



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

## INVITATION TO BID

The Philippine Embassy in Brussels, Belgium invites all interested parties to bid for the sale of its Mercedes Benz E250 2012 model on "as is where is" basis with a minimum price of Six Thousand Euros (€6,000.00).



The used motor vehicle is located at the Philippine Embassy open parking, 297 Avenue Moliere 1050 Ixelles, 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 must be received by the Embassy (Attn: Property Disposal Committee) on or before 12:00 nn, 14 May 2024, Tuesday. Bid opening shall be held on the same date at 3:00 p.m. at the Embassy. Bids received after the deadline shall no longer be accepted.

For further information, please email [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph) with the following subject: Public Bidding for Mercedes Benz E250.

**PABLITO A. MENDOZA**  
Chairperson, Disposal Committee  
Philippine Embassy, Brussels

07 May 2024

**INSTRUCTION TO BIDDERS**  
Disposal of Used Motor Vehicle

**Sale of One (1) Unit of Mercedes Benz E250, 2012 Model**

**A. Inspection of the used vehicle**

The vehicle for sale, one (1) unit of Mercedes Benz E250 (2012) is available for inspection/viewing from 07 April to 14 May 2024, 10:00 a.m. to 3:00 p.m. at the Philippine Embassy open parking, on an appointment basis. Interested parties are requested to send an email at [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph) for an appointment to inspect the vehicle.

**B. Schedule of Public Auction**

Public bidding shall be conducted on “as is where is” basis by the Philippine Embassy Property Disposal Committee. The schedule for the opening of bids is set on 14 May 2024 at 3:00 p.m. at the Philippine Embassy.

**C. Qualification of Bidders**

Natural and juridical persons, associations, partnerships or corporations with legal capacity and compliant with the prescribed rules and regulations may participate in the public bidding.

**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 is set at Six Thousand Euros (€6,000.00).

**E. Submission of Bids and Bid Bonds**

1. Bidders are requested to submit their auction tender in three copies (please see attached sample in a sealed envelope, together with bid bond amounting to Six Hundred Euros (€600.00) in the form of cash, to Philippine Embassy Disposal Committee.
2. Auction tender shall indicate the following:
  - a. Description of the item with the corresponding auction offer in words and figures;
  - b. Name and signature of the bidder;
  - c. Business or residence address of the bidder;
  - d. Email and mobile number of the bidder;
  - e. Proof of identification of the bidder; and
  - f. Terms and conditions offered regarding bidder’s bond, payment, default and delivery.
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 bids shall be **14 May 2024 at 12:00 noon**. Bids submitted after said deadline shall no longer be accepted.
6. Any erasures or interlineations shall be voided or duly initialed by the bidder.

**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 of bids/auction tenders**

1. The opening of bids, to be administered by the Philippine Embassy Disposal Committee, will be conducted on **14 May 2024 at 3:00 p.m.** at the Embassy.
2. An abstract of bidding shall be prepared by the Committee.

**H. Awarding of Bid**

1. Award shall be given to the highest complying bidder.
2. When two (2) or more complying bidders have identical offers, public auction by viva voce among those who made identical auctions shall be resorted to at a price not less than the offered auctions, immediately on the same day if both bidders or authorized representatives are present.
3. Awarding of sale shall be done immediately after the opening of auctions. Auction bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.

**I. Payment**

1. Upon award, the auction bond shall be considered as partial payment and the difference between such payment and the offered auction price shall be paid in the form of cash or any other digital modes of payment in accordance with existing Philippine laws, rules and regulations. The full payment shall be made within five (5) working days from the date of notice of award.
2. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond. The award shall then be given to the second highest bidder.

3. An official receipt shall be issued by the 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) working 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. If 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 bidders failed to comply with the terms and conditions prescribed in the invitation to bid; and
4. All bids are below the floor price;

**CONFORME:**

\_\_\_\_\_  
Name and signature of Bidder or  
His/her authorized Representative

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Date

**(BIDDER'S COMPANY LETTERHEAD)**  
Address and contact number

**BID TENDER**

Date: \_\_\_\_\_

The Disposal Committee  
Philippine Embassy, Brussels, Belgium

With reference to the Philippine Embassy's Invitation to Bid dated 25 April 2024, I respectfully submit my bid proposal for the purchase of the used motor vehicle, Mercedes Benz E250, 2012 model:

| Description   | Floor Price | Bid Price |
|---|-------------|-----------|
| Mercedes Benz E250<br>Year: 2012<br>Body Type: Sedan<br>Fuel Type: Gasoline<br>Color: Black | €6,000.00   |           |

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

Very truly yours,

\_\_\_\_\_  
(Name and Signature)

Name of Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

*\*Please submit three original accomplished bid tenders and a copy of valid ID)*