

INVITATION FOR AUCTION: AUC/2023/002

SALE BY AUCTION TOYOTA LAND CRUISER – PRADO (2018)

Instructions to Bidders

CLOSING DATE AND TIME: 27/10/2023 – 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 one (1) Toyota Land Cruiser – Prado (2018).

1. OBJECTIVES:

1.1 The objective of this Invitation for Auction is to set the provisions for Bids for the **sale of one (1) Toyota Land Cruiser – Prado (2018)**, hereinafter referred to as "unit" on a "**as is where is**" basis. The unit, as detailed in Annex 1, is located at the United Nations High Commissioner for Refugees Office at Jnah, Nicolas Ibrahim Surssock Street, S&K Building, Beirut, Lebanon.

1.2. Please note that the Agency makes no warranties expressed or implied as to the condition of the specified unit or any part thereof, or its suitability for any intended use.

2. INVITATION FOR AUCTION:

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

2.2 The bidder must consider that the unit is 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 unit in accordance with all the Lebanese laws and regulations.

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

2.4 The seller reserves the right NOT to sell the unit if the minimum reserved price is not met. The minimum reserve prices are confidential and only known by the seller.

2.5 Should bids be submitted without viewing the unit, it is done at the risk of the bidder itself.

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

3. BID CONTENTS:

- a. This document, 'Instructions to Bidders';
- b. Annex 1. Unit 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 unit prior to bidding on Monday 16/10/2023 and Tuesday 17/10/2023 at 11:00 hrs at the following address: United Nations High Commissioner for Refugees Sub Office at Jnah, Nicolas Ibrahim Sursock Street, S&K Building, Beirut, Lebanon.

4.2 Bidders must confirm their willingness to attend the site visit via email to Bernard Farhat at farhat@unhcr.org.

4.3 For security clearance purposes the names and ID/passport numbers of visitors to the UNHCR 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 unit.

5. CONTENT OF THE BID:

5.1 Fully completed Annex 2, 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 as per the below:

Attention:

Bernard Farhat

Delivery place:

S&K 4396 Building

Nicolas Ibrahim Sursock Street

Jnah, Beirut, Lebanon

P.O. Box 11-7332

Auction Reference: AUC/2023/002

Deadline: 27 October 2023 – 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.

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 of 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 or reject your bid.

9. AWARD:

9.1 The Unit 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, UNHCR will issue a Notice of Sale to the successful bidder for the awarded unit. The successful bidder 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 cash or by bank transfer (fresh dollars).

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 the unit being bid for, by cash or by bank transfer payable to UNHCR, the Agency will issue a Bill of Sale to the purchaser.

10.4 The UNHCR is exempt from taxes; therefore, the customs duties for the vehicle are not paid. The awarded bidder is responsible for paying the customs duties in advance so that the UNHCR can proceed with handing over the vehicle.

11. REMOVAL OF ASSET:

11.1 Upon issuance of a Bill of Sale and off-road certificate, the purchaser will be issued an official Handover Document of the unit. Only upon presentation of this document to the UNHCR Office in Beirut, 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 asset sold to the successful bidder.

11.3 The successful bidder must provide UNHCR a written request by email at farhat@unhcr.org at least 48-hours in advance, in order to receive approval to enter the UNHCR premises to pick up the unit.

11.4 The successful bidder shall ensure that the unit is removed from the UNHCR 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, thereby regain ownership of the unit or have it removed to a storage site at the full expense and liability of the purchaser.

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

11.6 The unit 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 the unit that he has purchased.

12. QUESTIONS:

12.1 Questions should be sent to by email only to: 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,

Gerard Moya
Senior Supply Officer
UNHCR Office in Beirut