



**INVITATION TO BID
FOR THE DISPOSAL OF
SIX (6) UNITS OF USED MOTOR VEHICLES
“AS IS, WHERE IS” BASIS**

The Securities and Exchange Commission, through its Disposal Committee, invites qualified bidders to bid for the disposal of the following USED MOTOR VEHICLES:

Lot	Description	Minimum Bid Price
1	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-640, 2002 Model	Php 88,200.00
	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-650, 2002 Model	Php 88,200.00
2	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-660, 2005 Model	Php 109,000.00
	1 unit Honda CRV 2.0, Satin Silver, AT, Plate No. SHL-699, 2005 Model	Php 107,000.00
	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-679, 2005 Model	Php 107,000.00
	1 unit Honda CRV 2.0, Satin Silver, MT, Plate No. SHL-689, 2005 Model	Php 104,000.00

A complete set of Bidding Documents may be acquired by interested bidders starting January 29, 2018 from the address below, upon payment of a non-refundable fee of Five Hundred Pesos (Php 500.00).

Interested bidders are required to submit the following documents in two (2) separate envelopes in accordance with Section 9.2 of the Instructions to Bidders:

Corporate	Individual
1. Photocopy of Certificate of SEC/DTI Registration	1. Photocopy of two (2) valid government issued IDs
2. Photocopy of 2016 ITR duly stamped received by BIR	2. Photocopy of 2016 ITR duly stamped received by BIR
3. Original copy of Authorization Letter, if being represented.	
4. Original copy of the prescribed Price Quotation Form, duly accomplished.	
5. Original copy of the Instruction to Bidders (Pages 3-8 of the bid documents), duly signed on the “CONFORME” portion.	
6. Bidder’s bond in the form of cash in an amount equivalent to at least ten percent(10%) of the bid.	

The significant time and deadline for bidding activities are shown below:

BAC Activities	Time/Venue
Pre-Bid Conference	February 6, 2018, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City
Inspection of Vehicles	February 12, 2018, 10:00 a.m. at SEC Building, EDSA, Greenhills, Mandaluyong City
Deadline for the submission of Bids	February 14, 2018, on or before 10:00 a.m. at Procurement Division, 3 rd Floor, Secretariat Building, PICC Complex, Pasay City
Opening of Bids	February 14, 2018, 10:00 a.m. at the Function Room A, 2 nd Floor, Secretariat Building, PICC Complex, Pasay City

All bids must be accompanied by a Bid bond in the form of cash and in the amount equivalent to at least ten percent (10%) of the bid. Bids will be opened in the presence of the bidders and/or bidder's representatives who choose to attend the opening at the address stated above. Late Bids shall not be accepted.

Only cash payment shall be accepted and must only be paid through SEC Cashier's Office. **NO PAYMENT, NO HAULING** policy shall apply.

Schedule of hauling shall be made within five (5) calendar days after the issuance of Deed of Sale for each motor vehicle. The buyer shall shoulder the cost of transportation, facilities, and manpower, needed in the hauling of the property from the SEC Building.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.

For further information, please contact:

The Secretariat for Disposal Committee
Human Resource and Administrative Department
3rd Floor, Secretariat Building
PICC Complex, Pasay City
Telefax. No.: (632) 818.5330



JOSE P. AQUINO
Chairman, Disposal Committee

INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

- 1.1 The Securities and Exchange Commission hereinafter referred to as SEC, will receive bids for the sale of used motor vehicles on "AS IS, WERE IS" basis.
- 1.2 These are the instructions to bidders for Public Bidding. SEC may issue special instruction to bidders and may require additional documents.

2. COST OF BID

- 2.1 The bidders shall bear all costs in the preparation and delivery of their bids and SEC shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

3. BID DOCUMENTS

- 3.1 Complete set of Bid Documents shall include:
 - 3.1.1 The Invitation to Bid (IB), which states the date, time and place of the pre-bid conference (where applicable), submission and opening of bids.
 - 3.1.2 Instructions to Bidders (ITB), which shall include the Terms and Conditions of Sale.
 - 3.1.3 The Price Quotation Form, which shall include the bid offer.
 - 3.1.4 The Bid Bond in the prescribed form.
 - 3.1.5 Amendment and/or Addendum on the original bid documents, if any.
 - 3.1.6 Special Instructions, if any.

