

July 2017

INVITATION TO BID (ITB) UNDP/SALE/2017/001

SALE OF SURPLUS EQUIPMENT

CLOSING DATE AND TIME: 6 July 2017 at 13:00, LOCAL TIME

Dear Madame/Sir,

Sealed Bids, in the original for the purchase and removal of the items described herein, shall be received at UNDP Office in Al Mezzeh, Ghazzawi Street, number 8, Damascus, Syria.

Your bid must be submitted in a sealed envelope and addressed to the attention of Procurement Unit of UNDP Tender Opening Committee, indicating reference number SYR/CO/SALE/2017/01.

All Bids received after the bid closing date and time set on 06 July 2017 at **13:00 hr, Local Time** will be returned unopened to the applicable bidder.

1. List of items available for sale and Sale Bid Form are attached as Annex B to this Invitation to Bid.
2. Bidders are urged to inspect the items prior to submitting bids.
3. The items are located at the UNDP office in Al Mezzeh, Ghazzawi Street, number 8, Damascus, Syria, and may be inspected on Tuesday, 04 July between (11:00 to 14:00 PM), Local Time. Maximum 2 representatives from each bidder may attend.
4. UNDP reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection is in the interest of the UNDP. This invitation to bid does not commit the UNDP to award a contractual instrument or to pay any costs incurred in, or in connection with, the preparation or submission of bids.
5. UNDP also reserves the right to withdraw any of the items prior to award. The UNDP, in its sole discretion, also reserves the right to award separate or multiple contracts for any portion or quantity of the item it may deem appropriate.
6. Payment in full shall be made prior to removal of the property, and in any case within five (5) business days of the award. Successful bidders shall remove the property within five (5) business days of the full payment.
7. The items described are offered for sale "AS IS, WHERE IS and AS ONE LOT" and without recourse or warranties of any kind.
8. Upon payment of the purchase price in full, as per instruction that will be provided at the time of award, title to the material passes to the Purchaser and all handling thereafter shall be at the expense and risk of the Purchaser.
9. The Purchaser agrees to remove the items awarded at his/her expense and without damage to surrounding property, including buildings, and further offers and agrees to reimburse the UNDP for any damage sustained as a result of his/her removal of the item(s) purchased.
10. Please note that the United Nations is unable to provide any assistance either mechanical or manpower for the removal of the item(s).

11. This invitation to bid contains no contractual offer of any kind. Any bid submitted will be regarded as an offer by the bidder and not as an acceptance of the bidder of any offer by the UNDP. No contractual relationship will exist pursuant to a written contract document signed by an authorised official of the United Nations and the successful bidder.
12. The successful bidder is responsible for payment of any tax or fee, which may be due as a result of this sale.
13. Your bid shall remain valid and open for acceptance for a period of at least 60 days from the opening date, 06 July 2017.
14. Should you have any question, please do not hesitate to contact us by via e-mail to syriaprocurment.notices@undp.org .
15. Bidders are reminded that e-mail given in paragraph 14 above may be used only to send queries and acknowledgement letter requested. Your bids must NOT be sent to this e-mail.

Sincerely yours,



Samuel Rizk
UNDP Country Director

Attachments:

Annex A	Acknowledgement Letter
Annex B:	List of Items and Sale Bid Form

ANNEX A
RECEIPT ACKNOWLEDGEMENT LETTER

Date: _____

To: UNDP
Procurement Unit

INVITATION TO BID (ITB) SYR/CO/SALE/2017/01
SALE OF SURPLUS EQUIPMENT

1. We the undersigned acknowledge receipt of your Invitation to Bid and hereby confirm that:

☐ We intend ☐ We do not intend

to submit a Bid to the UNDP by the closing date of **06 July 2017 at 13:00 hr., Local Time.**

and

☐ We intend ☐ We do not intend

to attend **the site visit scheduled for, 04 July between (11:00 to 14:00 PM) Local Time.** The name(s) and title's of the authorized representative is

Name:

2. We agree that the ITB document is confidential and proprietary to the United Nations, and contains privileged information. Upon request, we will return the ITB or any part thereof, and all copies thereof, to the United Nations.

Name of the authorized representative: _____

Title: _____

Name and address of vendor: _____

Phone No.: _____

Facsimile No. _____

Email Address: _____

Signature: _____

Please return immediately via e-mail to syriaprocurment.notices@undp.org

INVITATION TO BID SYR/CO/SALE/2017/01

SALE OF SURPLUS EQUIPMENT

IMPORTANT: items are sold on “as is where is and as one lot” basis

ملاحظة مهمة:

المواد المعروضة على أساس المكان والوضع الراهن و كحمولة واحدة.

