



United Nations
Educational, Scientific and
Cultural Organization

Organisation
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TENDER DOCUMENT Ref: FU/BEI/ADM/2020/001
(Please quote this UNESCO reference in all correspondence)

DISPOSAL OF OFFICIAL USED VEHICLE VIA COMPETITIVE BID

Date: 05 February, 2020

You are invited to submit a bid for **purchase of a used Toyota Camry** in accordance with the instructions provided here below. The Tender documents consist of this cover page and the following Annexes:

Part 1	Vehicle Specifications
Part 2	Instruction to Bidders
Annex I	Bid Submission Form

Your bid, submitted in a sealed envelope or via email, should reach the following address no later than **February 28, 2020 by 1530h**.

UNESCO - Office of the Director
Bir Hassan, facing Sports City, UNESCO Building
SEALED TENDER - DO NOT OPEN
Ref: **FU/BEI/ADM/2020/001**
Email: procurement.bei@unesco.org
Closing Date and Time: **February 28, 2020 at 1530h**

This letter is not to be construed in any way as an offer of a contract of sale. Your bid could however form the basis for an agreement of sale between you and UNESCO.

For and on behalf of UNESCO:



Hamed Al Hamami
DIRECTOR
UNESCO BEIRUT OFFICE

PART I – UN ASSET SALE - Vehicle Specifications

ANNEX I: CAR DETAILS

MAKE:	TOYOTA
MODEL:	CAMRY (4 door Sedan body)
YEAR OF MANUFACTURE:	2007
SEATING CAPACITY:	4-5
TRANSMISSION:	AUTOMATIC
MILEAGE:	149,196 KM
CHASIS:	JTNBK40K803018896
COLOR:	BLACK
CONDITION:	USED; OPERABLE.
ASKING PRICE:	HIGHEST BID (<i>sealed bids – refer to instructions</i>)



Note: White car in background is not enjoined in bid.



PART II – Instructions to Bidders

The Instructions to Bidders contain general guidelines and instructions on the preparation, clarification, and submission of Bids.

A. INTRODUCTION: UNESCO invites Bids for the disposal sale of Toyota Camry (Sedan) – Year of manufacture (2007). Bidders should inspect the vehicle prior to bidding.

Vehicle Inspection: Inspection visits shall be scheduled from 06 February to 21 February 2020 between 12:00pm and 15:30pm. Please contact UNESCO via email procurement.bei@unesco.org, or via phone (961) 1 850013/4/5 ext. 123.

Should a bidder choose not to inspect the car, s/he does so at their own risk and should s/he be the successful bidder, no provision shall be made for any discrepancies between the bidding documents and the actual contents or condition of the assets.

The Vehicle shall be sold on "*as is and where is*," basis. UNESCO warrants that the Vehicle is free of all legal claims, liens, and encumbrances. However, UNESCO makes no express or implied warranties as to the condition or performance of the Vehicle, except as follows: to the best of UNESCO's knowledge, this vehicle, a) is not a salvage vehicle, and, b) has not been declared a total loss by an insurance company.

B. BID DOCUMENTS: Bidders shall adhere to instructions contained in the Bid Documents. Failure to comply with instructions may affect the evaluation of the Bid.

1. Amendment of Bid Documents: UNESCO may, at its own initiative, or in response to a clarification request by a prospective Bidder, amend the Bid Documents prior to the deadline for submission of bids.

2. Language of the Bid: *ENGLISH*.

3. Bid Currency/Price: USD.

(NB: The vehicle was purchased duty & tax exempt. It is the obligation of the buyer to settle applicable taxes/duty due upon transfer of ownership solely at their cost.)

