



INVITATION TO BID – SALE OF SURPLUS ASSET

Date: 24 October 2018

Reference No: ADM2018/030

Bid submission deadline: 6 November 2018 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 in the attached Invitation to Bid. **The items may be inspected during 24 October – 6 November 2018 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 24 October to 6 November 2018 at UNFPA APRO, 4th floor UN Services Building, Rajdamnern-Nok Avenue, Bangkok 12000, not later than 15.00 Hours of 6 November 2018. Please note that the office is closed during 27 – 28 October 2018 and 3 – 4 November 2018.
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.

BID FORM

(to be completed per person)

Please carefully read the terms, bid conditions, fill in all required information and sign acceptance below before submit this bid form.

(กรุณาอ่านเงื่อนไขในแบบฟอร์มนี้ และโปรดเซ็นชื่อยอมรับเงื่อนไขด้านล่างก่อนจะส่งซองประมูล)

Bidder Name (ชื่อผู้ประมูล): _____

Address (ที่อยู่): _____

Telephone (โทรศัพท์): _____

E-mail Address (อีเมล): _____

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, Rajdamnern Nok Avenue, Bangkok.
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 Tuesday, 6 November 2018**.
6. Bids will be opened on Tuesday, 6 November at 15.30 Hours. 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 in the week of **12 November 2018**.
8. After payment settlement, the successful bidder could remove the asset from UNFPA office. The transportation arrangement to deliver the asset will be on own account of the successful bidder without causing any damage to surrounding property(s). 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 submitted bids that are not compliant with the Bid conditions.

List of IT equipment for bid. Please put proposed price against an item/s that you would like to buy.

No	Description	Serial No.	Atlas Asset ID No.	Year of Purchase	Minimum Bidding Price (bath)	Proposed Bidding Price (bath)
1	Rack-mounted System with UPS (Sell UPS only, APC Smart-UPS RT 10000, Model SURT8000XLI)	1S0842007907	000000000816	Dec 2, 2008	20,000	
2	Monitor Dell for laptop (19 inches)	0G474H74445926GCGF	000000000322	Mar 3, 2009	400	
3	External hard disk My Book (Capacity 2TB)	WCAVY1156840	000000000411	Mar 18, 2010	800	
4	KODAK video camera (HD1080p, memory 16GB, HDMI port, USB port)	KCTMK02723500	000000000447	Apr 5, 2011	380	
5	Fax Machine Brother 837MCS	U61783D2W783578	000000000510	Jul 24, 12	150	
6	Dell Monitor (17 inches)	CN0W4916716184B9BB PY	000000000707	Oct 19, 2010	400	
7	Dell Monitor (17 inches)	CN0W49167161854BCA AV	000000000712	Oct 19, 2010	400	