

INVITATION TO BID FOR PUBLIC SALE

PS 002/Nov/2015

For the Sale of 1 unit Vehicle Station Wagon Nissan Patrol

**United Nations Development Programme (UNDP) Timor-Leste on behalf of
UNDSS Timor Leste**

INSTRUCTION TO BIDDERS

GENERAL

1. UNDP Timor-Leste intends to dispose by public sale **1 unit Vehicle Station Wagon Nissan Patrol** owned by the UNDSS Timor-Leste.
2. The asset are offered on sale on as “as is, where is” basis without recourse or warranties, expressed or implied, of any kind and without any documentation.
3. By this invitation to bid (ITB), UNDP request your best offer (Bid) for the purchase of the lots/assets, based on the list described in the announcement of public sale published on 26 November 2015 (Annex A).
4. Prospective bidders may view the vehicle at UN Agency Compound, Caicoli, Dili, from 1–4 December 2015, at 10:00 to 11:40 am, each day.
5. This document is an invitation to bid and you are kindly requested to respond in writing on or before close of business (COB) Wednesday, 9th December 2015 at 17:00 noon. Please ensure that your response complies in particular with the instruction set out in paragraph 14.
6. This ITB comprises of this document-“invitation to Bid “and the following annexes:
Annex A: Announcement of Public sale published on the 26 November 2015
Annex B: Bid Price Form
7. The terms set out in this ITB and its annexes will form part of any contract or purchase agreement if UNDP accepts your offer.
8. Bidders shall limit their response to the requirement of this ITB. In submitting your bid, it is your responsibility to ensure that you have fully complied with all requirements of this ITB. Failure to comply with the requirements of this ITB may prejudice the evaluation of your bid.
9. All bidders must use only the attached bid price form (Annex B) in submitting their bids. Bids submitted in any other format will not be accepted.
10. This ITB document can be picked up only at UN Agency Compound, Caicoli, Dili, on 26 November 2015 from 10:00am to 11:40.

BID FORMAT

11. Your bid shall be completed by indicating your bid offer in the space provided in the attached bid document, Annex B for the Lots/Items that you wish to bid for, and returning it to UNDP as per instruction paragraph 14 & 16.
12. Your bid should include:
 - a) The bidder's name, email/home address, telephone/mobile/facsimile number.
 - b) Signature and title of authorized representative for the bidder
 - c) The date of the bid and
 - d) A cash deposit will serve as a bid bond, in the United States Dollar (USD) currency equivalent to 10% of the total amount of the bid price required. The bid bond shall be deposited to the following UNDP Bank Account;

Bank: ANZ Bank
Address: Timor Plaza, 2nd Floor, Comoro, Dili, Timor Leste
Account Name: United Nations Development Programme (UNDP)
Account No: 102706
Swift Code: ANZBTLDI
BSB: 018950

Upon payment, obtain a deposit slip from the bank as the proof of the payment.

Attach the original of the bank deposit slip to the bid

Keep a copy of the bank deposit slip for your reference.

Failure to comply with this instruction will render your bid invalid. The deposit will be returned to you in full in the event that your bid is unsuccessful, or credited to the purchase price in the event that your bid is successful/accepted by UNDP. The above mentioned deposit is nonrefundable and be garnished by UNDP in case of any default by successful bidder(s). In the event the winning bidder does not want the goods, the deposit will be forfeited for respective lot. Interested bidders must ensure that proof of payment of the aforementioned bid bond accompanies their bid.

BID PRICE

13. Bid price shall be expressed in US Dollars. The price shall remain valid and subject to no adjustment for a period of 90 days after closing date.
Please note that UNDP is exempt from taxes and duties and the bid price shall be exclusive of any taxes and duties.

DELIVERY OF BID

14. All Bids shall be enclosed in a sealed envelope, clearly marked and sent to the following address;

Confidential Tender

Do not opened

Attn. of procurement unit

Address:

**Registry of UN Agency Compound,
UN Agency Coumpound
Caicoli Street, Dili Timor-Leste**

UNDP Ref: PS 002/Nov/2015

**Subject: Invitation to Bid for the sale of 1 unit vehicle Station Wagon Nisan
Patrol**

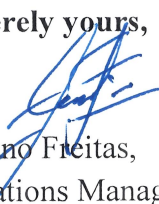
Tender Closing Date: Wednesday 9th December, 2015, at 17:00 PM

15. Bids shall be sent to the above address by mail or hand delivered during UNDP working hours from 8.30am to 17.30pm, Monday through Friday except during UNDP Holidays. It is the exclusive responsibility of the bidder to ensure that the bid reached the registry of UN Agency Compound no later than specified date and time as stated above in order not to be rejected.
16. Please indicate your name on the envelope so that UNDP can identify your bid at the time of receipt.
17. Bid should include the original of the ANZ bank deposit slip which will serve as the BID BOND (10%), deposited as mentioned under article 13 above.
18. The bid should be valid and open for acceptance for a period of at least sixty (90) days from the closing date of Wednesday, 9 December 2015
19. UNDP reserves the right to reject by and all bids received whenever such rejection is in the interest of the UNDP. This invitation to Bid does not commit UNDP to award a contract or to pay any cost incurred in, or in connection with the preparation of submission bids.
20. UNDP also reserves its right to withdraw any of the lots for sale prior to award.

