



Republic of the Philippines
Supreme Court
Manila

**BIDS AND AWARDS COMMITTEE
FOR GOODS AND SERVICES
(SC-BAC-GS)**

BIDDING DOCUMENTS

Sale of Unserviceable Motor Vehicles



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Section I

INVITATION TO BID

SALE OF UNSERVICEABLE MOTOR VEHICLES

The Supreme Court, through the Bids and Awards Committee for Goods and Services (SC-BAC-GS), now invites bids for the **Sale of Unserviceable Motor Vehicles**.

Interested bidders may obtain further information from the SC-BAC-GS Secretariat and inspect the Bidding Documents at the address given below.

A complete set of Bidding Documents may be purchased by interested bidders starting **May 27, 2018, 9:00 a.m. to 4:00 p.m** from the address below and upon payment of a nonrefundable fee for the Bidding Documents **in the amount of Five Hundred Pesos (Php 500.00) for each vehicle**. It may also be downloaded free of charge from the website of the Supreme Court, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

Interested bidders may inspect the subject unserviceable motor vehicles on **May 28, 2018 to June 1, 2018**, located at the **Supreme Court Old Building Quadrangle** and at the **Old Ombudsman Compound, Arroceros St., Manila**. Kindly coordinate with Mr. Don Segmundo Balneg at tel. no. 526-8162 for the inspection.

A Pre-Bid Conference to clarify and address the bidders' questions on the bidding documents, particularly the technical and financial components of this Project, shall be held on **June 6, 2018 at 2:00 p.m. at the OCA Conference Room 1, 3/F Supreme Court Old Building, Taft Ave., Manila**, which shall be open to all interested parties.

Bids must be delivered to the address below on or before **June 19, 2018 at 12:00 noon**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the Bid Data Sheet. Late bids shall not be accepted. Bid opening shall follow at **2:00 p.m., OCA Conference Room 1, 3/F, Supreme Court Old Building, Taft Ave., Manila**, in the presence of the bidders' representatives who choose to attend at the given address.

The following are motor vehicles subject of the bidding and the minimum bid/floor price:



CODE	VEHICLE MAKE AND MODEL	TAG/Plate No.	MINIMUM BID / FLOOR PRICE
MV-01	1996 TOYOTA CAMRY	SEK-143	₱ 56,000.00
MV-02	2005 TOYOTA CAMRY	SHP-638	₱ 242,000.00
MV-03	2004 TOYOTA REVO	SGY-799	₱ 252,000.00
MV-04	2004 TOYOTA REVO	SGY-729	₱ 252,000.00
MV-05	2004 TOYOTA REVO	SGY-839	₱ 252,000.00
MV-06	2004 TOYOTA REVO	SGY-719	₱ 252,000.00
MV-07	2004 TOYOTA REVO	SGY-759	₱ 252,000.00
MV-08	2004 TOYOTA REVO	SGY-769	₱ 252,000.00
MV-09	2004 TOYOTA REVO	SGY-689	₱ 252,000.00
MV-10	2004 TOYOTA REVO	SGY-749	₱ 252,000.00
MV-11	1996 TOYOTA CAMRY	SEJ-953	₱ 56,000.00
MV-12	2003 HONDA ACCORD	SGS-258	₱ 72,000.00
MV-13	1996 TOYOTA CROWN	SEK-410	₱ 40,000.00
MV-14	1996 HONDA ACCORD	SEK-253	₱ 47,000.00

The Supreme Court reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to the:

Bids and Awards Committee for Goods and Services (SC-BAC-GS)

Secretariat

Office of Assistant Court Administrator Lilian Barribal-Co

2/F, Supreme Court Old Building, Taft Ave., Manila.

Telephone No. 524-7496

Email Address: bacgs@sc.judiciary.gov.ph; scbacgs2010@gmail.com

LILIAN C. BARRIBAL-CO
Assistant Court Administrator
and Chairperson, SC-BAC-GS



Section II

BID DATA SHEET

1. SCOPE OF BID

The **Owning Entity** is the Supreme Court of the Philippines.