Currency of Bid: USD

ID	Item	Brand	Specifications	Status	Type of disposal
ND001	desktop	DELL	Model:DIMENSION 5150(DM051)Intel P4 3.20GHz, RAM 1GB, Video RAM: 224MB, HDD:256GB, CD-ROM	Working	Sell
ND002	desktop	DELL	Model:DIMENSION 3000, CPU: Intel P4 3.00GHz, RAM:1GB,Video RAM:96MB, HDD:80GB, CD-ROM, Without OS.	Working	Sell
ND003	desktop	Compaq	Model: DeskPro, CPU:P3 1.0GHz,RAM:320MB,VRAM:8MB NVIDIA, HDD:250GB - CD-ROM, Floppy Drive, Without OS	Working	Sell
ND004	desktop	IBM	Model: Think Center, CPU: Pentium 4, RAM:1GB, DVD:yes,without OS, HDD notworking	Working	Sell
ND005	desktop	HP	HP Compaq, CPU:Core2Duo 2.6 /1M cash,RAM:3GB,HDD:no,DVD:yes	working	Sell
ND006	desktop	Compaq	DeskPro, CPU:Pentium3 1000GHz, RAM:256MB,HDD:20GB,CDROM:yes	working	Sell
ND007	desktop	HP	HP Compaq, CPU:Core2Duo 2.6 ,RAM:3GB,HDD:256GB,DVD:yes,without OS	Working	Sell
ND008	desktop	HP	HP compaq,CPU:Core2Duo,RAM:3GB,DVD:yes,without OS	Working	Sell
ND009	desktop	HP	HP Compaq, CPU:Core2Duo,RAM:3GB,HDD:256GB,DVD:yes,without OS	Working	Sell
ND010	desktop	DELL	OPTIPLEX 780, CPU:Core2Duo 2.9,RAM:3GB,HDD:80GB,DVD:yes,without:yes	Working	Sell
ND011	desktop	HP	Compaq d330,CPU:Pentium 4,RAM:512MB,HDD:7GB,CDROM:yes,without:yes	Working	Sell
ND012	desktop	DELL	DIMENSION 5150 , CPU : Pentium4 , RAM:1,5GB, HDD:75GB, DVD:yes, without OS	Working	Sell
ND013	desktop	DELL	DIMENSION5150	Not Working	Sell
ND014	desktop	DELL	DIMENSION5150, CPU:pentium 4, RAM:1GB, HDD:75GB, DVD:yes, without OS	Working	Sell
ND015	desktop	unknown	unknown	unknown	Sell
NL014	Laptop	DELL	LATITUDE E5530, CPU:Intel Corei5 2.5, RAM:4GB, HDD:750GB, Screen Broken, Service Tag: DSYVRY1	Working	Sell
NL017	Laptop	DELL	LATITUDE E4310, CPU:intel Corei5, RAM:4GB, HDD:320GB, Service Tag: 483TTM1	Working	Sell
NL018	Laptop	DELL	LATITUDE E5530, CPU:Intel Corei5 2.5, RAM:4GB, HDD:750GB, Service Tag: 1CK5551,	Working	Sell
NPBX01	PBX	Nortal	Nortal PBX BCM400	working	Sell

ID	Item	Brand	Specifications	Status	Type of disposal
NP001	Printer	HP	HP color LaserJet 2550n, Power On :Yes	Not Working	Sell
NP002	Printer	Epson	Model: Stylus D88, Dura Brlter Ultra Colored, Power On: Yes	Not Working	Sell
NP003	Printer	HP	Model: HP Officejet K7103, Color inkjet A3, Power on: yes	not working	Sell
NP004	Printer	HP	HP LaserJet 2015, Black and White	Working	Sell
NP005	Printer	DELL	LaserJet 1700, Black & White	Working	Sell
NP006	Printer	HP	Photo Smart 5510 Multifunction, Not Pull the Paper	Working	Sell
NP007	Printer	LEXMARK	Model: E260dn , Subnetwork, Black & White	Working	Sell
NP009	Printer	HP	HP LaserJet 4100, Black, Not Pull Paper	Working	Sell
NP010	Printer	Canon	FAX-L100 i-sensys	Working	Sell
NP011	Printer	HP	Model:SP3000TF, LaserJet Black, LPT port	Working	Sell
NP012	Printer	OKI	B6200, LaserJet, Network Port, Black & white	Working	Sell
NP013	Printer	HP	HP LaserJet 2300dn, Black & white , working but not pull paper	Working	Sell
NP014	Printer	LEXMARK	Model: X502n, Multifunction LaserJet Color, Network Port	working	Sell
NP015	Printer	Brother	MFC Print,copy,fax power on : yes	Not Working	Sell
NP016	Printer	HP	Officejet Pro L7780 , No power Trans	Unknown	Sell
NP017	Printer	HP	HP LaserJet 2015 Black	Working	Sell
NP018	Printer	HP	LaserJet 1160 black, LPT port	working	Sell
NP019	Printer	Brother	FAX MF	Broken	Sell
NP021	Printer	EPSON	DLQ-3000	Unknown	Sell
NP022	Printer	NISCA	Pr5200 ID printer	Unknown	Sell
NP023	Printer	NISCA	Pr5200 ID printer	Unknown	Sell
NP024	Printer	NISCA	Pr5101 extension for Pr5200	Unknown	Sell
NP025	Printer	nisca	Pr5101 extension for Pr5200	Unknown	Sell
NP027	Printer	HP	LaserJet Black 4014	Working	Sell
NP029	Printer	HP	LaserJet Black P3005x	Working	Sell
NPP001	Projector	3M	Old Lamp Projector	working	Sell
NSC001	Scanner	EPSON	EPSON 2580 photo	Unknown	Sell
NSC002	Scanner	EPSON	EPSON 2580 photo	Unknown	Sell
NSC003	Scanner	EPSON	EPSON 1670	Unknown	Sell
NSC004	Scanner	Canon	USB	Unknown	Sell
NS001	Screen	Acer	19" 4x3 LCD	not working	Sell
NS002	Screen	Acer	19" 4x3 LCD	not working	Sell
NS003	Screen	Acer	19" 4x3 LCD	not working	Sell
NS004	Screen	Fujitsu	19" 4x3 LCD	not working	Sell
NS005	Screen	LG	Flatron L1710M LCD 17" 3X4 with voice	working	Sell
NS006	Screen	LG	Flatron L1710M LCD 17" 3X4 with voice	working	Sell
NS007	Screen	Acer	Model:AL722 LCD 17" 3x4 with Voice	working	Sell
NS008	Screen	HP	HP 7500 CRT 17"	Working	Sell
NS009	Screen	Compaq	V570 CRT 15" working with bad color	working	Sell
NS010	Screen	Compaq	S720 CRT 17" working with bad color	Working	Sell
NS011	Screen	Acer	LCD 19" without stand	Not Working	Sell
NS012	Screen	LG	Flatron L1730S LCD 17" 3x4 working with Big black line	Working	Sell
NS013	Screen	Dell	LCD 17" 3x4	Working	Sell
NS016	Screen	View Soni	Model: VA 1912W, LCD 19" with voice	Working	Sell

