

July 2017

**INVITATION TO BID (ITB) UNDP/SALE/2017/002**

**SALE OF SURPLUS EQUIPMENT**

**CLOSING DATE AND TIME: 17 July 2017 at 14:00, 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/2017/02.

All Bids received after the bid closing date and time set on 17 July 2017 at **14:00 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 Sunday, 16 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 two (2) business days of the award. Successful bidders shall remove the property within one (1) 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, 17 July 2017.
14. Should you have any question, please do not hesitate to contact us by via e-mail to [syriaprocurement@undp.org](mailto:syriaprocurement@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/2017/02**  
**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 **17 July 2017 at 14:00 hr., Local Time.**

and

☐ We intend ☐ We do not intend

to attend **the site visit scheduled for, 16 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 [syriaprocurement.notices@undp.org](mailto:syriaprocurement.notices@undp.org)

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