



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
DILI, DEMOCRATIC REPUBLIC OF TIMOR-LESTE

INVITATION TO BID

The Philippine Embassy in Dili, Timor-Leste invites all interested parties to bid for the sale of unserviceable Toyota RAV4 2005 Model on "as in where is" basis with minimum price of Three Thousand Two Hundred Twenty Five Dollars (\$ 3,225.00).



The used motor vehicle is located at Philippine Embassy open ground, and is being sold "AS IS WHERE IS" and is non-returnable and non-refundable.

Interested individual/parties are requested to refer to the attached instruction to bidder for the documentary requirements and the guideline for the submission of bids.

Sealed bids may be submitted from 14 February 2023 until 20 February 2023 at 12:00 noon at the Philippine Embassy (Attn: Disposal Committee Chairperson or Property Disposal Committee), located at Philippine Embassy, Dili. Please note that bids received after the deadline shall no longer be accepted.

The opening of sealed bids is scheduled on 20 February 2023 at 2:00pm at Philippine Embassy, reception area.

For further inquiries, please contact the Philippine Embassy at email address dilipe@dfa.gov.ph or telephone number: 331-0407.



DEAN JASON N. ARRIOLA
Chairperson, Disposal Committee

13 February, 2023

INSTRUCTION TO BIDDERS

Disposal of Used Property-Motor vehicle

Sale of One (1) unit of Toyota RAV4, 2005 model

A. Inspection of the unserviceable vehicle

The unserviceable property for sale, one (1) unit of Toyota RAV4 (2005) is available for inspection/viewing from 14-17 February 2023, 10:00 AM to 3:00PM at the Philippine Embassy open ground, on an appointment basis. Interested parties are requested to send or call for appointment to inspect the vehicle.

B. Schedule of Public Auction

The public bidding shall be conducted on "as is where is" basis by the Philippine Embassy Property Disposal Committee from 14 February to 20 February 2023; 12:00 noon. The schedule for the opening of bids is set on 20 February 2023, 2:00pm at the Philippine Embassy, Reception area.

C. Qualification of bidders

Individual, partnership and/or corporation are qualified to participate in the public auction subject to the submission of qualified documents, as may be required by the Disposal Committee. Employee of the Philippine Embassy are not qualified to submit bids.

D. Minimum Bid

In accordance with accounting and auditing rules and regulation of the Department of Foreign Affairs, the minimum bid for the sale of the used motor vehicle, Toyota RAV4, is set at Three Thousand Two Hundred Twenty-Five dollars, (\$3,225.00).

E. Submission of Bids and Bids bonds.

1. Bidders are requested to submit their bid tender (please see attached sample), in a sealed envelope, together with bid bond amounting to Three Hundred Twenty-Two and Fifty dollars (\$322.50) in the form of cash, to Philippine Embassy, Dili Disposal committee.
2. Sealed envelope must be appropriately labeled with the following details:
 - a. Philippine Embassy Invitation to Bid.
 - b. Bidder's Name
 - c. Bidder's Address
 - d. Contact details
3. Bids submitted below the minimum amount mentioned above shall be disqualified.
4. A Tender Box shall be made available at the reception area of the Philippine Embassy, for bidder to drop off their sealed bids.
5. Deadline for the submission of bid shall be 20 February 2023 at 12:00 noon. Bids submitted after said deadline shall no longer be accepted.

F. Modification and Withdrawal of bid

1. A bidder may modify his/her bid after submission, provided a written notice is sent to the Philippine Embassy Disposal Committee and that the modified bid is received prior to the set deadline.
2. A bidder may, through a Letter of Withdrawal, withdraw his/her bid after it has been submitted, for valid justifiable reasons. The Letter of Withdrawal must be received by the Philippine Embassy Disposal Committee prior to the deadline of submission of bids, a bidder who withdrew his/her bid shall not be permitted to submit another bid for the same project.
3. Modification and/or withdrawal of bids shall not be allowed after the deadline of submission of bids.

G. Opening bids

1. The opening of bids, to be administered by the Philippine Embassy Disposal Committee, will be conducted after the deadline for submission of bids.
2. An Abstract of Bids shall be prepared by the Secretariat.

H. Awarding of Bid

1. Award shall be granted to the highest bidder.
2. In case of a tie, Philippine Embassy shall resort to non-Discretionary criteria (*toss coin or draw lots*) to determine the winning bidder.
3. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, so forth and so on, However, any bidder who refuses to accept the award shall be blacklisted and shall not be allowed to participate in future bidding, without prejudice to Philippine Embassy Disposal Committee's other course of action and remedies to it.

I. Payment

1. One-Time payment in cash or check shall be made by the winning bidder with five (5) calendar days from the date of receipt of the Notice of Award.
2. An official receipt shall be issued by Philippine Embassy covering the payment made by the winning bidder.

J. Taxes and other Costs

1. All taxes and other costs in relation to the purchase of the used motor vehicle and transfer of registration, including hauling of property are for the account of the winning bidder.

K. Pick-up/Hauling of the Property by the Winning Bidder

1. The winning bidder shall be given five (5) calendar days from receipt of the Notice to Proceed to pick up and haul the property.

2. Expenses incidental to the pick-up/ hauling of the property within the prescribed period, the award shall be revoked/cancelled and the next highest bidder shall be awarded the bid, so forth and so on.

L. Forfeiture/Return of the Bid Bond

1. The bid bond shall be forfeited in favor of Philippine Embassy in the following instances.
 - a. If the winning bidder refuses to accept the award;
 - b. In case the winning bidder fails to make the payment within the prescribed period; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the property.

M. Failure of bidding

A failure of bidding shall be declared in the following instances;

1. If prospective bidders are declared ineligible;
2. No Bids are received;
3. All bid fail to comply with the bid requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award;
6. The winning bidder fails to make the payments as required.

CONFORME:

Name and Signature of Bidder or his/her Authorized Representative	Position/Designation	Date

**Bidder's Company or Personal letterhead
Address and contact Numbers**

BID TENDER

Date: _____

The Disposal Committee
Philippine Embassy, Dili

With reference to the Philippine Embassy Invitation to Bid dated 20 February 2023, I respectfully submit my bid proposal for the purchase of the unserviceable motor vehicle, Toyota RAV4 (2005) Model:

Description	Floor Price	Bid Price

It is understood that the Philippine Embassy, Dili Disposal Committee reserves the right to accept or reject any bid. Including the of the single, eligible bidder, waive any minor deviation in the bid which will not materially affect the substance of the bid and to annul the bidding process at any time prior to award, without any liability to the affected bidder and bidders.

I also confirm that I have read and fully understood the Instruction to Bidders.

Very truly yours,

(Name of Signature)

Name of Company (if applicable): _____

Address: _____

Telephone No: _____

*Attachments:
(Valid ID)*

**Three Original accomplished bid tenders must be submitted.*