



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

### INVITATION TO A PUBLIC AUCTION

The Office of the Chief Minister (OCM) through its Disposal Committee will conduct Public Auction under No. Public Auction 2023-01 through sealed bids on **14 December 2023**, after 10:00 AM at IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City for the sale of the following items:

LOT NO.	ITEM DESCRIPTION	UNIT	QTY	FLOOR PRICE	LOCATION
UNSERVICABLE MOTOR VEHICLES OF BANGSAMORO LIAISON OFFICE IN METRO MANILA					
1	Nissan Patrol/Station Wagon with Plate Number SDW-810 (1997 Model)	LOT	1	PhP 61,663.11	BAGSAMORO LIAISON OFFICE IN METRO MANILA
	Nissan Sentra/Sedan with Plate Number SGG-184 (2005 Model)		1		

#### Bidding Mechanics:

1. The public auction will be conducted in accordance with the guidelines under COA Circular No. 89-296 dated January 29, 1989;
2. The bid form may be obtained personally from the OCM Disposal Committee on **November 29 to December 08, 2023**, from **9:00 AM to 4:00 PM** at the IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City.
3. All bid proposals shall use the bid tender form obtained from the OCM DC. The bid tender form shall be accomplished in Three (3) original copies with signature in each page and shall be submitted in a sealed envelope properly addressed to:

**NARCISA D. MACOG**

Chairperson

Disposal Committee

IDC Chairperson's Office, OCM Main Building

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City

4. All bids must be accompanied by Invitation to a Public Auction with signature of authorized representative in each page as a proof of understanding the mechanics of public auction and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank with an amount equivalent to at least 10% of the floor price for the lot to be bid. All checks should be payable to the Office of the Chief Minister - BARMM.



5. Qualification of bidders: any person, partnership or corporation complying with the rules and regulations may participate in the sale by public bidding.
6. All interested bidders may conduct ocular inspection of the items starting **December 11-12, 2023**, at Bangsamoro Liaison Office in Metro Manila, RCI Building, Rada Street, Legaspi Village, Makati City.
7. Bid proposals shall be submitted not later than **December 13, 2023, until 10:00 AM** only through the OCM DC at IDC Chairperson's Office, OCM Main Building Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City. The public auction shall be conducted on a lot and "As is, Where is" bases subject to other terms and conditions which OCM DC may impose. Late bids shall not be accepted. The opening of the bids will be on **December 14, 2023**, immediately after the deadline at the IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City.
8. The envelope containing the bid form and other requirements should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to a Public Auction and/or bid bonds at the time of the opening of bids shall be considered defective bids which automatically disqualify the respective bidder.
9. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
10. Sealed bids shall be dropped in the bid box located at the IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City. All bids will be opened in the presence of all bidders or their duly designated representative/s and OCM COA representative.
11. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the OCM FMS-Cash Division afterwards and shall submit a photocopy of the Official Receipt (OR) to the OCM DC Secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
12. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
13. The winning bidder's bond shall be automatically considered as a partial payment and the balance shall be paid in full to the OCM FMS-Cash Division in the form of cash, manager's check or cashier's check acquired from a reputable bank within five (5) working days from the date of the Notice of Award.
14. In case of failure of payment of the bid price within the required period, the award shall be cancelled, and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
15. The highest winning bidder shall be responsible for the expenses incidental to the cost of weighing and hauling of the items subject for disposal. In addition to the purchase price, any taxes, custom duties, or charges in connection with the sale be borne by the awardee. The awardee has thirty (30) calendar days from the date of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/cancelled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to



participate in future biddings for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.

16. Failure of bidding shall be declared if all prospective bidders are declared ineligible; no bids are received; all bids fail to comply with the bid requirements; all bids are below the floor price; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.
17. The OCM Disposal Committee reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government. The decision of the OCM Disposal Committee is final and binding.
18. Schedule of Activities:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Posting of Invitation to a Public Auction	<b>November 29, 2023</b>
Issuance and availability of Bid Tender	<b>November 29 to December 08, 2023</b>
Viewing of vehicles for sale	<b>December 11-12, 2023</b>
Dropping of sealed envelope	<b>December 13, 2023</b>
Opening and reading of offer	<b>December 14, 2023</b>
Preparation of NOA and Contract	<b>December 15 to December 22, 2023</b>
Secure and withdraw of unit by the winning bidder	<b>December 15 to January 15, 2024</b>

For queries or concerns, you may email Rasdia A. Mokamad of the OCM DC Secretariat at [psd@bangsamoro.gov.ph](mailto:psd@bangsamoro.gov.ph).