4. TIME AND PLACE FOR SUBMISSION OF THE BIDS

- 4.1 Sealed bids shall be submitted by respective bidders on or before **February 14, 2018, 10:00 a.m. at the Procurement Division, 3/F Secretariat Bldg., PICC Complex, Pasay City.** Immediately thereafter, Opening of bids shall be held at Function Room A, 2/F Secretariat Building, PICC Complex Pasay City. **Late bid shall not be accepted.**

5. ELIGIBILITY CRITERIA

- 5.1 Any person, partnership or corporation complying with the requirements indicated in the Invitation to Bid may participate in the public bidding.

6. BIDS TO BE CONSIDERED

- 6.1 Only bids from the parties and their authorized representatives who have been duly issued the Bid Documents in accordance with Section 5 hereof shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.
- 6.2 No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.
- 6.3 Parties/ companies with pending cases and outstanding obligations with SEC shall be excluded from the bidding.
- 6.4 Bids submitted without a Bid Bond or insufficient Bid Bond will be rejected outright

7. SUBJECT OF BID

- 7.1 Bids shall be for the sale of two (2) lots of used motor vehicles consisting of the following:

Lot	Description
1	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-640, 2002 Model
	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-650, 2002 Model
2	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-660, 2005 Model
	1 unit Honda CRV 2.0, Satin Silver, AT, Plate No. SHL-699, 2005 Model
	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-679, 2005 Model
	1 unit Honda CRV 2.0, Satin Silver, MT, Plate No. SHL-689, 2005 Model

- 7.2 The subject motor vehicles shall be sold on an “AS IS, WHERE IS” basis.

8. BIDDING INFORMATION

- 8.1 No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed in the pre-bid conference and on the official announcement of the bid results.

9. PREPARATION OF BIDS

- 9.1 Each bidder shall prepare his bid in the prescribed **Price Quotation Form** including data in support thereof in duplicate copies marked as “Original” and “Second Copy”. In case of discrepancy among the copies, the original shall govern.
- 9.2 The bids shall be contained in two (2) envelopes:

A. First (1st) Envelope

Corporate	Individual
1. Photocopy of Certificate of Business/DTI Registration	1. Photocopy of two (2) Valid IDs issued by the government

2. Photocopy of 2016 ITR duly stamped received by BIR	2. Photocopy of 2016 ITR duly stamped received by BIR
3. Original copy of Authorization Letter, if being presented	
4. Original copy of the Instructions to Bidders (Page 3-8) duly signed on the 'CONFORME' portion.	

B. Second (2nd) Envelope

1. Bidder's proposal in the prescribed Price Quotation Form
2. Bidder's bond in the form of cash in an amount equivalent to at least ten percent (10%) of the bid. (Note: Bidder's bond shall form part of the payment in case of award of sale)

- 9.3 Each Envelope should be securely sealed, marked, and addressed to as follows:

THE CHAIRMAN
DISPOSAL COMMITTEE
**Function Room A, 2/F Secretariat Bldg.,
PICC Complex, Pasay City**

- 9.4 The Bid Price offered must be on a **“LOT”** basis.

10. BID CURRENCY

- 10.1 All bids shall be in Philippine Currency expressed in words and figures. In case of discrepancies between bids in words and figures, the bids in words shall be considered as the bid price.

11. VALIDITY OF THE PROPOSAL

- 11.1 A bid will be deemed valid for a period of sixty (60) calendar days from bid opening as stated in the Price Quotation Form. A bid with a shorter validity period shall not be considered.
- 11.2 The SEC may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing and transmitted thru courier, facsimile machine or electronic mail.

12. ADDENDA TO SPECIFICATIONS

- 12.1 SEC reserves the right to amend, revise, or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through addendum/addenda, and copies will be furnished to all prospective bidders.
- 12.2 In consideration of its best interest, SEC may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.
- 12.3 Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided on the Letter of Transmittal prior to the opening of bids.

