



13 February 2024

**INVITATION TO BID – SALE OF DESKS - UNITED NATIONS DEVELOPMENT
PROGRAMME (UNDP) on behalf of UN-OCHA**

Reference no.- **Assets/LBN-CO-ITB-26-24**

The UNDP-Lebanon Office (On behalf of UN-OCHA) is hereby inviting bids for the sale of (20) Desks through a competitive bidding process. The Desks are currently located in UN-OCHA Lebanon as per the below table, and will be sold on “as is/where is” basis and without recourse or warranties of any kind.

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it to mail address of : procurement.lb@undp.org by the Deadline for Submission of Bids indicated in procurement notice website. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

If you need further information, please feel free to contact the following:

E-mail address: procurement.lb@undp.org

Only the official OFFER on the provided template document (please see below) is acceptable; the OFFER must be signed with the Offeror’s original hand-signature if the Offeror is individual or signed with Offeror’s authorized representative original hand-signature and stamped if the Offeror is legal entity. A copy of ID card, if individual, and a copy of registration, if company, should be submitted along with the offer. The offer should indicate an all-inclusive bid price quoted in USD.

Ocular inspection of the Desks is scheduled on **Monday 19 February 2024, from 10:00 AM – 3:00 PM hrs (Beirut time) at the location agreed with Ms. Karam details mentioned below.**

For the ocular inspection, please contact:

Name: Rana Karam

E-mail: karam2@un.org

United Nations Development Programme

Terms of Sale:

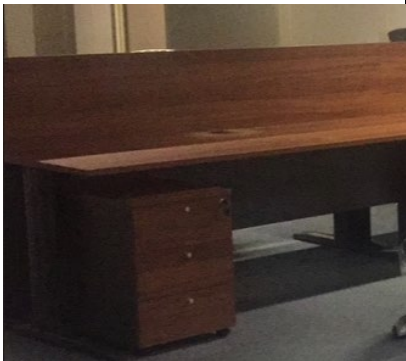
Bids will be subject to the following procedures:

- (i) UNDP will award to the highest bidder and will be notified through email. In case of a price tie between two or more highest bidders, the respective bidders will be notified and requested to re-bid for a tie-breaker.
- (ii) Payment must be remitted in full and within five (5) business days from the date of receipt of the notification from UNDP, to the UNDP Lebanon account. Failure to comply will result in the item being offered to the second highest bidder.
- (iii) Payment is required to be made in full before delivery or transfer of title is released.
- (iv) UNDP Lebanon reserves the right to reject/cancel any bid at anytime

Procurement Unit

ANNEX 1
Assets/ LBN-CO-ITB-26-24

a) Bid Offer Price

Sn.	Description	Acquisition year	Minimum offer	Price (USD) *
1	20 Office Desk & 20 Drawers 	2020	USD 139.93*20 = USD 2'798.60	
Total Amount USD				

Note:

- **Currency of bid – United States Dollars (USD)**

b) Conditions

1. As is where is basis
2. UNDP is not liable or any repairs/costs
3. No refund or exchange is permitted upon sale of the items.
4. Payment Terms: full Price, Electronic Bank Transfer (EFT) within 5 business days of sale notification.
5. Collection: 24 hours on confirmation of receipt of funds in the UNDP bank account (to be provided to the winning bidder)
6. UNDP Lebanon may, at any time and in its discretion, cancel the ITB and/or reject any bids during the bidding process.
7. The offer must be properly signed and dated before submission.
8. Any offer submitted without following the above-mentioned instructions could be rejected.
9. The offeror is responsible for towing, lifting and transportation.

c) Disclaimer

I _____ (Bidder's name) hereby accept the above conditions of sale and agree to abide by the same terms of sale.

Signature of Bidder: _____

Date: _____

United Nations Development Programme

Name: _____

Tel. No. _____

Email: _____