



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
PASUGUAN NG REPUBLIKA NG PILIPINAS
NAIROBI

ANNOUNCEMENT

INVITATION TO BID
No. 01-2023

The Philippine Embassy in Nairobi invites interested bidders/buyers to submit bids for one (1) unit of used motor vehicle on an "AS IS, WHERE IS BASIS":

Vehicle Make : Mercedes Benz ML350
Model/Year : 2009
Color : Black
Mileage : 162,047 kilometers as of 26 January 2023

The used vehicle, located at the Philippine Embassy, 001 Mzima Springs Road, Lavington, Nairobi, is being sold "as is" and is non-returnable and non-refundable.

Minimum bid for the motor vehicle should not be less than its assessed value in the amount of **Eight Hundred Thousand Kenyan Shillings (Ksh 800,000.00)**.

Prospective bidders/buyers may inspect the aforementioned vehicle for one-time viewing only, from **06 to 08 March 2023**, on an appointment basis. Please arrange a visit schedule by sending an email to phnairobiacsecretariat@gmail.com and/or nairobi.pe@dfa.gov.ph.

In preparing their bids, bidders/buyers are requested to refer to and sign the attached "Instructions to Bidders".

Sealed bids may be submitted from **09 March 2023 up to 12:00 pm of 10 March 2023** at the Philippine Embassy in Nairobi (Attn: Disposal Committee). Please note that bids received after the deadline will no longer be accepted.

The opening of bids is scheduled on **10 March 2023 at 02:00pm** at the Conference Room of the Philippine Embassy in Nairobi.

For further information, kindly read the attached "Instructions to Bidders" or contact the Disposal Committee at mobile number nos. +254 736 3100 50 and +254 736 3100 66.


LOUIE DANE C. MERCED
Chairman

01 March 2023, Nairobi

BID TENDER

Date:

The Disposal Committee
The Philippine Embassy, Nairobi

With reference to the Philippine Embassy in Nairobi's Invitation to Bid No.-01-2023 dated 01 March 2023, I respectfully submit my bid proposal for the purchase of the used motor vehicle, Mercedes Benz ML350 (2009):

Description	Floor Price	Bid Price
One (1) Unit of Used Mercedes Benz ML350 (black, automatic)	KHS 800,000.00	

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

I/We have read and understood the Instructions to Bidders.

Very truly yours,

Name and Signature

Name of Company (if applicable): _____
Address: _____
Mobile No. _____
Email Address: _____



INSTRUCTIONS TO BIDDERS

Sale of One (1) Unit of Mercedes Benz ML350 on an "as is, where is basis"

A. Inspection of the Used Motor Vehicle

The used vehicle for sale, one (1) unit of Mercedes Benz ML350 (2009), is available for inspection/viewing from 06 to 08 March 2023, on an appointment basis at the Philippine Embassy, 001 Mzima Springs Road, Lavington, Nairobi. Please arrange a visit schedule by sending an email to phnairobiacsecretariat@gmail.com and/or nairobi.pe@dfa.gov.ph.

B. Submission of Bids and Schedule of Public Bidding

1. The submission of bids for the vehicle is from 09 March 2023 up to 12:00 pm of 10 March 2023.
2. Bidders are requested to submit their Bid Tender (please see attached sample), in a sealed envelope, to the Philippine Embassy in Nairobi (Nairobi PE) - Disposal Committee at the address below:
Philippine Embassy
001 Mzima Springs Road
Lavington, Nairobi
3. Sealed envelopes must be appropriately labeled with the following details:
Invitation to Bid No. 01-2023
Bidder's Name
Bidder's Address
Mobile Number
4. Bids submitted below the minimum amount mentioned above shall be disqualified.
5. A Tender Box shall be made available at the receiving area of the Philippine Embassy for bidders to drop off their sealed bids.
6. Bids submitted after the deadline of 12:00 pm of 10 March 2023 shall no longer be considered.

C. Qualifications of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the public auction, subject to the submission of qualified documents as may be required by Nairobi PE - Disposal Committee. Employees of the Philippine Embassy are not qualified to submit bids.

D. Minimum Bid

The minimum bid for the motor vehicle for sale is set at Eight Hundred Thousand Kenyan Shillings (KSH 800,000.00).

E. Modification and Withdrawal of Bid

1. A bidder may modify his/her bid after submission, provided a written notice is sent to the Nairobi PE - 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 and justifiable reasons. The Letter of Withdrawal must be received by the Nairobi PE - Disposal Committee prior to the deadline of submission of bids. A bidder who withdrew his/her bid shall not be entitled 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.

F. Opening of Bids

1. The opening of bids, to be administered by the Nairobi PE - Disposal Committee, is set on 10 March 2023, 02:00 pm at the Conference Room of the Philippine Embassy in Nairobi.
2. An Abstract of Bids shall be prepared by Nairobi PE - Disposal Committee.

G. Awarding of Bids

1. Award shall be granted to the highest bidder.
2. In case of a tie, Nairobi PE - Disposal Committee 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, and so on and so forth. However, any bidder who refuses to accept the award shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to Nairobi PE - Disposal Committee's other courses of action and remedies to it.

H. Payment

1. One-time payment in cash shall be made by the winning bidder within five (5) business days from the date of receipt of the Notice of Award.
2. An official receipt shall be issued by Nairobi PE covering the payment made by the winning bidder.

I. Taxes and Other Charges

All taxes and other charges in relation to the purchase of the used motor vehicle and transfer of registration, including, hauling of the vehicle from the Embassy of the Philippines are for the account of the winning bidder.

NOTICE TO PROCEED

(Date of the NTP)

(Name of the Representative of the Contractor),

Please be informed that, pursuant to the Notice of Award dated (date of the NOA) signed by the (Rank and Name of the Disposal Committee Chairperson), the (Name of the Winning Contractor) is hereby given this notice to Proceed for the hauling of the (PPE, or items or waste materials to be hauled). within a period of (depending on the requirement of Post) upon the issuance of this notice, as indicated in the Instruction to the Bidders (ITB) of the auction.

This Notice is issued in accordance with the COA manual on disposal of Government property.

Very truly yours,

Name and Signature
Disposal Committee Chairperson

(Name of the Representative of the Contractor)

Rank / Position

Name of the Company

Full Address Line 1

Full Address Line 2