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INVITATION TO BID

DISPOSAL OF USED OFFICIAL VEHICLES THROUGH COMPETITIVE SALE

UNITED NATIONS DEVELOPMENT PROGRAMME

GHANA

UNDP.GHA.VD.2021.01

January 2021

Section 1. Letter of Invitation

DISPOSAL OF USED OFFICIAL VEHICLES THROUGH COMPETITIVE SALE UNITED NATIONS DEVELOPMENT PROGRAMME

GHANA

Date: January 12, 2021

Procurement Ref. No.: UNDP.GHA.VD.2021.01

Dear Sir/Madam:

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Bidder

Section 3- Specifications of the referenced UNDP asset attached hereto as Annex A

Section 4 – Bid Submission Form attached in hereto as Annex B

Your offer, comprising of a Bid Submission Form, may be submitted on or before Wednesday January 27, 2021 **by COB @ 4:30 PM** via email, to the address below:

✉ bids.gh@undp.org under **email subject line: UNDP.GHA.VD.2021.01**

Should you require any clarification, kindly communicate to: procurement.gh@undp.org

UNDP looks forward to receiving your Bid and thanks you in advance for your interest in UNDP procurement opportunities.

Yours sincerely,

Silke Hollander
Deputy Resident Representative
United Nations Development Programme (UNDP)
Accra, Ghana

Section 2: Instruction to Bidders¹

1.00 GENERAL

The United Nations Development Programme (UNDP) in Ghana intends to dispose by competitive sale Three (3) vehicles owned by UNDP in Ghana.

2.00 PURPOSE

2.1 The objective of this Invitation to Bid (ITB) is to request for Bids for disposal by competitive sale of the United Nations Development Programme Assets, hereinafter referred to as “UNDP asset”, and as detailed in Annex A, which forms an integral part of this ITB.

2.2 Any qualified bid resulting from this ITB will be awarded in accordance with the applicable UNDP Regulations & Rules and shall be final. All the referenced UNDP assets will be sold on “as in and where is” basis without any recourse and representation as to operating condition. UNDP Ghana makes no warranties expressed or implied as to the condition of the referenced UNDP property or any part thereof, or their suitability for any intended use.

3.00 INVITATION TO BID (ITB)

3.1 Please note that this document is a formal ITB. You should also note that the terms set forth in this ITB, and your Bid, will form part of any **Bill of Sale** should UNDP Ghana accept your proposal. Bidders should limit their responses to the requirements of the ITB. Failure to fully comply may prejudice the evaluation of your bid.

4.00 BID CONTENTS

4.1 This ITB consists of the following parts:

Section 1 – This Letter of Invitation

Section 2 – Instructions to Bidder

Section 3- Specifications of the referenced UNDP asset attached hereto as Annex A

Section 4 – Bid Submission Form attached in hereto as Annex B

¹ *Note: this Section 2 - Instructions to Bidders shall not be modified in any way. Any necessary changes to address specific country and project information shall be introduced only through the Data Sheet.*

5.00 VEHICLE INSPECTION

5.1 Bidders are invited to inspect the assets prior to bidding. The visit is scheduled as follows:

Thursday, January 14, 2021 to Thursday, January 21, 2020, between 9:00am and 2:30pm at the premises of UNDP Ghana Main building (UNDP, No.7 Rangoon Street, Ring Road East Dual Carriageway, Near Fire Service Headquarters, Osu- Accra).

5.2 Bidders are encouraged to attend this inspection visit to verify the contents, condition and the accuracy of the descriptions or quantities provided on the web site or on the bidding documents.

5.3 Should a bidder choose not to attend he or she does so at his or her own risk and should he or she be a successful bidder, no provision will be made for any discrepancies between this web site, the bidding documents and the actual contents or condition of the assets.

6.00 BID FORMAT

6.1 Your Bid must be submitted using the Bid Price Form attached in herein as Annex B, must be signed and submitted in pdf format.

Bidder's agreement to all conditions set out in the ITB and that the Bid shall remain valid and open for acceptance by UNDP Ghana and subject to no adjustment for a period of **at least thirty (30) days from the closing date of receipt of Bids.**

7.00 BID LANGUAGE

7.1 All the correspondence, including the bid and any other supporting documentation must be in English.

8.00 BID PRICE AND VALIDITY

8.1 The Bid shall remain valid and open for acceptance by UNDP Ghana and subject to no adjustment for a period of at least thirty (30) days from the closing date of receipt of Bids.

8.3 The bid price must be expressed in Ghana Cedis

8.4 The bidder must consider that the goods are being sold on an "as is where is" basis and the successful bidder is responsible for all costs, including but not limited to, the custom clearance, transportation, removal and disposition of the items in accordance with all laws and regulations.

