

DATE: 18 JULY 2024

INVITATION FOR AUCTION: AUC/2024/01

SALE BY AUCTION

USED PHOTOCOPIERS (MFP), GENERATOR & ELECTRONICS

INSTRUCTIONS TO BIDDERS

CLOSING DATE AND TIME: 12 AUGUST 2024 – 23:59 HRS. LOCAL TIME

This invitation for auction is issued by the Office of the United Nations High Commissioner for Refugees (UNHCR) in Tripoli, Lebanon for the sale of used photocopiers (MFP), Generator and Electronics.

1. OBJECTIVES:

1.1 The objective of this Invitation for Auction is to set the provisions for Bids for the sale of used photocopiers (MFP), Generator and electronics, hereinafter referred to as "units" on a "**as is where is**" basis. The units, as detailed in Annex A, are located at UNHCR Tripoli office, Maarad Rachid Karami, Tripoli- Lebanon.

1.2 The units listed for auction has been retired from active use 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 A for a detailed specification of the units.

2.2 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 units 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 for 1 unit or all of the units, however if a bidder submits an offer for a specific unit, the offer shall include the whole quantity of this specific unit.

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if in the opinion of the UNHCR Committee, the offered price is far too low then the estimated re-sale value, it may be withdrawn and bid cancelled.

2.5 Should bids be submitted without viewing the item, 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:

- This document, 'Instructions to Bidders';
- Annex A: Auction BOQ;
- Annex B: Financial Offer Form;
- Annex C: Bidder's Acknowledgment Form.

4. SITE VISIT:

4.1 Bidders have the possibility to inspect the units prior to bidding on at the following address: UNHCR Tripoli office, Maarad Rachid Karami, Tripoli- Lebanon.

4.2 Bidders must confirm their willingness to attend the site visit from 23 till 26 July 2024 at 11 am, via email to Wael Taleb at talebw@unhcr.org.

4.3 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 units.

5. CONTENT OF THE BID:

5.1 Fully completed Annex B (Financial Offer Form), clearly specifying the name and signature of the bidder.

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 file upload to eTenderBox, the online bid registration tool of UNHCR.

The eTenderBox can be accessed via the following URL:
<http://etenderbox.unhcr.org>.

In order to use the eTenderBox, registration on the website is required. This registration is exclusively for eTenderBox and does not replace any other registrations for UNHCR applications. One bidder should have only one registered email account in the system. Therefore, the bidder must use only one eTenderBox account for managing its offers to UNHCR. In case the password is forgotten, that account cannot be used anymore and new registration is required. Registration Guide and User Manual of eTenderBox are available at the above URL.

Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff. Executable files (.exe, .bat, .cmd, etc.) should not be uploaded. The maximum size limit per file is 10MB.

Uploaded files can be amended by the bidder while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the bidder's responsibility to ensure that all files of the final offer are submitted by the tender expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

- **Auction Reference: AUC/2024/01**

Deadline: 12 August 2024 – 23:59 Hrs. Local Time

- Language:** Bids shall be prepared in English.
- Currency:** Your quote shall be in US Dollars.

IMPORTANT:

Any bid received after the deadline date/time or submitted to any another UNHCR address 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 with all the requirements set in this invitation for auction in order to be considered accepted for evaluation.

9. AWARD:

9.1 The Units 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 for the awarded units. 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 bank transfer or cash deposit at the bank.

10.2 The successful bidder must finalise the payment not 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 bank transfer or cash deposit at the bank, 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 unit. Only upon presentation of this document, 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.

11.3 The successful bidder must provide UNHCR a written request by email at talebw@unhcr.org at least 48-hours in advance prior to the collection.

11.4 The successful bidder shall ensure that the units are collected 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 units, thereby regain ownership of the units or have them 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 units, 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 the units that he has purchased.

12. QUESTIONS:

12.1 Questions should be sent by email to: talebw@unhcr.org & cc to farahn@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.



Thank you for your kind attention.

Gerard Moya
Senior Supply Officer
UNHCR Office in Beirut