1 unit 9 pcs 2 pcs 58 pcs	Php 102,065.00
	Assorted Unserviceable Furniture and Fixtures		
	Airport Trolley Assorted Office Chair Gang Chair, 5 Seater Gang Chair, 4 Seater Gang Chair, 3 Seater Sofa Stanchion Office Table, (Steel & Wooden) Office Chair Computer Table Cabinet, White Shelf, Stainless Fire Fighting Equipment Locker Cabinet 15 Doors	64 pcs 16 pcs 6 pcs 47 pcs 5 pcs 7 pcs 173 pcs 14 pcs 22 pcs 2 pcs 1 pc 1 pc 7 pcs 3 pcs	

2. The winning bidder shall ensure that the **pull-out/hauling** of disposable properties will be completed within **Thirty (30) working days** upon receipt of the Job order.
3. Relative to the above undertaking, the following shall be the responsibilities of the winning bidder:
 - a. Full payment of the bid amount in cash, cashier's check or manager's check to CIAC Treasury Department;
 - b. Provision of the necessary manpower, vehicle and equipment for the pull-out/hauling of the said disposable properties;




- c. Security and safety of the haulers and other parties which may be affected by the activity;
 - d. Full payment of applicable taxes and customs duties, if any.
4. The winning bidder shall coordinate with the Property and Transportation Department (PtD) for dismantling and pull-out/hauling of the said disposable properties.

III. INSPECTION OF DISPOSABLE PROPERTIES

Inspection of the disposable properties shall be conducted simultaneously by all the prospective bidders together with the PtD representative on **July 11, 2019 (Thursday) 11:00am-04:00pm**. PtD will not entertain special request for Inspection other than the specified date. A Certificate of Inspection shall be accomplished by interested parties after the conduct of the inspection certifying that they have inspected the disposable properties and accepted the conditions stipulated in this TOR (Attached as Annex "A".)

IV. BID REQUIREMENTS

All bidders are required to submit their bids (One (1) original copy and Two (2) certified true copies) in a sealed envelope containing the following documents:

1. Duly signed Terms of Reference (TOR) on every page and at the space provided on the "READ and CONFORME" at the last page;
2. Original copy of the Official Receipt as proof of posting of the Bid Security. All bidders are required to post a Bid Security in the form of cash, cashier's or manager's check equivalent to 10% of the floor price of the lot/s under consideration to the CIAC Treasury Department. The Bid Security shall form part of the bid or payment if the sale is awarded to the winning bidder or shall be returned to the losing bidder unless forfeited as provided hereunder. A bidder shall not be allowed to bid on any of the lots if the Bid Security is less than 10% of the total floor price of the lot/s they intend to participate;
3. Certificate of Inspection. (Annex A);
4. Certificate of Attendance for Pre-bid Conference (Attached as Annex "B"). A Pre-bid Conference shall be conducted on **July 11, 2019 (Thursday), 10:00am** at the **CIAC Boardroom, Clark Freeport Zone**, to clarify any provision of the Bidding Documents and procedures. A Certificate of Attendance to the Pre-bid Conference shall be issued by the Chairman of the Asset Disposal Committee and will form part of the bidding documents to be submitted in the bidding.
5. In case of a company or a corporation, a duly notarized Secretary's Certificate or Authorization letter is required for the Authorized Representative.
6. Certificate of Accreditation Scrap Buyer or Recycler issued by the CDC.
7. Bid Proposal using CIAC bid form (Attached as Annex "C"). 



8. Additional requirement for **LOT 3 only** - Treatment Storage and Disposal (TSD) Registration Certificate issued by Department of Energy and Natural Resources (DENR)-Environmental Management Bureau (EMB) or a Joint Venture Agreement (JVA) to be entered into between the bidder and the TSD certificate holder. A copy of the TSD certificate of the joint venture partner shall be submitted together with the JVA. The template for Joint Venture Agreement shall be used. (Attached as Annex "D").


V. SUBMISSION OF BIDS

1. Sealed bids shall be submitted to the **Records Management Office (RMO)**, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga, on or before **July 24, 2019 (Wednesday)** not later than **10:00am**. The opening of bids shall be at **10:30am** at the **CIAC Boardroom, Clark Freeport Zone**. Late submission of bids shall not be accepted.
2. Failure to submit any of the above-mentioned bid requirements shall automatically disqualify the bidder/s. CIAC reserves the right to reject any or all bids, to waive any defect or informality in the bids received and to waive the consideration of minor deviations in the bids received which do not affect the substance and validity of the bid.

VI. BIDDING PROCEDURE

1. The prospective bidder shall post a bid security equivalent to **10% of the floor price** of the lot under consideration. If a bidder wants to bid on more than one lot, they shall post a bid security for all the lots they intend to join. The total bid security of a bidder should not be less than 10% of the total floor price of the lot/s they intend to join.
2. The disposable property under bid shall be bid out on a lot basis by accepting sealed quotations from prospective bidders.
3. The sealed quotations shall be opened in the presence of the bidders or their duly authorized representative. Only bids equal or higher than the floor price shall be considered for an award.
4. In case of a tie between two or more bidders, the committee shall ask the bidders to submit a tie breaker bid and whoever submits the highest bid shall be considered for an award.
5. Should there be only one (1) bidder submitted a bid tender for each lot, a failure of bidding shall be declared for the said lot.

VII. AWARDS OF DISPOSABLE PROPERTY

1. CIAC shall award the disposable properties to the highest complying bidder.
2. Full payment of the bid amount in the form of cash, cashier's check or manager's check is required before a Job Order will be issued to the winning bidder. 



3. The bid price must be paid by the winning bidder within two (2) working days upon receipt of the Notice of Award. Failure or refusal of the winning bidder to pay the full amount of the bid within the above stated period shall render the award void and his bid security shall be forfeited in favor of CIAC. (The concerned lot shall be included in the next batch of disposable properties to be bid out).
4. The winning bidder failing to comply with the above requirements shall be barred from partaking on future bidding of the same kind.

VIII. TRANSFER OF OWNERSHIP

After payment of the amount of the bid by the winning bidder, CIAC shall prepare all the necessary documents for the transfer of ownership of the disposable properties. The documents shall be given to the winning bidder upon actual pull-out/hauling of the disposable properties.

IX. ACTUAL DISPOSAL

The following shall be observed in the pull-out/hauling of the disposable properties.

1. Payment of required customs duties by winning bidder to the Bureau of Customs, if any.
2. Pull-out/hauling and processing of Tally-out shall be made from 9:00 A.M. to 5:00 P.M., Mondays to Fridays in coordination with the office of the Property and Transportation Department (PtD).
3. In the event that the winning bidder fails to complete the project within the stipulated schedule, the Job Order will be rescinded and the entire payment shall be forfeited.

X. WARRANTY

The Asset Disposal Committee (ADC) warrants ownership of the disposable properties awarded to the highest complying bidder. The bidding shall be on an "As Is, Where Is" basis.


RAUL L. DEL ROSARIO
Chairman, Asset Disposal Committee

Approved by:


JAIME ALBERTO C. MELO
President & CEO

READ AND CONFORME:

Signature over Printed Name of Bidder