United Nations

INVITATION TO BID

Deadline to submit bids: 15:00 hrs. / 22/06/2020
Bid opening time/date: 16:00 hrs. / 22/06/2020

SALE OF SURPLUS EQUIPMENT

Sealed Bids, in original only, for the purchase and removal of the item described herein, will be received UN Procurement Unit, in Usaquén Plaza – Cra 7 No. 120 - 20 on fourth Floor. All Bids received after the bid closing date given above will be returned to the applicable bidder unopened.

The sale number 2020-0242-G hour and date of opening shall be indicated on the face on the return bid envelope, as follows:

United Nations Office on Drugs and Crime / UNODC
Atn. Procurement Unit
Address: Cra. 7 No. 120-20 – Business Center Usaquen Plaza – Fourth Floor - Bogotá - Colombia
Telephone number: +57 6467000

Process Number: 2020-0242-G
Ref: Sale of Nissan Frontier vehicle - 2012 Model - UNODC
Deadline to submit bids: 22/06/2020
Name of the Bidder: __________________________

The documents to be submitted as Annexes to the offer:

a. Money Order or Certified Check made out to the United Nations Office on Drugs and Crime (UNODC), Country Office for Colombia, for 10% (ten percent) of the value offered;
b. Copy of personal identification document (i.e. copy of National Passport) of the Bidder or the Legal Representative (in case of a Company);
c. Certificate of existence and Legal Representation for legal entities, issued by the respective Chamber of Commerce, stating registration number/date, current registration, corporate purpose and powers of the Legal
Representative. The certificate must be no older than 30 calendar days from the date of submission of the offer.
d. **Annex A** - Bid Form, this form must be fully completed and duly signed by the Bidder, in the case of individuals Bidders, or the Legal Representative in the case of legal entities.

**Overview**

1. Together with their Bids, Bidders shall submit a deposit in the form of a Money Order or Certified Check for not less than 10% of the total amount of the bid made out to UNODC Country Office for Colombia. The deposits will be returned promptly to unsuccessful Bidders and will be considered part payment for the successful Bidder following the award. UN staff members are not required to submit deposits. Bidders are urged to inspect the items prior to submitting their Bids.

2. The vehicle is located at the United Nations Office on Drugs and Crime - UNODC at Cra 7 No. 120-20 Business Center Uasaquen Plaza – Fourth Floor - Bogotá – Colombia and can be inspected from 03/06/2020 until 17/06/2020 between 9:30 a.m. at 3:30 p.m. The inspection must be scheduled one (1) day in advance, please contact Ana Cristina Quiroga, at the e-mail address ana.quiroga@un.org (Procurement Assistant) - Subject: Vehicle inspection request, contact phone 6467000 - Ext. 228.

More information:

3. The UN reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection is in the interest of the United Nations. This Invitation To Bid does not commit the United Nations to award a contractual instrument or to pay any costs incurred in, or in connection with, the preparation or submission of bids.

4. The United Nations also reserves the right to withdraw any of the items prior to award.

5. Payment in full shall be made prior to removal of the property, and in any case a Cash Deposit, Certified Check or Money Order equal to forty percent (40%) of the value of the Bid, within five (5) business days after awards (for UN Staff Members, this would amount to fifty (50%) of the value of the Bid). The remaining balance of fifty percent (50%) of the offer will be delivered by a cash deposit or cashier's check prior to the transfer procedure at the UNODC offices in Bogota. The transfer will take place approx. ninety calendar (90) days after notification.

6. The items described are offered for sale “AS IS, WHERE IS” and without recourse or warranties of any kind.

7. Upon payment of the purchase price in full, by Certified Cheque or Money Order drawn payable to UNODC Country Office in Colombia, title to the material passes to the Purchaser and all handling thereafter shall be at the expense and risk of the Purchaser.
8. The Purchaser agrees to remove the items awarded at his/her expense and without
damage to surrounding property, including buildings, and further offers and agrees to
reimburse the United Nations for any damage sustained as a result of his/her removal
of the item(s) purchased.

9. Please note that the United Nations is unable to provide any assistance either
mechanical or manpower for the removal of the item(s).

10. This Invitation To Bid contains no contractual offer of any kind. Any Bid submitted
will be regarded as an offer by the Bidder and not as an acceptance of the Bidder of any
offer by the United Nations. No contractual relationship will exist pursuant to a written
contract document signed by an authorized Official of the United Nations and the
successful bidder.

11. The successful Bidder is responsible for the payment of any taxes or duties that may be
generated as a result of this sale.

12. Your Bid shall remain valid and open for acceptance for a period of at least 60 days
from the opening date.

    The procedure for the sale and transfer of the vehicle will be as follow:
    
a. UNODC will send to the Ministry of Foreign Affairs a diplomatic note requesting the
authorization of the sale and including the buyer's data (vehicle plates are submitted).
b. The vehicle will be immobilized at UNODC Office in Bogota, Colombia, until the
transfer is completed.
c. The Ministry of Foreign Affairs will send a note authorizing the sale.
d. UNODC will contact the successful Bidder and deliver the necessary documents for
the buyer to obtain the Self-assessment from the National Tax and Customs Department
-DIAN.
e. The successful Bidder will be responsible for the nationalization of the vehicle(s)
through a Customs Agent - S.I.A.
f. The National Tax and Customs Department (DIAN) will require a physical inspection
of the vehicle, for which UNODC shall assume the cost of the towing service from
UNODC to the DIAN and its return to UNODC respectively.
g. The successful Bidder shall deliver to UNODC all original documents received from
the National Tax and Customs Department - DIAN.
h. UNODC will request the authorization of the final transfer from the Ministry of Foreign
Affairs through a diplomatic note.
i. The Ministry of Foreign Affairs will authorize the final transfer and UNODC will
provide the successful Bidder with the necessary documents to enable the successful
Bidder to register the vehicle with the transit authorities. The costs incurred in the
transfer of the vehicle shall be borne by the successful Bidder.

Tommaso Mussoni
UNODC Procurement Officer
ANNEX A - BID FORM
2020- 242-G

Deadline to submit bids: 15: 00 hrs 22/06/2020
Bid opening time/date: 16:00 hrs. / 22/06/2020

Name of Bidder: 
Title: 
Department/Office/Address: 
Telephone No. 
E-mail address: 
Amount of the Deposit: 

<table>
<thead>
<tr>
<th>ITEM No.</th>
<th>DESCRIPTION</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Mileage-Kms</th>
<th>Minimum Bid (COP)</th>
<th>Bid per Vehicle in COP</th>
</tr>
</thead>
</table>
| 1        | Vehicle type: Truck 
          Brand: Nissan 
          Version: Frontier 
          Transmission: Manuel 4X4 
          Model: 2012 
          Mileage: 118,700 Kms 
          Color: White | 2012 | NISSAN | FRONTIER | 118,700 Kms | $28,000,000 |

SIGNATURE BIDDER/AUTHORIZED REPRESENTATIVE

Date_________________________2020

NOTE: PLEASE ENSURE THAT YOUR NAME, OFFICE ADDRESS, THEN INVITATION TO BID NUMBER, DATE AND TIME OF BID OPENING ARE PRINTED ON THE OUTSIDE OF THE SEALED ENVELOPE ENCLOSING YOUR BID