- 12.4 Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation of Bid, which could result in the rejection of the bid.

13. BIDDER'S EXCEPTIONS

- 13.1 It is the desire of SEC to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents should, within seven (7) calendar days before the date set for the opening of bids, communicate such clarifications, deviations or exceptions in writing to SEC, giving the reasons therefore.
- 13.2 If the clarifications, deviations or exceptions are acceptable to SEC, an Amendment/Addendum will be issued for the general information of all prospective bidders. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by SEC.

14. BID BOND

- 14.1 Bid Bond per lot, as the case may be, which shall accompany the bid tender or is presented at the time of the opening of bids, shall be required from each bidder and should be at least ten percent (10%) of the bid.
- 14.2 Bid bond should be in the form of cash.

15. SUBMISSION AND OPENING OF BIDS

- 15.1 Bidders or their authorized representatives shall submit their bid at the date, time and place as stated in Section 4. After the time set for bid opening, the Disposal Committee Chairman will open and read the bids at the presence of the bidders or their authorized representatives.
- 15.2 Late bids shall not be accepted.

16. DEFECTIVE BIDS

- 16.1 At the time of opening of bids, a bid shall be considered defective in any of the following cases:
- a.) not in the prescribed form;
 - b.) unsigned bids;
 - c.) not accompanied or guaranteed by a bid bond;
 - d.) with insufficient bid bond;
 - e.) not accompanied by a duly accomplished Bidder's Inspection Certificate;
 - f.) with a validity period less than that required.

17. WITHDRAWAL OF BIDS

- 17.1 A bidder may be allowed to withdraw his bid before the scheduled opening of bids. His bid shall be returned unopened.
- 17.2 After the opening of bids, no bidder shall be allowed to withdraw his offer.

18. RESERVATION CLAUSE

- 18.1 SEC reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of SEC to explain the reasons thereof.

19. ACCEPTANCE OF THE BID

- 19.1 The bidder with the highest and responsive bid on each lot shall be declared as the Successful Bidder.
- 19.2 The Successful Bidder must signify his consent to enter into Contract within seven (7) days from receipt of the Notice of Award.

20. FAILURE OF BIDDING

- 20.1 The Disposal Committee shall declare the bidding a failure in any of the following cases:
- a.) There is no bid received;
 - b.) Only one (1) bidder submitted a Bid;
 - c.) All bidders failed to comply with the terms and conditions prescribed in the ITB;

21. AWARD OF CONTRACT

- 21.1 Award shall be made to the successful bidder.
- 21.2 Notice of Award shall be issued to the successful bidder upon the approval by the head of the agency or designated representative.
- 21.3 No transfer or assignment of award/contract to third party shall be allowed.
- 21.4 The award shall be cancelled, rendered ineffective and the bid bond forfeited in favor of SEC if the winning bidder refuses to receive the Notice of Award or enter into contract, within seven (7) days after the receipt of written notice.
- 21.5 In case of “TIE” between two or more bidders, the winning bidder shall be determined by **DRAWING OF LOTS.**

22. PAYMENT

- 22.1 Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash, cashier’s check, or manager’s check of a reputable bank. Full payment shall be made within five (5) working days from receipt of Notice of Award.
- 22.2 In case of failure to make full payment within the prescribed period, the award shall be cancelled and the bid bond shall automatically be forfeited in favor of SEC.

23. CLAIMING OF AWARDS

- 23.1 Claims shall be made only by the awardee or his duly authorized representative after the bid price is fully paid as evidenced by duly issued SEC Official Receipt.
- 23.2 The property officer of the SEC shall accomplish a tally-out sheet as evidence of actual delivery. The tally-out sheet shall be signed by the authorized SEC official and the buyer acknowledging the receipt of the items.
- 23.3 Claims shall be made only during official government working hours within the period fixed by the Disposal Committee.

24. TAXES, COSTS, OR CHARGE

- 24.1 All other incidental expenses and/or other charges shall be at the expense of the Awardee.

