



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



ANNOUNCEMENT

INVITATION TO BID No. 02-2024

Further to Invitation to Bid No. 01-2024 dated 28 August 2024, the Philippine Embassy in Nairobi invites interested bidders/buyers to submit bids for **one (1) lot consisting of 152 unserviceable office items (Annex A)**.

The lot, detailed in the attached list, is at the Philippine Embassy, 001 Mzima Springs Road, Lavington, Nairobi. It is being auctioned off on an "as is where is basis" and is non-returnable and non-refundable.

Prospective bidders/buyers may inspect the lot of items for a one-time viewing only, from **17 to 19 September 2024**, 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 on **20 September 2024 (up to 5:00 pm only)** 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 **23 September 2024 at 02:00 pm** 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.


DANNA PAULA S. OLAYA
Chairperson

16 September 2024, Nairobi

BID TENDER

Date:

The Disposal Committee
The Philippine Embassy, Nairobi

With reference to the Philippine Embassy in Nairobi's Invitation to Bid No. 02-2024 dated 16 September 2024, I respectfully submit my bid proposal for the purchase of one (1) lot consisting of 152 unserviceable office items, on an "as is where is" basis:

Description	Bid Price
One (1) lot of unserviceable office items enumerated in the attached list.	Ksh 82,610.00

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 lot consisting of 152 unserviceable office items on an **“as is, where is”**
basis

A. Inspection of the items

The one lot consisting of 152 unserviceable office items is available for inspection/viewing from 17 to 19 September 2024, 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 unserviceable items is on 20 September 2024 (5:00 PM).
2. Bidders are requested to submit their Bid Tender using the attached form and a copy of either National ID (for individual) or valid Business Permit (for business entity) 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. 02-2024
Bidder's Name
Bidder's Address
Mobile Number
4. A Tender Box shall be made available at the receiving area of the Philippine Embassy for bidders to drop off their sealed bids.
5. Bids submitted after the deadline of 05:00 pm of 20 September 2024 shall no longer be considered.

C. Qualifications of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the public auction. Employees of the Philippine Embassy are not qualified to submit bids.

D. 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.

E. Opening of Bids

1. The opening of bids, to be administered by the Nairobi PE - Disposal Committee, is set on **23 September 2024 , 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.

F. 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.

G. 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.

H. Taxes and Other Charges

All taxes and other charges in relation to the purchase of the unserviceable items and pick-up from the Embassy of the Philippines are **to the account of the winning bidder.**

I. Pick-up by the Winning bidder

1. The winning bidder shall be given five (5) business days from receipt of the Notice to Proceed to pick up the items.
2. Expenses incidental to the pick-up of the unserviceable items shall be borne by the winning bidder.

3. In case the winning bidder fails to complete the pick-up of the items within the prescribed period, the award shall be revoked/canceled and the next highest bidder shall be awarded the bid, and so on and so forth.

J. Failure of Bidding

A failure of bidding shall be declared in any of the following instances:

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

CONFORME:

Name and Signature of Bidder
or his/her Authorized Representative

Position/Designation

Date