**NARCISA D. MACOG**  
Chairperson  
Disposal Committee



## TERMS OF REFERENCE

### SALE / DISPOSAL OF ONE (1) LOT UNSERVICEABLE MOTOR VEHICLES OF BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM)

This Terms of Reference (TOR) describes the procedures that will be followed regarding the Sale/Disposal of ONE (1) LOT UNSERVICEABLE MOTOR VEHICLES OF BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM).

The Office of the Chief Minister-BARMM (OCM-BARMM) reserves the right to amend or supplement this TOR at any time prior to the submission of the final proposals. The Disposal Committee of the OCM-BARMM shall administer this TOR. Any decision of and/or action taken by the Disposal Committee shall be approved by the Chief Minister.

#### I. BACKGROUND

The OCM Disposal Committee shall facilitate the disposal of two (2) unserviceable motor vehicles issued to BLOMM. Pursuant to the National Budget Circular No. 425 dated January 28, 1992, Manual on Disposal of Government Property, to facilitate the increasing quantity of unserviceable equipment and property, the heads of the various departments/agencies have been authorized to dispose of such equipment and property. Together with such authorization, a uniform procedure of government property disposal is prescribed.

#### OBJECTIVE

Disposal proceedings should be immediately initiated to avoid further deterioration of the property. A systematic and timely disposal will yield benefits in terms of, among others, a reasonable appraised value and by enabling the storage area (i.e. parking) available for other purposes.

#### II. SCOPE OF PUBLIC AUCTION

LOT	DESCRIPTION (UNSERVICEABLE)	MINIMUM BID PRICE
1 LOT	Nissan Patrol/Station Wagon with Plate Number SDW-810 (1997 Model)  Nissan Sentra/Sedan with Plate Number SGG-184 (2005 Model)	PhP 61,663.11

Sale/Disposal of the Unserviceable Motor Vehicles shall be on an "AS IS WHERE IS" basis.

#### III. GENERAL INFORMATION

- 1. Applicable Laws and Regulations.** This TOR is governed by the applicable laws and regulations of the Government of the Republic of the Philippines relative to the disposal of government properties.
- 2. Publication of Invitation to a Public Auction.** OCM Disposal Committee shall publish in the OCM website, inviting prospective bidders to participate in the Public Auction substantially in the form hereto attached as **Annex "A"**.



3. **Amendments to TOR.** The information and/or procedures contained in this TOR may be amended or replaced at any time, at the Disposal Committee's discretion, without giving prior notice or providing any reason. Should any of the information and/or procedures contained in this TOR be amended or replaced, the Disposal Committee shall inform all prospective bidders of such amendments or replacements through the issuance of appropriate bid bulletins. To ensure that all prospective bidders are informed of any amendments, all shall be requested to inform DC of their official contact person as well as contact number and address.
4. **Correspondence with the Disposal Committee.** As appropriate, all correspondences with the Disposal Committee shall be addressed to:

**NARCISA D. MACOG**

Chairperson

Disposal Committee

Sale / Disposal of One (1) Lot Unserviceable Motor Vehicles of Bangsamoro Liaison Office in Metro Manila (BLOMM)

IDC Chairperson's Office, OCM Main Building

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City

#### IV. PROCEDURES AND REQUIREMENTS

##### 1. General Flow and Schedule of Activities

- 1.1. Posting of Invitation to a Public Auction;
- 1.2. Issuance and availability of Bid Tender;
- 1.3. Viewing of vehicles for sale;
- 1.4. Dropping of sealed envelope;
- 1.5. Opening and reading of offer;
- 1.6. Preparation of NOA and Contract; and
- 1.7. Secure and withdraw of units by the winning bidder.

##### 2. Detailed Procedure and Requirements

**2.1 Issuance and availability of Bid Tender.** The prospective bidder shall secure a copy of the Bid Tender of One (1) Unserviceable Motor Vehicles of Bangsamoro Liaison Office in Metro Manila (BLOMM). The Bid Tender is available for download thru <https://bangsamoro.gov.ph/>.

