



INVITATION TO BID – SALE OF SURPLUS ASSET

Date: 10th November 2017

Reference No: ADM 2017/034

Bid submission deadline: Friday, 17th November 2017 at 15:00 hours, Bangkok time

Subject: **Disposal of UNFPA APRO Surplus Asset**

1. **Sealed bids** are invited from interested bidders for the purchase of office equipment, computers and others as the described in the attachment form of an Invitation to Bid. **The items may be inspected on 13th - 17th November 2017 between 13.30 – 15.00 hours, at UNFPA APRO, 4th floor UN Services Building, Rajdamnern-Nok Avenue, Bangkok.** Interested bidders for physical inspection should send their request to senlin@unfpa.org or mek@unfpa.org or contact the following number 026870155 or 026870127.
2. Bids in the prescribed form with details of the terms and conditions applicable to the disposal of the property, should be submitted in **sealed** envelopes. Completed bids must be submitted during the period of 13th - 17th November 2017 at UNFPA APRO, 4th floor UN Services Building, Rajdamnern-Nok Avenue, Bangkok not later than 15.00 Hours of Friday, 17th November 2017.
3. In accordance with UNFPA asset management policy, internationally recruited United Nations staff members/personnel and their relatives are not allowed to participate in the sale of the disposed assets.

UNFPA APRO assets bidding closed on Friday, 17th November 2017

Please carefully read the terms and bid conditions as given in of this form and sign acceptance below before submit this bid form.

(กรุณาคำนึงเงื่อนไขในแบบฟอร์มนี้ และโปรดเซ็นต์ยอมรับเงื่อนไขด้านล่างก่อนจะส่งซองประมูล)

Bidder Name (ชื่อผู้ประมูล): _____

Address (ที่อยู่): _____

Telephone (โทรศัพท์): _____

E-mail Address (อีเมลล์): _____

Signature (ลายเซ็น): _____

Date (วันที่): _____

Bid Conditions

1. Locally recruited staff/personnel of the United Nations system of organizations are permitted to participate in the competitive bidding exercise and to purchase for their personal use.
2. As per UNFPA Fixed Asset Management PPM, the International recruited staff members /personnel and their tax exempt relatives are always excluded from bidding.
3. The sealed envelope should be marked "**BID ON SURPLUS UNFPA APRO ASSET**" and dropped in the BID BOX specifically placed for this purpose at UNFPA APRO 4th floor Services Building.
4. The Sale of the office assets is on "**AS IS, WHERE IS**" basis.
5. Bid Forms is accepted only at UNFPA APRO office until **15:00 hours of Friday, 17th November 2017**.
6. Bids will be opened on Friday, 17th November 2017 at 15.30 Hours. UNFPA APRO will make the announcement of the bidding result on **Tuesday, 21st November 2017**. The bidder tendering the highest price is awarded the sale.

7. Upon notification, the successful bidder will be required to pay the full bid amount in cash within **Thursday, 23rd November 2017**.
8. After payment settlement, the successful bidder could remove the asset from UNFPA office from Tuesday, 21st November 2017. The transportation arrangement to deliver the asset will be on own account of the successful bidder without causing any damage to surrounding property(s). Or, the successful bidder shall reimburse UNFPA APRO for any damage sustained as a result of such removal.
9. UNFPA APRO reserves the right to reject any or all the bids submitted without assigning any reason.

BID FORM

List of IT equipment to be disposed

No	Description	Serial No.	Atlas Asset ID No.	Year of Purchase	Minimum Bidding Price (bath)	Proposed Bidding Price (THB) Excluded
1	SWITCH CATALYST 3750V2 24 PORT	FDO1342Z80B	000000000365	Dec 16, 2009	400	
2	MONITOR DELL FOR LAPTOP	0G474H74445926 GCUK	000000000332	Mar 3, 09	400	