

Republic of the Philippines  
**SENATE ELECTORAL TRIBUNAL**

**DISPOSAL COMMITTEE**

**INVITATION TO BID**

The Senate Electoral Tribunal (SET) through its Disposal Committee invites interested agencies and individuals to bid for a fully depreciated motor vehicle on an "AS IS WHERE IS" basis.

**PARTICULAR**

**MINIMUM BID**

**2008 Toyota Innova E  
Crossover Utility Vehicle, 2.5 diesel**

**P 160,000.00**

Requests for inspection, bid forms and other information may be secured from the Procurement and Property Management Service (PPMS) office at 6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Quezon City at telephone numbers 02 83959329 and 02 84219765 anytime during office hours.

Pre-numbered bid forms of the item are available to interested bidders for free. The pre-numbered bid forms cannot be reproduced and shall be used exclusively in the submission of sealed bids.

Sealed bids accompanied by a bid bond equivalent to 5% of the bid amount in cash or check (certified or manager's check) shall be submitted to the Disposal Committee at the SET Conference Room, 6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Quezon City on **28 March 2023 at 10:00 in the morning**. The sealed bids shall be publicly opened immediately thereafter.

The SET Disposal Committee reserves the right to reject any or all bids and waive formal requirements whenever deemed advantageous to the interest of the government.

*Wama*  
**ATTY. CRISANTA V. VALERA**  
Secretary, Senate Electoral Tribunal  
Chairperson, Disposal Committee

*CV*

Republic of the Philippines  
**SENATE ELECTORAL TRIBUNAL**

**DISPOSAL COMMITTEE**  
6th Floor, Sugar Center Building, North Avenue, Quezon City

**BID FORM**

DESCRIPTION	MINIMUM BID	BID AMOUNT	Bidder's Bond (Bid Amount x 5%)
2008 Toyota Innove E, Crossover Utility Vehicle, 2.5 diesel	160,000.00		

Submitted by:

---

Name and Signature of Bidder

---

Contact Nos.

## Requirements of the Tribunal and Instructions to Bidders

1. All bids shall be signed by the bidder enclosed in sealed envelope and addressed to the Chairperson, Disposal Committee using the prescribed pre-numbered bid forms.
  - a. The bid form shall be accomplished in one (1) copy, preferably typewritten. All blank spaces shall be filled out properly and fully.
  - b. Each erasure or change must be initialed by the person signing the bid/tender.
  - c. All bid prices must be in Philippine Currency, exclusive of government taxes, if any, and incidental expenses.
  - d. Price quotations must be certain and definite in amount.
  - e. Bids shall be valid, binding and effective for at least three (3) months from the time of submission of bids.
  - f. The government assumes no obligation whatsoever to compensate or indemnify bidders for any expense or loss they may incur in the preparation of their proposals, nor does the government guarantee that an award will be made under those Bid documents.
2. Bidder's bond in the form of cash, certified check or manager's check, payable to the Senate Electoral Tribunal, in the amount equivalent to five percent (5%) of the total bid shall be deposited with the Finance Management Service, 6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Quezon City, on or before the scheduled opening of bids, as a guarantee that the successful bidder will, within ten (10) calendar days upon being informed of the acceptance of his/her bid, faithfully and completely prosecute the terms under which the bid was awarded. Bidder's bond shall be valid for one hundred twenty (120) calendar days following the opening of the bids.
3. The bond of all bidders except the three who submitted the highest bids shall be returned upon request after the opening of bids. The remaining bid securities shall be returned after the successful bidder has complied with his/her undertakings.
4. The winning bidder shall, within ten (10) days upon being informed of the acceptance of his/her bid, pay the amount of his/her bid to the Finance Management Service, 6<sup>th</sup> Floor, Sugar Center Building, North Avenue, Quezon City and accept delivery of the item acquired.
5. A proposal without the necessary bidder's bond shall be rejected.
6. It shall be the sole responsibility of the bidders to determine and satisfy themselves by such means they consider necessary or desirable of matters pertaining to the bidding.
7. The Disposal Committee shall not assume any responsibility regarding erroneous interpretations or conclusions obtained by the bidder out of the data furnished by the Committee.
8. Bids will be opened at the time and place indicated in the Invitation to Bid, immediately after the submission thereof. Bidders who desire to attend such opening shall be allowed to do so.
9. The Disposal Committee shall undertake a thorough study and appraisal of the proposals. The contract will be awarded to the bidder whose bid is considered most advantageous to the Government.
10. The Committee reserves the right to reject any or all bids and waive formal requirements whenever deemed advantageous to the interest of the government.

Conforme:

\_\_\_\_\_  
Name and Signature of Bidder

\_\_\_\_\_  
Address and Contact No.