



INSTRUCTIONS TO BIDDERS For the Sale of UNDP Vehicle

UNDP Philippines is hereby inviting bids for the sale of one (1) vehicle. The details of the vehicle and bidding process are provided in this document. For any clarification on the process, please communicate in writing by sending an email to procurement.ph@undp.org

The following rules and regulations will govern the bidding process:

1. **Particulars of the Vehicle For Bidding.** Annex A shows the particulars of the vehicle offered for sale through sealed bidding and serves as the form to be used in submitting bids. The vehicle is disposed of on an "as-is-where-is" basis. Therefore, UNDP will not entertain any complaints of malfunction of the vehicle, nor will it accept any requests for repair or transporting of vehicle purchased before or after the sale. This does not in any way imply that the asset for sale requires such repair or servicing.

Ocular inspection of the vehicle is scheduled on **16 September 2022** from **9:00am to 3:00pm**. We encouraged that your representative/s be tested or vaccinated. A copy of the vaccination card may be presented to security.

Kindly send the name of your representative/s and their contact details via email to procurement.ph@undp.org at least three (3) days before the schedule of ocular inspection.

2. Please refer to Annex B for the latest photos of the vehicle. The vehicle is currently located in:

Make Type	Plate Number	Location
Toyota Innova (2011)	6155	UN Caged Parking, 6/F, Rockwell Business Center, Sheridan corner United Streets, Highway Hills, Mandaluyong City

1. **Financial Bid.** The financial bid should indicate an all-inclusive bid price quoted in Philippine Pesos. The minimum bid price for each vehicle is indicated in the attached bid form.
2. **Security Deposit.** A security deposit in the form of a cheque made payable to "UNDP Representative Peso Account" equivalent to ten (10%) of the total bid price is required. A copy of the cheque must be submitted along with the bid.

Original security deposit in a form of cheque should be submitted to UNDP Procurement

BEFORE 27 September 2022, 3:00PM Manila time at the UNDP address below.

UNDP: 15th Floor North Tower, Rockwell Business Center Sheridan,
Sheridan Street corner United Street, Highway Hills, Mandaluyong City

Kindly email procurement.ph@undp.org to notify 3 days before physical submission of the cheque to UNDP Premises.

3. **Forfeiture of the security deposit.** Bids whose security deposit are found, after opening of the financial bids, to be less than the required minimum amount shall cause the bid to be rejected. Under such circumstances, the security bid/s shall be forfeited by UNDP.

The security deposit of the successful bidder shall be retained as a guarantee which shall be forfeited to UNDP in case of failure to pay the full amount within a period of ten (10) working days after confirmation of the sale and provision of documents to the successful bidder. Security deposits of unsuccessful bidders shall be returned one (1) day after the receipt of full payment in the form of cash or cheque from the successful bidder made to UNDP Finance Unit.

4. **Withdrawal of bids.** All bidders shall be allowed to withdraw his/her participation, but only before the deadline for submission of bids. The bid may be withdrawn only after the bidder officially communicates his/her purpose in writing to UNDP on or before the deadline herein specified. In which case, the security deposit shall not be forfeited and will be returned to the bidder unopened.

However, no bid can be withdrawn for any reason whatsoever after the deadline of submission of bids. Should the bidder insist on withdrawing his/her bid after the deadline of submission of bids, such withdrawal shall cause the forfeiture of the security deposit.

