



INSTRUCTIONS TO BIDDERS

for the

Disposal of Used Vehicles through Sale

UNDP Philippines and UNDSS is hereby inviting bids for the sale of two (02) different vehicles. The details of the vehicles 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. Vehicles being disposed are 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.
2. Bidders may request viewing of vehicle(s) by sending an email request to procurement.ph@undp.org at least two days before the intended schedule. The vehicles are currently located at the following location:

Make Type	Plate Number	Location
2011 Toyota Innova E M/T Gas	6155	North Tower Rockwell Business Center, Sheridan corner United Street Mandaluyong, Metro Manila
Nissan Patrol GL 4x4 2012 SUV	28164	

3. Bidders can quote for one or multiple vehicles.
4. **Financial Bid.** The financial bid should indicate an all-inclusive bid price quoted in Philippine Pesos. Minimum bid price for each vehicle is indicated in the attached bid form.

5. **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 check must be submitted along with the bid **on or before 22 May 2023 3:00PM Manila time.**

Original security deposit in a form of check should be submitted to UNDP Procurement **BEFORE 22 May 2023, 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 check to UNDP Premises.

6. **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 deposit 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. Security deposits of unsuccessful bidders shall be returned 1 day after the confirmation of winning bid in a form of cash or check from UNDP Finance Unit.

7. **Withdrawal of bids.** All bidders shall be allowed to withdraw his/her participation, but only before deadline of 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.

8. **Submission of Bids.** The bid submission form (Annex A) and the copy of the check should be submitted to bids.ph@undp.org on or before **22 May 2022, 3.00PM Manila time**.

- a. Original copy (physical copy) of the check must be submitted **BEFORE 22 May 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 3 days before physical submission of the check 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: Disposal of Used Vehicles through Sale

9. **Late submission of Bids.** Bids submitted after **22 May 2023, 3:00PM Manila time** for whatever reason or cause shall be considered late. The original check shall be also returned to the bidder.
10. **Opening of the Bids.** Unless otherwise officially communicated by UNDP to the bidders, the bids shall be opened on **23 May 2023, 10:30AM Manila time**, in the presence of UNDP representatives.

11. **Award.** UNDP will award to the highest bidder per vehicle and will be notified through email.
12. **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.**
13. UNDP Procurement will notify the winning bidder through email where payment processes will be provided accordingly.
14. **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.
15. **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:

Vallerie Lelita Mae V. Ong
Operations Manager

