

22 August 2019

Notice of Sale

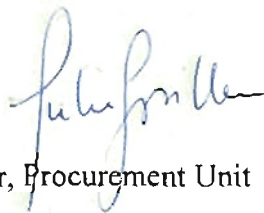
Dear Sir/Madam

Subject; Notice 0093493: Sale of Vehicles

United Nations Volunteers (UNV) programme, is publicly auctioning two vehicles by sealed bids:

1. We hereby solicit the sale of two vehicles that are listed in Annex 1.
2. All pertinent information related to this notice of sale can be found in the Bid Data Sheet, attached as Annex 2.
3. Your bid should be prepared using the bid form attached here as Annex 3 and submitted in a non-transparent sealed envelope as per the instructions provided in Annex 2.
4. UNV reserves the right to cancel any or all bids received and or cancel this notice of sale.
5. United Nations international staff members are excluded from bidding.
6. UNV is administered by UNDP and follows UNDP financial rules and regulations.

Yours sincerely


Julie Spiller
Team Leader, Procurement Unit

Attachments

Annex 1 - Details of Items
Annex 2 - Bid Data Sheet
Annex 3 - Bid Submission form

Annex 1 - Details of Items

The vehicles are as follows;

1. Lot 1. Mercedes Sedan E300 diesel hybrid. Year 2013. KM stand; 65,422. Colour; Black exterior and interior. Leather seats, air-conditioning. Includes winter wheels and tyres
Excellent Condition. Available to buyer as of September 2019 (once new vehicle is delivered).
Offers above; 15,000 Euro.
2. Lot 2. Volkswagen Caravelle 8-seater Minibus. Year 2002. KM stand; 66, 737. Colour; Dark Blue. Fabric seats. Air-conditioned. Good condition. Available to buyer as of October 2019 (once new vehicle is delivered).
Offers above; 5,000 Euro.

Annex 2

Bid Data Sheet

1	Bid Submission Deadline	Your bid must reach UNV Headquarters no later than 5pm (CET) on 17 September 2019
2	Requests for additional Information	Any requests for additional information should be emailed to procurement@unv.org with 0093493: Notice of Sale of UNV Vehicles' in the title.
3	Language of Bid	English
4	List of Items	See Annex 1
5	Inspection of items	Interested bidders can view the items in front of the UNV offices; Platz der Vereinten Nationen 1, 53113 Bonn, Germany from 9.30am until 11.30am (CET) on 3 September 2019. Kindly send an email to procurement@unv.org with ref 0093493: Notice of Sale of UNV Vehicles in the title if you are planning to come to the viewing.
6	Conditions for submission of partial bids	Partial Bids are allowed. Bidders can bid on either Lot 1 or Lot 2
7	Bid Security	Not Required
8	Documents required	The following documents must be included in the bid submission; <ol style="list-style-type: none"> 1. Duly completed and signed bid form 2. Business Registration Certificate (if bidder is a registered company) 3. Copy of Passport (If bidder is an individual)
9	Sealing and marking of bids	<p>The envelope consisting of your bid should be sealed and on the left corner of the envelope should be written as; 'Notice 0093493: Sale of Vehicles' - Lot no (1 or 2) At the TOP Centre write: <u>'DO NOT OPEN'</u></p> <p>It should be addressed as follows: United Nations Volunteers Att: Marc Wharton Platz der Vereinten Nationen 1, 53113 Bonn, Germany. Tel +49-228-8152000 Your name, address and telephone number should be written on the rear of the envelope.</p> <p>All bids must be sent through registered post (or courier). UNV will not accept bids that are hand delivered.</p>
10	Evaluation of Bids	The bids will be reviewed by an evaluation team. The award will be offered to the highest qualified bid for each vehicle.
11	Notification to Successful Bidders	UNV will notify successful bidders upon completion of the bid evaluation.
12	Movement of Items	<p>Upon receipt of notification from UNV, within seven days, the successful bidder should make the payment to the UNV bank account and provide proof of payment to procurement@unv.org. On receipt of the money, UNV will notify the bidder when they can pick up the vehicle. If the payment is not processed within the timeline, UNV reserves the right to offer to the next highest qualified bidder.</p> <p>It is the responsibility of the bidder to arrange the removal and transportation at their own expense. Any damages during the removal of the vehicle will be the responsibility of the bidder. The vehicle will be handed over without license plates. It is the bidder's responsibility to arrange new license plates.</p>