



INVITATION TO BID – SALE OF SURPLUS ASSET

Date: 15 July 2019

Reference No: ADM2019/022

Bid submission deadline: 26 July 2019 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 15 – 26 July 2019 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 15 – 26 July 2019 at UNFPA APRO, 4th floor UN Services Building, Rajdamnern-Nok Avenue, Bangkok 12000, not later than 15.00 Hours of 15 July 2019. Please note that the office is closed during 20 – 21 July 2019.
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.

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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 และโปรดเซ็นดยอมรับเงื่อนไขด้านล่างก่อนจะส่งซองประมูล)

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 Friday 26 July 2019**.
6. Bids will be opened on Tuesday, 30 July at 11.00 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 **5 August 2019**.

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 (baht)	Proposed Bidding Price (baht)
1	Server Dell Power Edge R310	DH7KWR1	000000000506	Jul 17, 2012	3,000	
2	Dell Laptop E7240 with Docking (no battery)	28S9K12	000000000551	Nov 7, 2014	2,500	
3	Dell Laptop E7240 with Docking (no battery)	5MX9K12	000000000552	Nov 7, 2014	2,500	
4	Dell Laptop E7240 with Docking	GQS9K12	000000000555	Nov 7, 2014	2,500	
5	Rack-mounted System with UPS (Sell UPS only, APC Smart-UPS RT 10000, Model SURT8000XLI)	1S0842007907	000000000816	Dec 2, 2008	8,000	
6	Printer Laser Jet HP LaserJet 2055d	CNCJ022079	000000000480	Nov 3, 2011	500	
7	Printer Laser Jet HP LaserJet 2055d (unable to load paper, good for spare part)	CNCJR08010	000000000481	Nov 3, 2011	0	
8	Canon Powershot S100 Digital C (unable to start, good for spare part)	418032004362	000000000492	Apr 11, 2012	0	
9	Computer Desktop Dell Optiplex 7010	DTVDHZ1	000000000536	Dec 18, 2013	1,500	
10	Computer Desktop Dell Optiplex 7010	FTVDHZ1	000000000537	Dec 18, 2013	1,500	
11	Dell Monitor	CN0WGM4N74 2610850Y2S	000000000663	Oct 19, 2010	400	

No	Description	Serial No.	Atlas Asset ID No.	Year of Purchase	Minimum Bidding Price (baht)	Proposed Bidding Price (baht)
12	Dell Monitor	CN0WGM4N74 2610850NLS	000000000702	Oct 19, 2010	400	
13	Dell Monitor	CN0WGM4N74 2610850Y3S	000000000703	Oct 19, 2010	400	
14	Dell Monitor	CN0WGM4N74 261091072S	000000000704	Oct 19, 2010	400	
15	Dell Monitor	CN089X667161 859HADED	000000000705	Oct 19, 2010	400	
16	Dell Monitor	CN0X89667161 859HADDY	000000000706	Oct 19, 2010	400	
17	Dell Monitor	CN065P517444 512I089L	000000000708	Apr 5, 2011	400	
18	Dell Monitor	CN0WGM4N74 2610850NHS	000000000716	Oct 19, 2010	400	
19	Dell Monitor	CN0G530N728 7299A23HS	000000000717	Oct 19, 2010	400	

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