5. **Submission of Bids.** The bid submission form (Annex A) and the copy of the cheque for the bid security should be submitted to bids.ph@undp.org on or before **27 September 2022, 3:00PM Manila time.**
 - a. Original copy (physical copy) of the cheque must be submitted **BEFORE 27 September 2022, 3:00PM Manila time** to the UNDP address at: 15th Floor North Tower, Rockwell Business Center Sheridan, Sheridan Street corner United Street, Highway Hills, Mandaluyong City. Kindly email procurement.ph@undp.org to notify three (3) days before physical submission of the cheque to UNDP Premises.
 - b. All files must be free of viruses and not corrupted.
 - c. Bids must be password protected.
 - d. Password for the bid must not be provided to UNDP on or before the deadline of submission of bids. UNDP Procurement will send a separate email requesting for the password.
 - e. **Mandatory Email Subject: Sale of UNDP Vehicle**

6. **Late submission of Bids.** Bids submitted after **27 September 2022, 3.00PM Manila time** for whatever reason or cause shall be considered late. The original cheque shall be also returned to the bidder.
7. **Opening of the Bids.** Unless otherwise officially communicated by UNDP to the bidders, the bids shall be opened on 13 September 2022, 10:30AM Manila time, in the presence of UNDP representatives.
8. **Award.** UNDP will award to the highest bidder per vehicle and will be notified through email.
9. **Payment of Price Offered to UNDP.** Successful Bidders will be notified by UNDP through the email address provided in the Bid Submission form. **Prior to release of the vehicle, the winning bidder should have fully paid the applicable taxes to the internal revenue authority and the “price offered” disclosed in Bid Submission form to UNDP only.**
10. UNDP Procurement will notify the winning bidder through email where payment processes will be provided accordingly.
11. **Payment of Taxes.** If the winning bidder is not a VAT-exclusive entity, the vehicle shall only be handed over by UNDP upon the bidder's submission of the official receipt confirming the full payment of taxes to the internal revenue authority.
12. **UNDP reserves the right to reject any or all bids, or to accept such bid as may be appropriate with UNDP policies and procedures.**

Approved by:

Samantha Gunasekera
Operations Manager
12 September 2022



ANNEX A

**BID SUBMISSION FORM
SALE OF UNDP VEHICLES**

Contracts, Assets and Procurement Committee 15th
Floor, Rockwell Business Sheridan Center
Sheridan Street corner United Street Mandaluyong City Dear

Sir/Maám,

I hereby bid for the vehicle listed below :

Make Type	Plate Number	Mileage	Seating Capacity	Minimum Bid Required	Price Offered
Toyota Innova (2011)	6155	81,711 Km	9	PhP 250,000	

Please write your bid price in words here:

I voluntarily agree to the conditions set forth in the Instructions to Bidders applicable to this particular bidding.

The enclosed amount of _____ in a form of cheque serves as my security deposit in accordance with item number five (05) of the Instructions to Bidders.

Signature of Bidder : _____
Name of Bidder: _____
Mobile and Email address of Bidder: _____
Address of Bidder: _____
Date: _____

ANNEX B

UNDP Vehicle – 2011 Toyota Innova, Plate Number 6155

Registered Owner: UNITED NATIONS DEVELOPMENT PROGRAMM	
Certificate of Registration No. 14157384-3	
<u>GENERAL INFORMATION</u>	
Make	- Toyota
Type	- Wagon
Year / Model	- 2011/Innova E, 2.0L
Color	- Themalyte Silver
Chassis No.	- TGN409022810
Engine No.	- 1TR7046208
Transmission	- Manual
No. of Cylinder(s)	- Four (4)
Fuel	- Gasoline
Plate No.	- 6155 (Special Plate)
Odometer Reading	- 81,711 Km.
Extras / Accessories	- Airconditioning unit, Original In-dash CD /DVD receiver & AM/FM stereo player with standard speakers, all powered series, air bag and tools
<u>CONDITION</u>	
Engine	- Running Condition
Body and Chassis	- Fair
Hood and Fenders	- Fair
Bumpers	- Fair
Doors	- Fair
Locks & Latches	- Functioning
Windshield / Wipers	- Fair/Functioning
Door Glasses	- Fair
Upholstery	- Fair
Instrument Panel	- Functioning
Lights	- Functioning
Tires	- Fair
Painting	- Fair
Remarks	: Shows scratches on some parts of the body



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