2. NAME OF THE PROJECT

The name of the Project is: Sale of Unserviceable Motor Vehicles.

3. TERMS AND CONDITIONS

- a. Individuals, including Supreme Court employees, partnerships and/or corporations are qualified to participate in the bidding.
- b. The sale shall be on an “AS IS, WHERE IS” and on a “BY ITEM” basis.
- c. The winning bidder shall pay the bid price in full within five (5) working days from receipt of the Notice of Award, in the form of Cash, Manager’s or Cashier’s Check issued by a universal or commercial bank. In case the 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. The next highest bidder shall be awarded the bid.
- d. The winning bidder is required to withdraw the items awarded to him within thirty (30) working days after receipt of the Release Order which will be issued upon payment of the bid price. Failure to effect removal within the said time frame shall subject the winning bidder to payment to the Supreme Court of a storage fee in the amount of Php500.00 per day of delay. Withdrawal of the bidded items shall be made only during official government working hours or as may be authorized by the Supreme Court.
- e. The Award shall be deemed cancelled and rendered ineffective and the bid bond forfeited in favor of the Supreme Court should the winning bidder fail to pay the full amount of the bid price within five (5) working days from receipt of the Notice of Award.
- f. All expenses incidental to the withdrawal of the bidded items shall be borne by, or are for the account of the awardee.

4. PRE-BID CONFERENCE

Prior to the pre-bid conference, interested bidders may inspect the subject unserviceable motor vehicles on **May 28, 2018 to June 1, 2018**, located at the **Supreme Court Old Building Quadrangle** and at the **Old Ombudsman Compound, Arroceros St., Manila..** For interested bidders, please contact and coordinate with Mr. Don Balneg at 526-8162.



A Pre-Bid Conference to clarify and address the bidders' questions on the bidding documents, particularly the technical and financial components of this Project, shall be held on **June 6, 2018 at 2:00 p.m. at the OCA Conference Room 1, 3/F Supreme Court Old Building, Taft Ave., Manila.**

5. CLARIFICATION AND AMENDMENT OF BIDDING DOCUMENTS

Bidders who have purchased the Bidding Documents may request for clarifications on any part of the Bidding Documents for an interpretation. Such a request must be in writing and submitted to the Supreme Court at the following address:

ACA Lilian Barribal-Co
Chairperson
Bids and Awards Committee for Goods and Services (SC-BAC-GS)
2/F, Supreme Court Old Building, Taft Ave., Manila

6. DOCUMENTS COMPRISING THE BID

The bidding shall make use of the two (2) envelope system – one for the Eligibility and Technical Documents and another for the Financial Documents.

The first envelope shall contain the following eligibility and technical documents:

6.1 Eligibility Documents

INDEX TABS	ELIGIBILITY AND TECHNICAL DOCUMENTS
A-1	<p><u>For individuals:</u> Any government issued card (e.g. driver’s license, postal ID, passport, GSIS/SSS card)</p> <p><u>For business/companies:</u> Valid and subsisting PhilGEPS Certificate of Registration</p>
A-2	Registration certificate issued by the (a) Securities and Exchange Commission (SEC) including Articles of Incorporation, if a corporation; (b) Department of Trade and Industry (DTI), if a sole proprietorship; and (c) Cooperative Development Authority (CDA), if a cooperative.
A-3	Valid and subsisting Mayor's permit or business license issued by the city or municipality where the principal place of business is located, if applicable.
A-4	<p>For companies, Income Tax Return for CY 2017 duly stamped “received” by the BIR.</p> <p>For individuals, BIR Form No. 2316, for year 2017.</p>



A-5	Taxpayer's Identification Number (TIN).
A-6	Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as maybe applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

The second envelope shall contain documents comprising the financial components of the bid:

6.2 Financial Documents

INDEX TABS	FINANCIAL DOCUMENTS
B-1	The Financial Bid Form (must submit the form attached as Annex "B"). Any bid with a financial component below the floor price of each item shall not be accepted.
B-2	The bid security, in the amount of Ten Percent (10%) of the bid price, in the form of cash or cashier's/manager's check payable to the Supreme Court issued by a universal or commercial bank.