CONFORME:

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative/ Date Signed

Complete Business Address

Tax Identification No.

Contact No. (Mobile and/or Landline)



Date

PRICE QUOTATION FORM A (Lot 1)

THE CHAIRMAN
Disposal Committee
Securities and Exchange Commission
Sir/Madam:

In response to your notice of sale and in accordance with the stipulations of the Instructions to Bidders for the **sale of lot 1**, as described in Section 7 thereof, to be opened on **February 14, 2018** at the **Function Room A, 2/F Secretariat Bldg., PICC Complex, Pasay City**, hereunder is my bid offer:

Lot	Description	Floor Price	Bid Price
1	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-640	Php 88,200.00	Php _____
	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-650	Php 88,200.00	Php _____
Total bid for Lot 1			Php _____
Amount in words: _____			

Note: Bid Price must not be below the Floor Price.

I have actually seen and inspected the above vehicles and my bid is based on my own personal estimate.

The above offer shall be valid for sixty (60) calendar days from bid opening. Enclosed is the required Bid Bond in the amount of Php_____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name of Bidder/Business Name

Complete Business Address

Name and Signature of the Authorized Representative/ Date

Tax Identification No.

Contact No. (Mobile and/or Landline)



Date

PRICE QUOTATION FORM B (Lot 2)

THE CHAIRMAN

Disposal Committee
Securities and Exchange Commission
Sir/Madam:

In response to your notice of sale and in accordance with the stipulations of the Instructions to Bidders for the *sale of lot 2*, as described in Section 7 thereof, to be opened on **February 14, 2018** at the **Function Room A, 2/F Secretariat Bldg., PICC Complex, Pasay City**, hereunder is my bid offer:

Lot	Description	Minimum Bid Price	Bid Proposal
2	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-660	Php 109,000.00	Php _____
	1 unit Honda CRV 2.0, Satin Silver, AT, Plate No. SHL-699	Php 107,000.00	Php _____
	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-679	Php 107,000.00	Php _____
	1 unit Honda CRV 2.0, Satin Silver, MT, Plate No. SHL-689	Php 104,000.00	Php _____
Total bid for Lot 2			Php _____
Amount in words: _____			

Note: Bid Price must not be below the Floor Price.

I have actually seen and inspected the above vehicles and my bid is based on my own personal estimate.

The above offer shall be valid for sixty (60) calendar days from bid opening. Enclosed is the required Bid Bond in the amount of PhP_____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name of Bidder/Business Name

Complete Business Address

Name and Signature of the Authorized Representative/ Date

Tax Identification No.

Contact No: (Mobile and/or Landline)

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following motor vehicles at their present location which are subject of public bidding to be conducted on **February 14, 2018**, to wit:

Lot	Description	Location
1	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-640, 2002 Model	Warehouse Parking, PICC Complex Pasay City
	1 unit Toyota HI-Ace Lo-Grade 2.0 5s VAN, MT, Plate No. SGJ-650, 2002 Model	

Inspection of the above motor vehicles was conducted on February __, 2018 in the presence of authorized General Services Division (GSD) Representative.

(Signature over Printed Name of Bidder)

INPECTION ATTESTED BY:

Signature over Printed Name
Authorized Representative, GSD
Date: _____

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following motor vehicles at their present location which are subject of public bidding to be conducted on **February 14, 2018**, to wit:

Lot	Description	Location
2	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-660, 2005 Model	SEC Parking Area, SEC Building, EDSA, Greenhills, Mandaluyong, City
	1 unit Honda CRV 2.0, Satin Silver, AT, Plate No. SHL-699, 2005 Model	
	1 unit Honda CRV 2.0, NH Black, AT, Plate No. SHL-679, 2005 Model	
	1 unit Honda CRV 2.0, Satin Silver, MT, Plate No. SHL-689, 2005 Model	

Inspection of the above motor vehicles was conducted on February __, 2018 in the presence of authorized General Services Division (GSD) Representative.

(Signature over Printed Name of Bidder)

INSPECTION ATTESTED BY:

Signature over Printed Name
Authorized Representative, GSD
Date: _____