



INVITATION TO BID FOR PUBLIC SALE

For Public Sale of Surplus Vehicles and motorbikes and Motorbikes

REF: PS 005/TLS/2016

INSTRUCTION TO BIDDERS

GENERAL

1. UNDP Timor-Leste intends to dispose by public sale of various vehicles and motorbikes owned by the UNDP at UN House, Caicoli Street, Dili, Timor-Leste.
2. The vehicles and motorbikes (s) 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 2 December 2016 (Annex A).
4. Prospective bidders may view the Vehicles and motorbikes at UN House , Caicoli, Dili, on 5-9 December, from 10am to 12 noon each day.
5. This document is an invitation to bid and you are kindly requested to respond in writing on or before COB Monday, 12 December 2016 at 17:00. Please ensure that your response complies in particular with the instruction set out in paragraph 12-15.
6. This ITB comprises of this document “invitation to Bid “and the following annexes:
Annex A: Announcement of Public sale published on the 2 December 2016
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 House, Caicoli, Dili, on 5-9 December 2016 from 10:00am to 12:00 noon each day.

11. UNDP will register the name of all bidders who have received this ITB document, they will be eligible and allowed to participate in the bidding exercise.

BID FORMAT

12. 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 in paragraph 15 & 16.
13. Your bid should include:
- a) The bidder's name, home address, telephone/mobile/email address.
 - b) Lot number, bid price or amount for the lot(s)
 - c) The date of the bid and signature and title of authorized representative of the bidder

BID PRICE

14. 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 exempted from taxes and duties and the bid price shall be exclusive of any taxes and duties.

DELIVERY OF BID

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

Confidential Tender
Do not open

Attn. of Ms. Diana Lina Bernardo
UN House
Caicoli Street, Dili, Timor-Leste

UNDP Ref: PS 005/TLS/2016

Subject: Invitation to Bid for Public Sale of Surplus Vehicles and motorbikes
Tender Closing Date: Friday 12 December 2016, at 17:00 hours.

16. Bids shall be sent to the above address by mail or hand delivered during working hours from 09:00am to 17:00pm, Monday through Friday except during UN Holidays. It is the exclusive responsibility of the bidder to ensure that the bid reaches the registry of UNDP no later than specified date and time as stated above in order not to be rejected.

17. Please indicate your name as mentioned under paragraph 13 a) on the envelope so that UNDP can identify your bid at the time of receipt.
18. The bid should be valid and open for acceptance for a period of at least ninety (90) days from the closing date of Monday, 12 December 2016.
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 bids submission.
20. UNDP also reserves its right to withdraw any of the lots for sale prior to award.
UNDP also reserves its right to award the lots individually or in multiples as it may deem appropriate, in its sole discretion. Bidders can bid on one lot or more than one.
21. Payment in full must be made within 2 business days upon receipt of the award notice prior to removal of the property. Winning bidders will be notified by Friday, 10 February 2017 and thereafter have 2 days to complete payment to UNDP and remove the materials from the UN House 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 agrees to remove the asset(s) at his/her own 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).
26. 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) Friday, 09 December 2016.

Sincerely yours,



Diana Lina Bernardo
Operations Manager
UNDP Timor Leste