

## TERMS OF REFERENCE

### DISPOSAL OF VARIOUS UNSERVICEABLE AND OBSOLETE MOVABLE PROPERTIES AND WASTE METAL MATERIALS OF CIAC

#### I. RATIONALE/PROJECT DESCRIPTION

The Clark International Airport Corporation through its Asset Disposal Committee (ADC) will be disposing various unserviceable and obsolete movable properties and waste metal materials 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:

ITEM	PARTICULAR	QUANTITY	FLOOR PRICE	
1	<b>WASTE ELECTRONIC &amp; ELECTRICAL EQUIPMENT (WEEE) M-507 / D406</b>			
	AIRCONDITION, CEILING CASSETTE TYPE	7 UNITS		
	AIRCONDITION, SPLIT TYPE	14 UNITS		
	AIRCONDITION, WINDOW TYPE	13 UNITS		
	BLOWER, KERUILAI	2 UNITS		
	LAPTOP	8 UNITS		
	CPU	39 UNITS		
	MONITOR	31 UNITS		
	KEYBOARD	36 UNITS		
	MOUSE	18 UNITS		
	UPS	36 UNITS		
	AVR	5 UNITS		
	PRINTER	17 UNITS		
	SCANNER	5 UNITS		
	HANDHELD RADIO	37 UNITS		
	BASE RADIO	2 UNITS		
	WALK THRU SCANNER	3 UNITS		
	SPEAKER, TOA HORN	40 UNITS		
	FAX MACHINE	7 UNITS		
	TELEPHONE	20 UNITS		
	EMPTY FREON TANK	19 PCS		
	ASSORTED BATTERY (USED)	161 PCS		
	TOOLS & EQUIPMENT	17 UNITS		
	ETC. / ASSORTED EQUIPMENTS / SPARE PARTS	221 PCS		
	OBSOLETE PARTS (VARIOUS KINDS OF BULBS)	377 PCS		
	<b>ASSORTED UNSERVICEABLE FURNITURE AND FIXTURES</b>			
	OFFICE CHAIRS	88 PCS		
	SOFA	6 PCS		
	OFFICE TABLES	15 PCS		
	STEEL CABINET	15 PCS		
				Php 113,871.59
				"Say 113,872.00"

2	ASSORTED CHRISTMAS LANTERN	394 PCS	Php 78,800.00
3	ASSORTED WASTE MATERIALS	1 LOT	Php 440,000.00
<b>TOTAL</b>			<b>Php 632,672.00</b>

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. PRE-BID CONFERENCE

A Pre-bid Conference shall be conducted on **October 6, 2021 (Wednesday), 10:00am** at the **CIAC Boardroom, Clark Freeport Zone**, through video conferencing via zoom application, which shall be open to prospective bidders to clarify any provision of the Bidding Documents and procedures.

### IV. INSPECTION OF DISPOSABLE PROPERTIES

Inspection of the disposable properties shall be conducted simultaneously by all the prospective bidders together with the PtD representative on **October 6, 2021 (Wednesday), 11:00 am to 4:00pm**.

### V. BID REQUIREMENTS

All bidders are required to submit their bids One (1) original copy and Two (2) certified true



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Civil Aviation Complex  
Clark Freeport Zone  
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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 Acknowledge Receipt (AR) issued by the Treasury Department 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 of the winning Bidder shall form part of its bid or payment or shall be returned to the losing bidder unless forfeited as provided for under paragraph VIII (3) and paragraph X (3) 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. A duly notarized Secretary's Certificate in case of corporations or Authorization letter in case of sole proprietorships or partnerships is required for the Authorized Representative.
4. Certificate of Accreditation for Scrap Buyer or Recycler issued by the Clark Development Corporation (CDC).
5. 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 attached template for Joint Venture Agreement shall be used.
6. Duly accomplished bid proposal using CIAC bid form.

## VI. SUBMISSION AND OPENING OF BIDS

1. Sealed bids shall be submitted to the **Records Management Office (RMO)**, CIAC Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga, on or before **October 13, 2021 (Wednesday)** not later than **10:00am**. The opening of bids shall be at **10:30am** at the **CIAC Boardroom, Clark Freeport Zone** via zoom application 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.
3. 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.



## 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 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 which submitted a bid tender for each lot, a failure of bidding shall be declared for the said lot.

## VIII. 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 prior to the issuance of a Job Order to the winning Bidder.
3. The bid price must be paid by the winning Bidder within five (5) 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 which fails to comply with the above requirements shall be barred from participating in future biddings of the same kind.

## IX. TRANSFER OF OWNERSHIP

After full payment of the bid price is made by the winning Bidder, CIAC shall prepare all the necessary documents for the transfer of ownership of the disposable properties. The ownership documents shall be given to the winning bidder upon actual pull-out/hauling of the disposable properties. However, the actual registration of ownership shall be for the account of the winning bidder.



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*PN*



**X. 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 (pull-out / haul) within the stipulated schedule (10 working days), the Job Order will be rescinded and the entire payment shall be forfeited.

**XI. 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.

  
**ATTY. RUSTICO G. QUIZON III**  
Chairman, Asset Disposal Committee

Approved by:

  
**GEN. AARON N. AQUINO (RET.)**  
President & CEO

**READ AND CONFORME:**

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Signature over Printed Name of Bidder