

INVITATION FOR AUCTION: AUC/2019/001

## **SALE BY AUCTION USED PREFABRICATED UNITS**

### **Instructions to Bidders**

**CLOSING DATE AND TIME: 26/03/2019 – 23:59 Hrs. local time**

This invitation for auction is issued by the Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut, Lebanon for the sale of twenty four (24) used prefabricated units.

#### **1. OBJECTIVES:**

1.1 The objective of this Invitation for Auction is to set the provisions for Bids for the **sale of used prefabricated units**, hereinafter referred to as "units" on a "**as is where is**" basis. All Agency units, as detailed in Annex 1, are located at the United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA) premises at Bir Hassan, Ghobeiri, Beirut, Lebanon.

1.2 All units listed for auction have been retired from active use for a variety of reasons, such as being obsolete due to being replaced by newer units. Please note that the Agency makes no warranties expressed or implied as to the condition of the specified units or any part thereof, or their suitability for any intended use.

#### **2. INVITATION FOR AUCTION:**

2.1 Please refer to Annex 1 for a detailed list of the units.

2.2 You are invited to submit a bid for one, several, or all of the units.

2.3 The bidder must consider that the units are sold on a "**as is where is**" basis and the successful bidder is responsible for all costs, including but not limited to, removal and transportation of the items in accordance with all the Lebanese laws and regulations.

2.4 Any interested individual and/or private/public company/organisation is free to submit an offer.

2.5 There will be NO minimum reserve price set for any of the units however if in the opinion of the Committee, the offered price is far too low then the estimated re-sale value, it may be withdrawn and bid for that particular units cancelled.

2.6 Should sealed bids be submitted without viewing the items, it is done at the risk of the bidder itself.

2.7 Bids shall remain valid for 90 days from the deadline for submission.

### **3. BID CONTENTS:**

- a. This document, 'Instructions to Bidders';
- b. Annex 1. Units Specifications;
- c. Annex 2. Financial Offer Form;
- d. Annex 3. Bidder's Acknowledgment Form.

### **4. SITE VISIT:**

4.1 Bidders have the possibility to inspect the units prior to bidding on 20/03/2019 at 11:00 hrs at the following address: UNRWA, Bir Hassan, Ghobeiri, Beirut, Lebanon.

4.2 Bidders must confirm their willingness to attend the site visit via email to Bernard Farhat at [farhat@unhcr.org](mailto:farhat@unhcr.org)

4.3 For security clearance purposes the names and ID/passport numbers of visitors to the UNRWA premises should be provided during the site visit.

4.4 Please note that no site visits can be conducted except for the mentioned date and time above.

4.5 Should a bidder choose not to request a site visit, they do so at their own risk. No provision will be made to a successful bidder for any discrepancies between the bidding documents and the actual contents or condition of the equipment.

### **5. CONTENT OF THE BID:**

5.1 Fully completed Annex 2, clearly indicating which unit(s) you are bidding for as well as your financial offer (bid price), clearly specifying the name and signature.

**5.2 Offers must be typewritten as no handwritten offers will be accepted.**

### **6. BID PRICE:**

6.1 The bid price shall be firm, all-inclusive. The bid price represents the full amount to be paid to UNHCR by the awarded bidder. Any other costs (for example collection, crane, forklift, transportation, or any other) must be borne by the bidder. The bid price must be expressed in US Dollars.

### **7. BIDDING INFORMATION:**

7.1 Bids should be submitted **by a sealed envelope** along with all annexes, as per the below:

- **Attention:**  
Secretary of the local asset management board
- **Delivery place:**  
S&K 4396 Building  
Nicolas Ibrahim Sursock Street  
Jnah, Beirut, Lebanon

P.O. Box 11-7332

- **Auction Reference: AUC/2019/001**

**Deadline: 26 March 2019 – 23:59 hrs local time or earlier**

- 1) **Language:** Bids shall be prepared in English.
- 2) **CURRENCY:** Your quote shall be in US Dollars.

**IMPORTANT:**

Any bid received after this date or submitted to another UNHCR contact may be rejected. Addition of any other mentions on the envelope may result in the rejection of your bid.

7.2 UNHCR will not be responsible for locating or securing any information that is not identified in the bid.

**8. BID EVALUATION:**

8.1 All Bids will be reviewed and evaluated by the Agency in accordance with the provisions of the articles 5, 6 and 7 above.

8.2 Bids must comply in full with all the requirements set in this invitation for auction in order to be considered accepted for evaluation.

8.3 UNHCR reserves the right to accept the whole or part of your bid.

**9. AWARD:**

9.1 The Unit(s) will be awarded to the highest bidder. If two bids represent the highest bid, the sale may be re-advertised unless both bidders agree in writing that the award is made to either of them.

9.2 Upon acceptance of the offer(s), UNHCR will issue a Notice of Sale to the successful bidder(s) for the awarded unit(s). The successful bidder(s) will be provided at this time with all the information required to make a payment of the offered amount.

**10. PAYMENT TERMS:**

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

10.2 The successful bidder must finalise the payment no more than 7 calendar days from the date of the Notice of Sale to allow sufficient time for the confirmation of payment receipt to be provided by the Agency's bank.

10.3 Upon payment of the full purchase price for each unit being bid for, by bank transfer payable to UNHCR, the Agency will issue a Bill of Sale to the purchaser.

## **11. REMOVAL OF ASSETS:**

11.1 Upon issuance of a Bill of Sale, the purchaser will be issued an official Handover Document of the goods. Only upon presentation of this document to the UNRWA, the purchaser will be allowed to remove the assets from the Agency premises.

11.2 All handling and processing thereafter shall be at the cost and responsibility of the purchaser. Please be informed that the Agency will not assist in any manner other than issuing a Bill of Sale and a Handover Document detailing the assets sold to the successful bidder(s).

11.3 The successful bidder must provide UNHCR a written request by email at [farhat@unhcr.org](mailto:farhat@unhcr.org) at least 48-hours in advance, in order to receive approval to enter the UNRWA's premises to pick up the assets.

11.4 The successful bidder shall ensure that the assets are removed from the UNRWA site within 7 working days of the date of the Bill of Sale issued by UNHCR. Failing this, UNHCR shall have the option to cancel the sale of the unit(s), thereby regain ownership of the goods or have the goods removed to a storage site at the full expense and liability of the purchaser.

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

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

## **12. QUESTIONS:**

12.1 Questions should be sent to by email only to: [farhat@unhcr.org](mailto:farhat@unhcr.org). Please note that only questions submitted in writing, to the above email, addressed at the latest 3 days before the deadline for submission of bids indicated in section 7.1 above will be accepted and responded to.

Yours sincerely,

Yohannes Hailu Gebre-Mariam  
Senior Supply Officer  
UNHCR Office in Beirut

