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| To: | Prospective Bidders |
| Close Date & Time: | 2.00pm (WST) THURSDAY 15th May 2025 |
| Subject: | Disposal of two (2) Impounded/Abandoned Vehicles, Tom Price WA. |
| From: | Shire of ashburton Procurement Department |

**How to submit your Bid.**

1. Download or print the respondent offer form via link: <https://www.ashburton.wa.gov.au/community/services/vehicle-auction.aspx>
2. Complete your Respondents Offer form, clearly identifying if you are bidding on one or both lots, and placing your bid price excluding GST for each lot.
3. Ensure you have allowed enough time to email your bid. No bids will be accepted after **2.00pm Thursday 15th May 2025**, the email address will be locked after this time.
4. Email your Respondents Offer form to VehicleAuction@ashburton.wa.gov.au. Shire staff are not permitted to email your Respondents Offer form on your behalf. This is to ensure confidentiality of your bid.
5. You will receive an automated email conformation response to your email, so you know that it has been received.
6. If you have any questions, please contact Procurement@ashburton.wa.gov.au.