**2.2 Viewing of vehicles for sale.** Prospective bidders will be given the chance to inspect the two (2) Unserviceable Motor Vehicles at the RCI Building, Rada Street, Legaspi Village, Makati City on the scheduled date.

**2.3 Valuation of One (1) Lot Unserviceable Motor Vehicles of Bangsamoro Liaison Office in Metro Manila (BLOMM).** The minimum/floor bid price of the entire One (1) Lot Unserviceable Motor Vehicles of Bangsamoro Liaison Office in Metro Manila (BLOMM) is amounting to Pesos: **Sixty-one thousand six hundred sixty-three pesos and eleven centavos (PhP 61,663.11).**

**2.4 Queries and Requests for Clarification.** Queries and requests for clarification will be entertained by the Disposal Committee provided these are in writing/email to [psd@bangsamoro.gov.ph](mailto:psd@bangsamoro.gov.ph).

**2.5 Submission of Bids.** Sealed bids addressed to The Chairperson, shall be submitted at the IDC Chairperson's Office, OCM Main Building, Bangsamoro



Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City. The sealed envelope must contain the accomplished **Bid Tender** and **Bid Bond**.

Sealed bids received shall be opened at the same venue where the bids were submitted.

Bids shall be prepared using the prescribed Bid Tender provided and in strict compliance with the requirements of the following instructions:

- Erasures/modifications shall be avoided or duly initialed by the bidders;
- The bid shall be accompanied by an Earnest Money in the form of Cash or Manager's Check, with the amount equivalent to 10% of the minimum bid price, as a guarantee that the successful bidder, within thirty (30) calendar days from receipt of the Notice of Award, shall withdraw the goods from its present location.

A bidder may be allowed to withdraw his tender before the scheduled opening of bids, and his envelope shall be returned sealed. After the opening of bids, no bidder shall be allowed to withdraw his bid.

No bids shall be accepted after the deadline. Late bids shall not be honored and shall be automatically disqualified.

Bidders shall submit their Bid in a single package specifically marked "FINANCIAL PROPOSAL TO THE SALE / DISPOSAL OF ONE (1) LOT UNSERVICEABLE MOTOR VEHICLES OF BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM)".

**Envelope shall contain:**

- a. The Terms of Reference and the Instructions to Bidders as initialed by the bidder;
- b. The Bid Tender **Annex "B"** that contains the bid price denominated in Philippine currency; and
- c. Earnest Money in an amount not less than ten percent (10%) of the bid in the form of Cash or Manager's Check, issued by an acceptable commercial bank in favor of the OCM.

**2.6 Opening of Bids.** All bids shall be opened at the time, date and place set in the invitation to bid under the direction of the Disposal Committee and in the presence of the COA Auditor. Bidders or their duly authorized representatives may witness the proceedings.

The bid tender shall be signed by the members of the Disposal Committee immediately after it is opened and announced in order to confirm compliance with the requirements of the bidding.

The bid tenders are filed for safekeeping by the Secretariat of the Disposal Committee.

**2.7 Declaration of Winning Bid Price, Winning Bidder, and Second Highest Bidder.** The bid price determined by the Disposal Committee as the highest bid price shall be declared the "Winning Bid Price" and the bidder who submitted the Winning Bid Price shall be declared as the "Winning Bidder". The bidder who submitted the second-highest bid price shall be declared as the "Second Highest Bidder".



Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.

**2.8 Awarding of Bids.** Award shall be given to the highest complying bidder. Awarding of bids should be done immediately after the opening of bids, if practicable. Bid bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.

**2.9 Payment of Balance of the Winning Bid Price.** Within five (5) working days from the issuance of the Notice of Award, the Winning Bidder shall pay the Balance of the Winning Bid Price to the OCM FMS-Cash Division. The Balance of the Winning Bid Price shall be paid in the form of cash, manager's check or cashier's check cash issued by a reputable commercial bank payable to the OCM.