4. Validity of Bids: Fifteen (15) days from Bid closing date. UNESCO may solicit the Bidder's consent to extend the validity period. The request and responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

C. SUBMISSIONS: Bids may be submitted no later than **February 28, 2020 at 1530h** via:

a) **Email to** procurement.bei@unesco.org. The subject line shall list **Ref: FU/BEI/ADM/2020/001 - DISPOSAL OF TOYOTA CAMRY (2007);**

OR

b) **Sealed envelope** addressed to "UNESCO – Director's Office" delivered to UNESCO Office Premises at Bir Hassan, facing Sports City, UNESCO Building. The envelope shall be marked "**SEALED TENDER - DO NOT OPEN**", and should list the Bid reference **Ref: FU/BEI/ADM/2020/001 - DISPOSAL OF TOYOTA CAMRY (2007).**

The Bid form shall be typed or written in indelible ink, and shall be signed by the Bidder. The Bid form shall contain no alterations, erasures or overwriting.



D. MODIFICATION/WITHDRAWAL OF BIDS: Bidders may withdraw their Bid after submission provided the written withdrawal notice is received by UNESCO prior to the Bid submittal deadline. No Bid may be modified after the Deadline for Submission of Bids. Further, no Bid may be withdrawn in the interval between the Deadline for Submission of Bids and expiration of the Period of Bid Validity.

UNESCO reserves the right to accept or reject any Bid, to annul the solicitation process and reject all Bids at any time prior to award of Sale Agreement, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for UNESCO's action.

E. OPENING AND EVALUATION OF BIDS: Bids shall be opened after the Submittal deadline in accordance with UNESCO rules & regulations. Only bids that adhere to the instructions herein shall be considered eligible for evaluation.

F. AWARD OF CONTRACT: UNESCO shall issue the Sale Agreement to the highest qualified Bidder. Bidder shall be notified of the award via email no later than 06 March, 2020. A non-refundable cash bid security equating to 10% of the accepted offer shall apply in order to hold the vehicle.

Failure of the successful Bidder to comply with the Instructions to Bidders shall constitute sufficient grounds for annulment of the award and forfeiture of the Bid Security if any, in which event UNESCO may make the award to the next best offer evaluated or call for new Bids.

G. PAYMENT: The Buyer shall pay the total bid price accepted via Banker's cheque (or via Direct Deposit) to UNESCO in exchange for the Vehicle ***05 Business days upon notification*** by UNESCO of the winning bid. A 10% cash deposit shall be made within 24hrs of notification of award.

H. SALE AGREEMENT: Upon receipt of final payment as provided above, UNESCO shall effect the transfer of title to the Buyer. Acceptance of the Transfer of Title (Sale Agreement) shall effect a contract between the two parties, all rights and obligations of the parties shall be governed solely by the terms and conditions of the signed Sale Agreement.

I. REMOVAL OF ASSETS: Upon signature of the Sale Agreement, the Buyer will be allowed to remove the vehicle from UNESCO premises.

UNESCO reserves the right to reject all Bids received in response to this Tender and to negotiate with any of the Bidders in any manner deemed to be in the best interest of the Agency.



ANNEX I: VEHICLE BID FORM

REF: **FU/BEI/ADM/2020/001** (OFFICIAL UN VEHICLE DISPOSAL SALE - USED)

VEHICLE DESCRIPTION: **Toyota Camry 2007 (Sedan)**

(Please complete details):

BID AMOUNT:	USD
YOUR FULL NAME:	
MOBILE PHONE #:	
EMAIL:	
POSTAL ADDRESS:	

1. All Terms & Conditions apply per FU/BEI/ADM/2020/001 Bid document.
2. Successful bidder shall be contacted by phone and email.
3. In order to hold the vehicle upon bid award, a minimum non-refundable 10% payment in cash or banker's check must be received within 24hrs of notification. Full payment in the form of cash or banker's check is required to transfer ownership.
4. Taxes and additional fees may apply as indicated in the Bid document.
5. The Buyer must pay in full and transfer the vehicle title within 5 business days post notification or forfeit the 10% deposit.

SIGNATURE: _____ DATE: _____

**PLEASE SUBMIT FORM VIA EMAIL OR VIA SEALED ENVELOPE PER
BID INSTRUCTIONS**