The financial bid proposal must be in the prescribed Financial Bid Form (Annex "B") of Section II – Bid Data Sheet and must clearly state the bid price for the item.

7. Sealing and Marking of Bids

Each bidder shall submit **three (3) copies** of the eligibility, technical and financial components of its bid: **one (1) certified true copy of the original documents and two (2) photocopies thereof.**

The bidders shall enclose the eligibility documents in one sealed envelope with the following markings on the envelope:

<p>ELIGIBILITY AND TECHNICAL DOCUMENTS</p> <p>BID FOR THE</p> <p>SALE OF UNSERVICEABLE MOTOR VEHICLES</p> <p>Company Name Company Address</p> <p>HON. LILIAN C. BARRIBAL-CO Chairperson</p> <p>SUPREME COURT BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES (SC-BAC-GS)</p>



The financial component shall be sealed in another envelope with the following markings:

<p style="text-align: center;">FINANCIAL COMPONENT</p> <p style="text-align: center;">BID FOR THE SALE OF UNSERVICEABLE MOTOR VEHICLES</p> <p style="text-align: center;">Company Name Company Address</p> <p style="text-align: center;">HON. LILIAN C. BARRIBAL-CO Chairperson SUPREME COURT BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES (SC-BAC-GS)</p>
--

The two envelopes shall be enclosed and sealed in one single envelope containing the following marking:

<p style="text-align: center;">BID FOR THE SALE OF UNSERVICEABLE MOTOR VEHICLES Code: _____ Make and Model: _____</p> <p style="text-align: center;">Company Name Company Address</p> <p style="text-align: center;">HON. LILIAN C. BARRIBAL-CO Chairperson SUPREME COURT BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES (SC-BAC-GS)</p> <p>(Indicate above if “Original”, “Copy No. 1”, or Copy No. 2)</p>
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8. SUBMISSION OF BIDDING DOCUMENTS

- 8.1 Only the original forms provided by the SC-BAC-GS, (Annexes “A” and “B”) covering the sale of unserviceable motor vehicles shall be used in this bidding. Any reproduction thereof through retyping or photocopying shall not be accepted and shall be a ground for disqualification.
- 8.2 The bidders, through their duly authorized representatives, shall personally submit their bid envelope on or before **June 19, 2018 at 12:00 noon, Office of ACA Lilian C. Barribal-Co, 3rd Floor, Supreme Court Old Building, Taft Ave., Manila.** Bid opening shall follow at **2:00 p.m., OCA Conference Room, 3rd Floor, Supreme Court Old Building, Taft Ave., Manila.**



- 8.3 Bids submitted after the date and time for submission, as prescribed above, shall be considered late and shall be returned unopened.

9. OPENING AND EVALUATION OF BIDS

- 9.1 The SC-BAC-GS shall open the bids in public beginning with the Eligibility Envelope to determine each bidder's compliance with the eligibility requirements. The SC-BAC-GS shall examine and check the submitted documents using a non-discretionary "PASS" or "FAIL" criteria.
- 9.2 The SC-BAC-GS shall examine first the completeness of the prospective bidders' eligibility requirements. Only bidders with complete eligibility requirements may be considered "eligible" to participate in the bidding.
- 9.3 The SC-BAC-GS shall immediately open the Financial Envelope of the bidder whose 1st Envelope was rated "PASSED". In case one or more of the requirements of a particular bid is missing, incomplete or partially insufficient, and/or if the submitted total amount of bid is below the floor price of the item, it shall rate the bid concerned as "FAILED". Otherwise, it shall be rated as "PASSED".
- 9.4 Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.
- 9.5 The winning/highest bidder shall be determined and declared. When two or more complying bidders made identical offers, the SC-BAC-GS shall resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder.

10. BID VALIDITY

The validity or option period of quotations/offers must be good for one hundred twenty (120) calendar days from the date of opening of bids.

