**OFFICE OF THE HEAD**
**BRANCH OPERATIONS SECTOR | VISAYAS WEST 2 DIVISION**

**DISPOSAL COMMITTEE**

# TERMS OF REFERENCE OF THE PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF ONE (1) LOT UNSERVICEABLE PROPERTIES OF ANTIQUE BRANCH

A. **Subject** : Public auction for the sale and disposal by "lot" of one (1) lot of unserviceable properties of Antique Branch.

Schedule of Activities:

| | | |
|---|---|---|
| Issuance of the Invitation to Bid / Site Inspection | October 30, 2025 – November 04, 2025 (excluding weekends and holiday) | 8:00 AM – 3:00 PM |
| Submission of Bids | 'November 05, 2025 | 8:00 AM – 9:00 AM |
| Opening of Sealed Bids | 'November 05, 2025 | 9:30 AM – 10:30 AM |

B. **Condition** : "As Is, Where is" basis. All interested Bidders shall issue a 10% bond upon submission of sealed canvass.

C. **Location** SSS Antique Branch, City Mall Antique, San Jose St. connecting Gobierno St. and Romano St., Brgy. Poblacion, San Jose, Antique

D. **Minimum Bid Price** : **₱ 5,383.69**
The award shall be given to the highest complying bidder, as determined by the Committee.

E. **Payment** : Payments shall strictly be on a cash basis. The winning bidder shall be allowed to haul the sold lot only upon presentation of the Official Receipt of payments duly validated by the Chairperson of the Visayas West 2 Division Disposal Committee.

F. **Eligibility Requirements**:
The Public Auction shall be open to any Person, Sole Proprietorship, Partnership or Corporation with the prescribed rules and regulations and upon submission of the following documents:

| **BIDDERS** | **ANY PERSON** | **SOLE PROPRIETORSHIP** | **PARTNERSHIP** | **CORPORATION** |
|---|---|---|---|---|
| REQUIREMENTS | Latest Income Tax Return* | DTI Certification | Articles of Partnership | Articles of Incorporation |
| | Certificate of Employment with Compensation* | 2025 BPLO Certification/ 2025 Mayor's Permit | | |
| | Two (2) Valid government issued identification cards with photo and signature. | | | |

**Any of the two*

G. Procedure of Bidding:

1. Every bidder must submit two (2) separate sealed envelope with label containing the following:
   *1st Envelope - Eligibility Requirements as stated above
   *2nd Envelope - 10% Bidder's Bond; and Bid Tender Form (Sealed)

Envelopes should be submitted to the Administrative Head on or before 9:00am, **05 November 2025** at the Administrative Section, SSS Antique Branch, City Mall Antique, San Jose St. connecting Gobierno St. and Romano St., Brgy. Poblacion, San Jose, Antique.

2. A bidder may be allowed to withdraw his/her offer before the opening of the bid on or before 9:29 AM of **05 November 2025**. The bid shall be returned unopened.

3. The Committee shall open all the bids received at the date, time and place set in the invitation to Bid. Bidders or their authorized representatives may witness the proceedings. The Committee shall declare the highest bidder. There should be at least two (2) submitted bids from bidders for the public bidding to proceed. The 10% bid bond shall be considered as advance payment. The second (2nd) highest bidder at his/her options may choose to refund or leave the 10% bid bond in case the highest bidder is disqualified during the post qualification stage and the same shall be returned upon conferment of Notice of Award to the winning bidder.

4. The Committee shall, within **three (3) working days** from the date of the opening of the bids, validate the authenticity of eligibility documents submitted by the highest bidder.

5. The winning bidder, if not disqualified after the post qualification stage, shall be given the official Notice of Award and shall be required to pay the award price, inclusive of all government taxes, fees or duties, if any, and all incidental expenses, to the SSS within five (5) working days, from receipt of the said Notice.

6. A Deed of Absolute Sale shall be executed by the Disposal Committee and the Awardee as soon as the award price is paid.

H. **Hauling of the Purchased Lot**:

1. The winning bidder shall, at his own expense, be responsible for the packing, hauling, and loading the purchased lot to be done at the place indicated in the Invitation to Bid and in the presence of the authorized SSS personnel.

2. Failure of the winning bidder to haul the purchased lot within the specified period shall result in the forfeiture of the payment/bid price in favor of the SSS.

3. The winning bidder shall guarantee the complete hauling and loading of all the property/equipment subject of the Contract, without any residual remaining within the premises of the SSS.