9.00 BID SUBMISSION PROCEDURES:

<p>Conditions and Procedures for electronic bid submission and opening</p>	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Official Address for e-submission: bids.gh@undp.org<input checked="" type="checkbox"/> Free from virus and corrupted files<input checked="" type="checkbox"/> UNDP Ghana Office uses Adobe PDF reader version 9 and Microsoft 2007 & Microsoft 2010<input checked="" type="checkbox"/> For electronically transferred data, the maximum capacity is 9MB. Thus, if the size of the file is greater than 9MB attach them with two or more emails. In this case you are kindly advised to label each email as "Attachment 1 of 3; 2 of 3; and 3 of 3" etc.<input checked="" type="checkbox"/> No. of copies to be transmitted: only One, do not send the proposals time and again to avoid mistake in identifying the appropriate proposals. UNDP/Procurement Unit will not be liable for failing to locate a right proposal owing to repetitively sending proposals.<input checked="" type="checkbox"/> Bid Submission File Name (Mandatory): The File Name for the bid MUST BE: UNDP.GHA.VD.2021.01 [insert bidder's full name]<input checked="" type="checkbox"/> Failing and/or incorrectly stating the above subject line may result in failing to exactly locate your proposals as the Procurement Unit processes several of such type of bid process and will not be liable for any consequences thereof<input checked="" type="checkbox"/> Once you submitted your proposals electronically to the designated Secured Email; kindly confirm same (without attaching the proposals for the purpose keeping its integrity) to the Focal Person the submission of the proposals. The Focal Person Address: <p style="margin-left: 40px;">Attn: Procurement Team at procurement.gh@undp.org Your confirmation is important to ensure all Proposing Firms' proposals are not missed and considered for subsequent Technical Evaluation. ***</p>
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10.00 BID EVALUATION

10.1 All Bids will be reviewed and evaluated by UNDP Ghana in accordance with UNDP Rules and Regulations as well as the considerations contained herein.

10.2 UNDP Ghana will endeavor to advise you of its decision within 30 days of the closing date of the Bid.

11.00 AWARD

11.1 This invitation to Bid does not commit UNDP Ghana to award a contract or to pay any costs incurred in the submission of the proposal, or costs incurred in making necessary studies for the preparation

thereof, or to procure contract for services or supplies.

11.2 UNDP Ghana reserves the right to reject all the Bids received in response to this Invitation to Bid and to negotiate with any of the Bidders in any manner deemed to be in the best interest of the UNDP Ghana.

11.3 UNDP Ghana reserves the right to withdraw any asset prior to sale, and also to sell assets singly in groups, in groups or in any combination to the best advantage of the United Nations Development Programme.

11.4 The award will be made in accordance with the applicable United Nations Development Programme Rules and Regulation.

11.5 UNDP Ghana will issue a **Notice of Sale** to the successful bidder(s) for the awarded items. The successful bidder(s) will be provided at this time with all the information required to make a payment of the offered amount.

12.00 PAYMENT TERMS

12.1 Upon receipt of the **Notice of Sale**, the bidder shall ensure that the offered price submitted in the successful bid is paid full by bank transfer.

12.2 The successful bidder must finalize the payment no more than 5 working days from the date of the **Notice of Sale** to allow sufficient time for the confirmation of payment receipt to be provided by UNDP Ghana's Bank.

12.3 Upon payment of the full purchase price for each item being bid for by bank transfer payable to UNDP Ghana, UNDP Ghana will issue a **Bill of Sale** to the purchaser. Thereafter, the purchaser must process all the required documentation with the custom authorities and any other government authority of Ghana for the payment of taxes, duties (export or re-import, whichever is applicable) and any other required formalities.

13.00 REMOVAL OF ASSETS

13.1 Upon issuance of a **Bill of Sale**, the purchaser will be allowed to remove the UNDP assets.

13.2 All handling and processing shall be at the cost and responsibility of the purchaser. Please be informed that UNDP Ghana will not assist in any manner in matters dealing with the custom authorities or any other government authority of Ghana other than issuing a **Bill of Sale** detailing the UNDP assets sold to the successful bidder(s).

13.4 Upon release of title, the vehicle purchased shall be removed from the UNDP parking within five

(5) working days. Failing this, UNDP Ghana shall have the option to cancel the sale of the items, thereby regain ownership of the goods.

13.5 It is the responsibility of the successful bidder(s) to obtain all the necessary licenses and permissions to export assets, as may be required, and address any environmental or other laws and regulations.

13.6 The assets shall be removed from the site without damage to the surrounding property, including buildings, and the bidder shall be liable to reimburse UNDP Ghana for any damage sustained as the result of removal of assets that he has purchased.

14.00 QUERIES

14.1 For any clarifications, please write to : procurement.gh@undp.org

IMPORTANT: QUERIES SUBMITTED IN WRITING TO ANY OTHER EMAIL WILL NOT BE CONSIDERED.