11. ADDITIONAL GROUNDS FOR FORFEITURE OF BID SECURITY

- 11.1 Submission of eligibility requirements and bids containing false information or falsified documents.
- 11.2 Allowing the use of one's name, or using the name of another for purposes of public bidding.
- 11.3 Withdrawal of a bid, or refusal to accept an award, without justifiable cause, after the Bidder had been adjudged as having submitted the highest bid.
- 11.4 Failure to make the payment within the prescribed period.



- 11.5 Failure of the winning bidder to complete the pick-up/hauling of the property within the prescribed period.
- 11.6 Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.

12. AWARD OF THE CONTRACT

- 12.1 The contract of sale shall be awarded to the highest or lone complying and responsive bidder whose bid offer is not lower than the approved floor price.
- 12.2 All awards are subject to the approval of the Court *en banc* or the Chief Justice.
- 12.3 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.
- 12.4 Bid Securities of non-winning bidders shall be returned after issuance of Notice of Award to the winning bidder.



Annex "A"

List of Unserviceable Motor Vehicles to Be Bid

CODE	VEHICLE MAKE AND MODEL	TAG/Plate No.	MINIMUM BID / FLOOR PRICE
MV-01	1996 TOYOTA CAMRY	SEK-143	₱ 56,000.00
MV-02	2005 TOYOTA CAMRY	SHP-638	₱ 242,000.00
MV-03	2004 TOYOTA REVO	SGY-799	₱ 252,000.00
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MV-12	2003 HONDA ACCORD	SGS-258	₱ 72,000.00
MV-13	1996 TOYOTA CROWN	SEK-410	₱ 40,000.00
MV-14	1996 HONDA ACCORD	SEK-253	₱ 47,000.00



Annex “B”

FINANCIAL BID FORM

Sale of Unserviceable Motor Vehicles

Unserviceable Motor Vehicle	BID PRICE (must not be lower than the floor price as listed in Annex “A”)
Code: _____ Vehicle Make and Model: _____ TAG/Plate No.: _____	Php
Amount in Words: _____ _____ _____	

Name: _____

Office: _____

Contact Number: _____

Address: _____

I hereby certify that I have carefully read the terms and conditions of this sale and agree to abide by the same.

Signature over Printed Name

Date



Section III

DRAFT CONTRACT



Republic of the Philippines
Supreme Court
Manila

DEED OF SALE OF MOTOR VEHICLE

KNOW ALL MEN BY THESE PRESENTS:

This agreement is entered into and executed this ____ day of _____,
20__ in the City of Manila by and between:

The **SUPREME COURT OF THE PHILIPPINES**, a government agency of the Republic of the Philippines, with principal office at Padre Faura St., Ermita, Manila, represented herein by **ATTY. EDGAR O. ARICHETA**, in his capacity as the Clerk of Court of the Supreme Court of the Philippines, hereinafter referred to as the “**VENDOR**”;

-and-

_____, Filipino, of legal age, a resident of _____, hereinafter referred to as the “**VENDEE**”.

WITNESSETH:

That the **VENDOR** is the absolute owner of a motor vehicle more particularly described as follows:

That for and in consideration of the sum of _____, the **VENDOR** hereby **SELLS, CONVEYS** and **TRANSFERS** unto the **VENDEE** the above described motor vehicle.



IN WITNESS WHEREOF, the parties have signed this DEED OF SALE on the date and place above-stated.

SUPREME COURT OF THE
PHILIPPINES

Represented by:

Represented by:

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGMENT

Republic of the Philippines)
City of Manila) S.S.

BEFORE ME personally appeared:

1. **ATTY. EDGAR O. ARICHETA** with Identification Card No.
_____;

and

2. _____ with _____

known to me to be the same persons who executed the foregoing DEED OF SALE and acknowledged to me that the same is their free act and voluntary deed.

I certify that the foregoing instrument, consisting of two (2) pages, including this page where the acknowledgment is written, was duly signed by the parties and their instrumental witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL this ___ day of _____, 20___ at the City of Manila, Philippines.

EDEN T. CANDELARIA
Deputy Clerk of Court and
Chief Administrative Officer