

TERMS OF REFERENCE (TOR)

1. Invitation. The OPDC will send letters of invitation to prospective offerors (buyers) including those who participated in the two (2) failed public auctions on 11 and 27 April 2016, for them to submit quotations for the sale through negotiation of seven (7) motor vehicles, indicated below, as one (1) lot:

REF NO.	MAKE/TYPE	BODY TYPE	PLATE NO.	MODEL
1	Toyota Camry	Sedan	SFG210	2000
3	Hyundai Centennial	Sedan	SFV733	2002
4	Hyundai Centennial	Sedan	SFV743	2003
5	Hyundai Starex	Van	SFG120	1999
6	Hyundai Starex	Van	SFG129	1999
8	Ford Expedition	Wagon	SFG908	1999
9	Mitsubishi Galant	Sedan	SFG207	2000

7 MOTOR VEHICLES FOR DISPOSAL

Floor Price: **Php 779,400.00**



01 Toyota Camry SFG210



03 Hyundai Centennial SFV733



04 Hyundai Centennial SFV743



05 Hyundai Starex SFG120



06 Hyundai Starex SFG129



08 Ford Expedition SFG908



09 Mitsubishi Galant SFG207

TERMS OF REFERENCE (TOR)

- Floor Price. The floor price of the abovementioned lot is Seven Hundred Seventy-Nine Thousand Four Hundred Pesos (Php779,400.00).
- Caveat Emptor. All units shall be sold on “**As-Is, Where-Is**” basis.
- Posting. This TOR will be posted in at least three (3) public places in the locality and at the OP Intranet and Website.
- Quotation Documents. Quotation documents will be available on 18 – 26 May 2016 (excluding Saturday, Sunday, and Holiday), 9:00 a.m. - 4:00 p.m., at the Assets Management Office (AMO), 227 Filomena Bldg, San Rafael Street, San Miguel, Manila with Tel. No. 7844286 loc. 4557 upon payment of a non-refundable fee of Five Hundred Pesos (Php 500.00) to the OP Cashiering Division. Those who have already paid the bid documents during the two (2) failed public auctions on 11 and 27 April 2016 need not pay the said fee.

TERMS OF REFERENCE (TOR)

6. Viewing. Before the viewing, the prospective offeror must present the original copy of the official receipt. Only the prospective offeror or his/her duly authorized representative and one mechanic, if he/she finds it necessary, shall be allowed during the viewing. Said viewing and inspection shall be conducted on 26 May 2016, Thursday, at the Malacañang Motorpool Office (MMO) in two batches:
- First Batch : 10:15 a.m. (waiting time at AMO Building shall be from 09:30 a.m. to 10:00 a.m.)
 - Second Batch : 02:15 a.m. (waiting time at AMO Building shall be from 01:30 p.m. to 02:00 p.m.)
7. Reservation Clause. OP, including its employees (except the members of OPDC and its Secretariat) reserves the right to negotiate on the lot.

TERMS OF REFERENCE (TOR)

8. Requirements. Sealed quotations will be received at AMO on or before 12:00 noon of 27 May 2016, Friday. Opening of quotations will be held on same day at exactly 2:00 p.m. at the Executive Secretaries Hall and Gallery, 4th Floor, Mabini Hall. The offeror shall enclose in a sealed envelope the following:
 - 8.1 Fully-accomplished Quotation Form;
 - 8.2 Minimum offer security equivalent to at least ten percent (10%) or more of the floor price in the form of cash or manager's check issued by a reputable bank payable to the Office of the President, Malacañang; and
 - 8.3 Latest duly notarized Special Power of Attorney (in case the duly authorized offeror representative is attending the negotiated sale).
9. Disqualification. The quotation shall be declared void if it does not comply with the abovementioned requirements.

TERMS OF REFERENCE (TOR)

12. Bid bond. The offer security will be returned to the non-winning offeror/s right after the award.
13. Notice of Award and to Proceed (NAP). The ten percent (10%) offer security shall be forfeited if the full price of the lot he/she purchased is not paid within the prescribed period stated in the NAP.
14. Hauling. Upon completion of the payment and surrender of one (1) duly notarized Deed of Sale for the purchased vehicles, the winning offeror shall be the recipient of said vehicles and shall be required to haul/transport the same within seven (7) working days.

TERMS OF REFERENCE (TOR)

15. Plate. The MMO shall retain custody of the Philippine Registration (PR) plates (i.e. red plates) of all OP-owned vehicles proposed for disposal until they have been registered for private use. After conclusion of the negotiated sale of the vehicles, an MMO representative shall accompany the winning offeror in surrendering the PR plates to the Land Transportation Office for eventual registration of said purchased vehicles from government to private use.
16. Taxes, Customs Duties, Costs or Charges. The winning offeror shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied in connection with the sale of vehicles. All expenses, including the notarization of documents related to the sale, and incidental to the hauling of the vehicles, shall be borne by the winning offeror.