TERMS OF REFERENCE
DISPOSAL OF UNSERVICEABLE PROPERTY

I. RATIONALE/PROJECT DESCRIPTION

Clark International Airport Corporation (CIAC) intends to dispose through public bidding the unserviceable government properties that are no longer needed and they are considered beyond economical repair.

II. SCOPE

1. The unserviceable properties for disposal are the following:

Lot	Particular	Quantity	Floor Price
1	**Scrap (Hazardous Materials)**		
	Air Handling Unit (AHU)	13	
	Air Cooled Unit (Chiller)	9	
	Chilled Water Pump	4	
	Generator	1	
	Ceiling Cassette	10	**244,800.00**
	Ceiling Mounted	2	
	Floor Mounted	8	
	Split Type	25	
	Window Type	10	
	Condenser	39	
	Dismantled/Unserviceable Carousel	1	
	Assorted scrap/ Waste Materials		
2	**Led Acid Batteries**		
	UPS Batteries - **D406**	34	
	Waste Electronic & Electrical Equipment (WEEE)		**20,205.00**
	Monitor - **M507**	79	
	CPU	69	
	Keyboard	40	
	AVR	11	
	Laptop	6	
	(Please see attached pictures for reference)		
		Grand Total = PHp	**265,005.00**

2. The winning bidder shall ensure that the **dismantling and pull-out/hauling** of unserviceable 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 responsibility of the winning bidder.

   a. Full payment of the bid amount in cash to CIAC Treasury Department.
   b. Provision of the necessary manpower, vehicle and equipment for the dismantling and pull-out/hauling of the said unserviceable 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 unserviceable properties.

III. UNSERVICEABLE PROPERTY INSPECTION

Inspection of the unserviceable properties for disposal shall be conducted simultaneously by all the prospective bidders together with the PtD representative on **July 15, 2016, 8:30am-2pm** at the **CIAC Warehouse**. Property and Transportation Department (PtD) will not entertain special request for Unserviceable Property Inspection other than the specified date. A Certificate of Unserviceable Property Inspection (Annex A) shall be accomplished by interested parties after the conduct of the inspection certifying that they have inspected the unserviceable properties and accepts as the conditions stipulated in this TOR. Bidders who have not submitted the Certificate of Unserviceable Property Inspection shall not be allowed to bid.

IV. BID REQUIREMENTS

All bidders are required to submit their bids 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 payment of the Bid Security. Bid Security shall be in the form of cash, cashier's or manager's check equivalent to 10% of the floor price of the lot/s under consideration. 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 Unserviceable Property Inspection (Annex A).

4. Certificate of Attendance at Pre-bid Conference (Annex B). A Pre-bid Conference will be conducted on **July 15, 2016, 2:00pm** at the **CIAC Board Room** to clarify any provision of the TOR and other bidding documents and procedures. A Certificate of Attendance to the Pre-bid Conference shall be issued by the Chairman of the 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 Secretary's Certificate or Authorization letter is required for the Authorized Representative.

6. Certificate of Registration for Scrap Buyers issued by CDC.

7. Treatment Storage and Disposal (TSD) Registration Certificate from DENR-EMB

8. Bid Proposal using CIAC bid form (Annex C).

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 22, 2016** at **3:00pm**. at CIAC Boardroom. The opening of bids shall immediately follow. 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. PAYMENT OF BID SECURITY

All bidders are required to pay the bid security in the form of cash, cashier's check or manager's check, equivalent to 10% of the floor price of the lot/s under consideration, to the CIAC Treasury Department, not later than **3:00pm**, **July, 2016**.

VII. 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 intends 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 unserviceable property under bid shall be bid out on a lot basis by accepting sealed quotations from registered bidders.

3. The Disposal Committee shall verify if the bid security of the submitted quotations for a particular lot/s is complying with the 10% of the floor price requirement.

4. 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.

5. 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.

VIII. AWARDS OF UNSERVICEABLE PROPERTY

1. CIAC shall award the Unserviceable 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/s shall be included in the next batch of unserviceable 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.

IX. 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 unserviceable properties. The documents shall be given to the winning bidder upon actual pull-out/hauling of the serviceable properties.

X. ACTUAL DISPOSAL

The following shall be observed in the pull-out/hauling of the unserviceable 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 form 9:00 A.M. to 5:00 P.M., Mondays to Fridays in coordination from the office of the Property and Transportation Department (PtD).

In the event that the successful bidder fails to complete the project within the stipulated schedule, the Job Order will be rescinded and the entire payment shall be forfeited.

XI. WARRANTY

The Disposal Committee warrants ownership of the unserviceable property awarded to the highest bidder. The bidding shall be on an "As Is, Where Is" basis.

LAURO A. ORTILE
Chairman, Asset Disposal Committee

READ AND COMFORME

_____
Signature over Printed Name of Bidder

Approved by:

EMIGDIO P. TANJUATCO III
President & CEO