21. Payments in full must be made prior to removal of the property. From the date the winner is informed about the result he/she has one week to make necessary payments to UNDP and the Timor-Leste government and remove the materials from the UN Premises.
22. Please note that successful bidder is solely responsible for payment of any taxes/fees to the government of Timor-Leste which may be due as a result of this sale. Only upon receipt of the full payment, UNDP will transfer the title of asset(s) to the winning bidder.
23. Upon full payment of the purchase price, title to the asset(s) passes to the purchaser and thereafter, all handling related cost to remove the asset(s) from the compound shall be at the expenses and risk of the purchaser.
24. The purchaser agree to remove the asset(s) at his/her expense and without damage to surrounding property, including building, and further offers and agrees to reimburse UNDP for any damage sustained as a result of his/her removal of the asset(s) purchased.
25. Please note that UNDP is unable to and will not provide any assistance either mechanical or manpower for the removal of asset(s).

For any queries on the above please contact UNDP procurement unit via email at ***procurement.staff.tp@undp.org*** on or before close of business (COB) 9 December, 2015.

Sincerely yours,



Luciano Freitas,
Operations Manager a.i
UNDP Timor Leste

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**United Nations Development Programme (UNDP) Timor-Leste on behalf of
UNDSS Timor Leste**

Closing Date: Wednesday 9 December, 2015, at 17:00 PM

ANNOUNCEMENT OF PUBLIC SALE

Closing Date: 9 December, 2015 at 5:00 pm (Noon)

(Annex A/ Public Sale No. 002)



*Empowered lives.
Resilient nations.*

1. The United Nations Development Programme (UNDP) will hold a sale of surplus material by sealed-bid auction.

WHAT IS FOR SALE

2. The item owned by the UNDSS in Timor-Leste and which has been declared surplus to the needs of the United Nations is for sale to the general public. A general description of the item and the location in Dili is as follows:

UN Agency House, Caicoli, Dili, Timor Leste)

No	Description	Engine number	Chassis number
1	Vehicle Station Wagon Nissan Patrol	TD42-185226	JN1TCSYB120559463

3. Prospective bidders may view the vehicle at UN Agency Compound, Caicoli, Dili: on 1st to 4th December 2015 from 10 to 11:40 am each day.

General terms of Sale

4. Interested parties are invited to make a bid to purchase “lot/s” of items, which are sold on an “AS IS, WHERE IS” basis without recourse or warranties of any kind. The successful bidder is responsible for payment of taxes or fees to the Timor-Leste Government due as a result of this sale before items may be collected. Bids must be submitted on the provided and approved forms in order to be considered (these can be obtained on the day of the site visit). All interested bidders must make a deposit of 10%. In the event the winning bidder does not want the goods, the deposit will be forfeited. Kindly include the deposit slip with your bid. Deposits from unsuccessful bidders will be promptly refunded.

FOR MORE INFORMATION

5. For general information, please contact UNDP Procurement Unit via e-mail at procurement.staff.tp@undp.org

ANNEX B
Invitation to Bid for the Sale of
1 unit vehicle Station Wagon Nissan Patrol
Bid Price

United Nations Development Programme
Registry of UN Agency Compound
Caicoli Street, Dili, Timor-Leste
Attn. of Mr. Matias Gomes
Procurement Analyst
UNDP Timor Leste



*Empowered lives.
Resilient nations.*

Dear Sir or Madam,

I hereby bid for the assets listed as per attached.

I voluntarily agree to the condition of sale as set forth in the "Announcement of Sale" as published on 26 November 2015 and the attached General Conditions of Contract. The enclosed deposit slips from ANZ Bank US\$ _____ serves as my bid bond in accordance with the conditions set in the announcement.

Bidders Name:	
Title:	
Address:	
Phone/Fax #:	
Email address:	

No	Description	Engine number	Chassis number	Bid Price
1	Vehicle Station Wagon Nissan Patrol	TD42-185226	JN1TCSYB120559463	
TOTAL				

Signature of the authorized representative: _____