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Request for Offer

SALE OF INVENTORY FOR WASTE DISPOSAL (Electronic devices, notebooks, roll ups – banners, T-shirts, Tyres)

Date: 07 April 2021

Reference number: 017/2021

Offer submission deadline: 15/04/2021 – 10:00 A.M. Tunis Time

United Nations Development Programme in Libya intends to sell inventory for waste disposal

1. Offers for the purchase and removal of the items described in Annex 1 must be submitted to:

**UNDP – Libya
Procurement Unit**

clearly marked “Offer for Inventory for Waste Disposal” - Ref. no. 017/2021 by 10:00 a.m. hours Tunis time, on 15 April 2021 using the following method:

- **E-mail:** Your offer shall firstly be submitted by e-mail to the secure e-mail: tender.ly@undp.org

and **must not exceed 10MB**. Your offer must be signed and stamped in all relevant places.

2. All Offers received after the offer closing date given above will not be accepted.
3. The offers must be clearly identifying the proposed Lot. Partial lots not including all listed items per Lot will not be accepted.
4. Offerors are urged to inspect the items prior to submitting offers.
5. The items are stored at **UNDP Libya storage office**, (located at **Rue du Lac Windermere, Les Berges du Lac, 1053 Tunis, Tunisie**) and can be inspected between **09:00am – 12:00 Tunis time** on 12 April 2021 (For inspection please contact Mr. Saeed Khairalla at **UNDP LIBYA OFFICE** by email: saeed.khairalla@undp.org)
6. Offerors will have to follow the instructions for waste disposal for each of the items of each Lot.
7. The signed Offer submission form will be considered as an acceptance of the conditions of the procedure. If the selected offerdor/s fail to provide the services, this will be registered as not compliance in our performance data base.
8. UNDP reserves the right to reject any and all offers and to waive any informality in offers received

whenever such rejection is in the interest of the United Nations Development Programme. This invitation to offer not commit UNDP to award a contractual instrument or to pay any costs incurred in, or in connection with, the preparation or submission of offers.

9. UNDP reserves the rights to withdraw any of the items prior to award, UNDP, in its sole discretion, also reserves the right to award a separate or multiple contracts for any portion on quantity of the item (s) it may deem appropriate.
10. Evaluation of offers shall take place on unit rate(s) offered for each lot. An offer shall be deemed successful if it was submitted in compliance with the terms and conditions of this RFO and contained highest price (s) for the given Lot.
11. Payment in full shall be made prior to removal of items, and in any case within five (5) business days of notification to the successful offeror(s). Successful offeror(s) shall remove the items within five (5) business days of the full payment. Failure to do so may result in sale of items to the next highest offeror(s).
12. The items described in each Lot are offered for sale "AS IS, WHERE IS" and without recourse of warranties of any kind.
13. Upon payment of the purchase price in full, by Certified Cheque or Wire Transfer to UNDP, title to the item(s) passes to the successful offeror(s) and all handling thereafter shall be at the expense and risk of the successful offeror(s).
14. The successful offeror(s) agrees to remove the items awarded at his/her expense and without damage to surrounding property, including buildings, and further offers and agrees to reimburse UNDP for any damage sustained as a result of his/her removal of the item(s) purchased.
15. UNDP will not provide any assistance either mechanical or manpower for the removal of the item(s).
16. This invitation to offer contains no contractual offer of any kind. Any offer submitted will be regarded as an offer by the offeror and not as an acceptance of any offer by UNDP.
17. The successful offeror(s) are solely responsible for payment of any taxes, duties and fees of any kind which may be due as a result of this sale.
18. Your offer shall remain valid and open for acceptance for a period of at least (30) thirty days from the opening date.

We look forward to receiving your offer.

Yours sincerely,



Shohrukh Abdulloev

Head of Service Center a.i.

LIST OF ANNEXES

Annex I: List of Lots of inventory for waste disposal.

Annex II: Instructions for Waste Disposal

Annex II: Offer Submission form

ANNEX I: LIST OF LOTS OF INVENTORY FOR WASTE DISPOSAL

LOT	Item #	Quantity	Description / Specifications of Goods
1	01	06	<u>Office equipment-electronic devices:</u> <ul style="list-style-type: none"> - Laser Jet Pro400- 401 DNE - Scanner HP - HP Deskjet 2050A scanner - Image runner 1133A Multifunction printer - Laser multifunction printer HP - Scanner Enterprise 8500 fn0 HP
	02	600pcs	<ul style="list-style-type: none"> - Notebooks (Wire finish) 21cm- A5 format. - (Quantity to be confirmed after physical pre-inspection by vendor)
2	03	24	- Roll ups (Banners):200X85 cm.
	04	1200pcs	<ul style="list-style-type: none"> - T- shirts and Track suits- Cotton Fabrics - (Quantity to be confirmed upon pre- inspection by vendor)
3	05	08	- Tyres (215/60 R16)

ANNEX II: INSTRUCTIONS FOR WASTE DISPOSAL SERVICES

Request of waste disposal Services

Background

In 2015, At the general Assembly of the united Nations in New York, The sustainable Development Goals (SDG), were adopted as an outline for the 2030 Agenda for Sustainable Development.

17 Goals and 169 targets were set to end poverty, Protect the planet and ensures prosperity for all.

The environment is embedded in each of the 17 integrated goals with solid and E- waste specifically linking to these number of targets.

UNDP working on a competent waste management plan to achieve efficient procedures to handle wastes generated by its offices. To reduce the level of risk to personnel, local communities and ecosystem from waste. procedures are in accordance with the standard followed in re-cycle of waste management policies in the host countries.

Scope of Service

Item	Description of Requirement
General requirements	<p><u>Collection and disposal:</u></p> <ul style="list-style-type: none">• All waste and recyclable materials collected and removed by the contractor shall be contained, tide, or enclosed to prevent leaking, spilling, or blown during Transport.• All waste and recycling collected and removed by the contractor shall be disposed of at an authorized licensed disposal site selected by the contractor located in Tunisia. Disposal shall be in accordance with existing government regulations. The contractor shall be responsible for all permits or fees associated with the disposal.• The contractor shall ensure all materials received at this operation are either reused or recycled. No material shall be disposed at any landfill, Contractor shall store all materials to protect against theft, deterioration, contamination or other damages. <p><u>E- Waste composition:</u></p> <p>The contractor shall follow method followed such as (Smelting, Hydrometallurgical, Separation etc.) or any other method approved by the government of Tunisia, to dismantle electronic devices into basic categories:</p> <ul style="list-style-type: none">- Iron and steel used for casting and frame.

	<ul style="list-style-type: none"> - Non- Ferrous metals, especially copper used in cables, and aluminum. - Plastic used in casting, in cables and for circuit boards. - Electronic components. - Others (rubber, wood, ceramic etc..). <p><u>Fabrics and Textile disposal:</u></p> <ul style="list-style-type: none"> - The contractor must ensure that all received textiles and fabrics are: - Recycled with recognized method (Thermomechanical method, use of solvent or shredding). - The contractor must ensure in case of reuse of cloths that all UNDP Logo or visibility printing are removed completely from T-shirts or jump suits. <p><u>Paper disposal:</u></p> <ul style="list-style-type: none"> - The contractor shall dispose waste papers using recognized methods of (Shredding and pulping, Flootation and de- inking). - Should contractor wish to utilize the current status of notebooks, contractor must ensure that all UNDP logos and visibility printing are completely removed from all notes and agendas.
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ANNEX III: LIST OF LOTS OF INVENTORY FOR WASTE DISPOSAL

OFFER SUBMISSION FORM

Offerder's Total prices Amount & currency to be entered by the offerder	[insert amount] TND
Lots: Please detail for which lot is your offer submission (Ex: 1, 2 or 3)	
Requested OFFER VALIDITY PERIOD FROM DATE OF OFFER OPENING 30 DAYS	

CLEARLY SPECIFY FOR WHICH LOTS YOU ARE PRESENTING A PROPOSAL

LOT	Item #	Quantity	Description / Specifications of Goods	Unit Price in TND	Total Price in TND
1	01	06	<u>Office equipment-electronic devices:</u> <ul style="list-style-type: none"> - Laser Jet Pro400- 401 DNE - Scanner HP - HP Deskjet 2050A scanner - Image runner 1133A Multifunction printer - Laser multifunction printer HP - Scanner Enterprise 8500 fn0 HP 		
	02	600pcs	<ul style="list-style-type: none"> - Notebooks (Wire finish) 21cm- A5 format. - (Quantity to be confirmed after physical pre-inspection by vendor) 	-	-
Total Lot 1					-

LOT	Item #	Quantity	Description / Specifications of Goods	Unit Price in TND	Total Price in TND
2	03	24	- Roll ups (Banners):200X85 cm.	-	-
	04	1200pcs	- T- shirts and Track suits- Cotton Fabrics (Quantity to be confirmed upon pre-inspection by vendor)	-	-
Total Lot 2					-

LOT	Item #	Quantity	Description / Specifications of Goods	Unit Price in TND	Total Price in TND
3	05	08	- Tyres (215/60 R16)	-	-
Total Lot 3					-

OFFERDER'S SIGNATURE AND CONFIRMATION OF THE ITB

PROVIDED THAT A CONTRACT IS ISSUED BY UNDP-LIBYA **WITHIN THE OFFER VALIDITY PERIOD STATED ABOVE**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH CONTRACT, TO PURCHASE ANY OR ALL LOTS AT THE PRICES OFFERED AND TO COLLECT SAME FROM THE SPECIFIED LOCATION WITHIN THE COLLECTION TIME AS STATED IN THE CONTRACT.

Exact name and address of company COMPANY NAME _____ ADDRESS _____ PHONE NO. FAX NO. _____ E-MAIL ADDRESS. _____ WEB SITE _____	_____ AUTHORIZED SIGNATURE _____ NAME OF AUTHORIZED SIGNATORY (TYPE OR PRINT) _____ FUNCTIONAL TITLE OF SIGNATORY
This offer form MUST be duly completed and returned with the Offer. Failure to do so may result in disqualification of your offer.	