ID	Item	Brand	Specifications	Status	Type of disposal
NS017	Screen	LG	flatron M1717S LCD 17" 3x4	Working	Sell
NS020	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS021	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS022	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS023	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS024	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS025	screen	DELL	LCD 17" 3x4 VGA	Working	Sell
NS029	screen	View Sonic	LCD 17" with Speakers 3x4	Working	Sell
NS031	screen	HP	LCD 17" 3x4	Working	Sell
NS033	screen	HP	LCD 17" 3x4	Working	Sell
NS035	screen	IBM	LCD 17" 3x4	Working	Sell
NT001	Type writer	IBM	Model :IBM 6781-2 by Lexmark	Need Maintenance	Sell
NT002	Type writer	IBM	Model :IBM 6781-2 by Lexmark	Need Maintenance	Sell
NO001	Video	JVC	JVC Video CASSETTE Recorder HR-D337MS	Unknown	Sell
NP030	Printer	HP	LaserJet Black P2430dn, working but not pull paper	working with problems	Sell
NU001	UPS	Triplite	AVRX550U	Need Maintenance	Sell
NU002	UPS	Triplite	AVRX550U	Need Maintenance	Sell
NU003	UPS	Triplite	AVRX550U	Need Maintenance	Sell
NU004	UPS	Triplite	AVRX550U	Need Maintenance	Sell
NU005	UPS	Triplite	AVRX550U	Need Maintenance	Sell
NU006	UPS	AROS	650 VA	Need Maintenance	Sell
NU007	UPS	AROS	650 VA	Need Maintenance	Sell
NU008	UPS	AROS	650 VA	Need Maintenance	Sell
NU009	UPS	AROS	650 VA	Need Maintenance	Sell
NU010	UPS	AROS	650 VA	Need Maintenance	Sell
NU011	UPS	AROS	650 VA	Need Maintenance	Sell
NU012	UPS	AROS	650 VA	Need Maintenance	Sell
NU013	UPS	AROS	650 VA	Need Maintenance	Sell
NU014	UPS	AROS	650 VA	Need Maintenance	Sell
NU015	UPS	AROS	650 VA	Need Maintenance	Sell
NU016	UPS	AROS	650 VA	Need Maintenance	Sell
NU017	UPS	AROS	650 VA	Need Maintenance	Sell
NU018	UPS	AROS	650 VA	Need Maintenance	Sell
NU019	UPS	AROS	650 VA	Need Maintenance	Sell
NU020	UPS Multi Items	USP	18 different types of UPS need Maintenance	Need Maintenance	Sell

We hereby confirm that if UNDP accepts our bid, we will pay in full and remove the Lot/ items awarded to our company, in accordance with the terms and conditions of ITB No. SYR/CO/SALE/2017/01

PLEASE PRINT OR WRITE IN BLOCK CAPITALS

Name of Company

Name/Title of the authorized representative:

Company Address

Name/Title of the authorized representative:

Facsimile No.

Tel No.

Email:

Signature:
