

# **INVITATION TO BID**

**DISPOSAL OF USED OFFICIAL VEHICLES THROUGH  
COMPETITIVE SALE**

**UNITED NATION DEVELOPMENT PROGRAMME  
DJIBOUTI**

**REFERENCE NUMBER: ASSET-DJI-2023-001**

**JUNE 2023**

**Section 1: Letter of Invitation**

**DISPOSAL OF USED OFFICIAL VEHICLES THROUGH COMPETITIVE SALE**

**UNITED NATION DEVELOPMENT PROGRAMME**

**DJIBOUTI**

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Date: **04/06/2023**

REFERENCE NUMBER: **ASSET-DJI-2023-001**

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: Instruction to Bidder

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

Section 4: Bid Submission Form attached in hetero as Annex B

Your offer, comprising of a Bid Submission Form, may be submitted on or before **June 22, 2023, by COB @ 4:30** via email, to the address below:

- [Bids.dj@unpd.org](mailto:Bids.dj@unpd.org) under email subject line: **ASSET-DJI-2023-001**

Should you require any clarification, kindly communicate to: [proc.dj@undp.org](mailto:proc.dj@undp.org)

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

  
Yours Sincerely,

**Deputy Resident Representative  
United Nation Development Programme (UNDP)  
Djibouti**

## **Section 2: Instruction to Bidders**

### **1.General**

The United Nations Development Programme (UNDP) in Djibouti intends to dispose by competitive sales 2 vehicles owned by UNDP/UNDSS in Djibouti.

### **2.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 IT.

**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 Djibouti 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.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 Djibouti accept your proposal. Bidders should limit their responses to the requirements of the IT. Failure to fully comply may prejudice the evaluation of your bid.

### **4. BID CONTENTS**

**4.1** This ITB consists of the following parts:

Section 1 - This Letter of Invitation Section 2 - Instructions to Bidder

Section 2: Instruction 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

### **5. VEHICLE INSPECTION**

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

From 6<sup>th</sup> to 22<sup>nd</sup> June 2023 between the hours of 9:00am and 16:00pm at the premises of United Nations Development Programme, MEZZ Tower, 6<sup>ème</sup> et 7<sup>ème</sup> étage, Rue de Venise, Djibouti - République de Djibouti.

Note: UNDP Djibouti working days are as follows: Sunday to Thursday.

### **5. BID EVALUATION**

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

**5.2** UNDP Djibouti will endeavor to advise you of its decision within 30 days of the closing date of the Bid.

## **6. AWARD**

**6.1** This invitation to Bid does not commit UNDP Djibouti 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.

**6.2** UNDP Djibouti 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 Djibouti.

**6.3** UNDP Djibouti 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.

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

**6.5** UNDP Djibouti will issue a Notice of Sale to the successful bidders) 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.

## **7. PAYMENT TERMS**

**7.1** 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.

**7.2** 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 Djibouti's Bank.

**7.3** Upon payment of the full purchase price for each item being bid for by bank transfer payable to UNDP Djibouti, UNDP Djibouti 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 Djibouti for the payment of taxes, duties (export or re-import, whichever is applicable) and any other required formalities.

## **8. REMOVAL OF ASSETS**

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

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



**9.3** Upon release of title, the vehicle purchased shall be removed from the UNDP parking within five (5) working days. Failing this, UNDP Djibouti shall have the option to cancel the sale of the items, thereby regain ownership of the goods.

**9.4** It is the responsibility of the successful bidders to obtain all the necessary licenses and permissions to export assets, as may be required, and address any environmental or other laws and regulations.

**9.5** 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 Djibouti for any damage sustained as the result of removal of assets that he has purchased.

#### **14. QUERIES**

**14.1** For any clarifications, please write to: [proc.dj@undp.org](mailto:proc.dj@undp.org)

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

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

| <b>Quantity</b> | <b>Type/Make</b> | <b>Model</b>  | <b>Year of Manufacture</b> | <b>Year of Acquisition</b> | <b>Fuel Type</b> |
|-----------------|------------------|---------------|----------------------------|----------------------------|------------------|
| 1               | TOYOTA           | Hilux, Pickup | 2011                       | 6/30/2011                  | Diesel           |
| 1               | NISSAN           | PATROL        | 2012                       | 04/05/2014                 | Diesel           |