**2.10 Earnest Money.** At the time of submission of proposals, each proponent shall submit the Earnest Money to the OCM in the amount equivalent to ten percent (10%) of the minimum bid price. Said amount shall be paid in the form of cash or Manager's Check issued by a reputable commercial bank in favor of the OCM. The Earnest Money shall form part of the purchase price of the Winning Bid. Earnest Money of the non-winning bidders shall be returned after the declaration of the Winning Bidder. In case the declared Winning Bidder fails to pay the Winning Bid Price in full amount on the scheduled date, the Earnest Money shall be automatically forfeited without need of further action of any nature. Upon the recommendation of the Chairperson of the Disposal Committee and the approval of the Chief Minister, the Second Highest Bidder may be declared as the new Winning Bidder and the Second Highest Bid Price, provided that they are compliant with all the requirements. The process may continue until a new Winning Bidder has paid in full the corresponding bid price unless the Disposal Committee declares otherwise.

## **V. QUALIFICATION AND WAIVERS**

1. The Disposal Committee reserves the right to reject any or all bids or to waive any defect, informality, or minor deviations thereon, which will not affect the substance and validity of any or all of the bids without any liability to any party for any action or decision taken by virtue of this reservation.
2. The buyer of disposable property shall pay, in addition to the purchase price, any taxes, customs duties, cost, or charges of any kind or nature whatsoever levied in connection with the sale of the property. All expenses incidental to the withdrawal of the property shall be borne by the awardee.



**INSTRUCTION TO BIDDERS**  
**SALE / DISPOSAL OF ONE (1) LOT UNSERVICEABLE MOTOR VEHICLES OF**  
**BANGSAMORO LIAISON OFFICE IN METRO MANILA (BLOMM)**

I. SUBMISSION AND OPENING OF BIDS

1. Bidders shall submit their Financial Bid in a single envelope containing the following:

1.1 Duly accomplished Bid Tender indicating the bid price denominated in Philippine currency;

1.2 Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cash, manager's check or cashier's check issued by a reputable commercial bank in favor of the Office of the Chief Minister - BARMM;

1.3 Authorization letter for the authorized representative.

The envelope shall be labeled as follows:

**FINANCIAL PROPOSAL TO THE SALE / DISPOSAL OF ONE (1) LOT**  
**UNSERVICEABLE MOTOR VEHICLES OF BANGSAMORO LIAISON**  
**OFFICE IN METRO MANILA (BLOMM)**

FROM: \_\_\_\_\_

NAME OF BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT NO. \_\_\_\_\_

FAX NO. \_\_\_\_\_

1.4 The Bid Proposals shall be submitted at the IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City, not later than December 13, 2023, until 10:00 AM.

1.5 No bids shall be accepted after the deadline. Late bids shall not be honored and shall be automatically disqualified.

1.6 Opening and reading of offer shall be made on December 14, 2023, at the IDC Chairperson's Office, OCM Main Building, Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City.

1.7 Bid Proposals that are below the Minimum Bid/Floor Price shall automatically be disqualified.

II. WITHDRAWAL OF BIDS

A bidder may be allowed to withdraw his tender before the scheduled opening of bids, and his envelope shall be returned sealed. After the opening of bids, no bidder shall be allowed to withdraw his bid.

III. UNSUCCESSFUL BIDDING

If the sale through public bidding is unsuccessful, a rebidding shall be scheduled. Bidding may be declared unsuccessful in any of the following cases:



- a. There is no bidding participant;
- b. Only one (1) bidder submitted a bid tender for the lot;
- c. All bidders failed to comply with the terms and conditions prescribed in the Invitation to a Public Auction; and
- d. Complying bidders failed to meet the minimum bid/floor price.

#### IV. AWARDING

1. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the OCM FMS-Cash Division afterwards and shall submit a photocopy of the Official Receipt (OR) to the OCM DC Secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
2. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
3. The winning bidder's bond shall be automatically considered as a partial payment and the balance shall be paid in full to the OCM FMS-Cash Division in the form of cash, manager's check or cashier's check acquired from a reputable bank within five (5) working days from the date of the Notice of Award.
4. In case of failure of payment of the bid price within the required period, the award shall be cancelled, and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.

#### V. CLAIMING OF AWARD

1. Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt.
2. Claims shall be made within thirty (30) calendar days from the date of the Notice of Award. Failure on the part of the awardee to claim the property within the stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages, i.e., costs incurred in the conduct of another public bidding or negotiation. If the properties remain unclaimed over a prolonged period of time, ownership of the awarded/contracted properties shall automatically revert to the Office of the Chief Minister.