



United Nations Population Fund
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INVITATION TO BID – SALE OF SURPLUS FURNITURE

Date: 12 September 2018

Reference No: UNFPA/ THA/ASSET/DISPOSE/18/01

Bid submission deadline: Wednesday, 19 September 2018 at 15:00 hours, Bangkok time

Dear Sir/Madam,

The United Nations Population Fund, Thailand Country Office (UNFPA THA), intend to sell the surplus assets through competitive bidding:

1. **Sealed bids** are invited from interest bidders for the purchase of office furniture as described in the attached form of an invitation to Bid. The items may be inspected on 12 – 18 September 2018 between 10.00-16.00 hours, at UNFPA Thailand Country Office, 4th Floor, UN Service Building, Rajdamnern Nok Avenue, Bangkok
2. Bids in the prescribed form with details of the terms and conditions, should be submitted in **sealed** envelopes. Completed bids must be submitted during the period of 12 – 19 September 2018, at UNFPA Thailand Country Office, 4th Floor, UN Service Building, Rajdamnern Nok Avenue, Bangkok no later than 15.00 hours of Wednesday, 19 September 2018.
3. International staffs are omitted from this bidding.

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

กรุณาอ่านเงื่อนไขในแบบฟอร์มนี้ และโปรดเซ็นต์ยอมรับเงื่อนไขด้านล่างก่อนจะส่งซองประมูล

Bidder Name
ชื่อผู้ประมูล _____

Address
ที่อยู่ _____

Telephone
โทร. _____

Email address
อีเมล _____

Signature
ลายเซ็น _____

Date
วันที่ _____

Bid Conditions

1. This bidding is for **lot** of surplus furniture comprised of:

- Cabinet 37 items
- Drawer 6 items
- Hanging file 17 items
- Work station 5 items
- Other furniture 20 items

Bidder must propose bidding price for **all** listed items.

2. The sale of the office assets is on ‘**AS IS, WHERE IS**’ basis

3. This bidding is opened to both internal and external bidders

4. International staff members are excluded from bidding

5. The sealed envelope should be marked “**BID ON UNFPA THA SURPLUS FURNITURE**” and dropped in the BID BOX specifically placed for this purpose at UNFPA Thailand Country Office, 4th Floor, UN Service Building, Rajdamnern Nok Avenue, Bangkok.

6. **Bid form is strictly accepted only at UNFPA Thailand Country Office until 15:00 hours of Wednesday, 19 September 2018**
7. All surplus items will be sold against best bid. Bids will be opened on Wednesday, 19 September 2018 at 15:30 hours at UNFPA Thailand. UNFPA will make the announcement of the bidding result on the same day at 16:00 hours until Thursday, 20 September 2018
8. Upon notification, the successful bidders will be required to pay the full bid amount in cash or cashier's cheque within Thursday, 20 September 2018. Should the successful bidder fail to arrange payment by 20 September 2018, the asset will be offered to the second highest bidder.
9. After payment settlement, **the successful bidder must remove the asset from UNFPA office by Friday, 21 September 2018 by 17:00 hours.**
10. Upon payment of the purchase price in full, title to the item passes to the successful bidder, all handling thereafter shall be at the expense and risk of the successful bidder.
11. The successful bidder agrees to remove the item(s) at his/her expense and without damage to surrounding property, including building, and further offers and agrees to reimburse UNFPA Thailand for any damage sustained as a result of his/her removal of the item (s) purchased.
12. UNFPA reserve the right to reject any or all the bids submitted without assigning any reason.

Bid Form

List of surplus furniture to be disposed

No.	Serial No.	Item description	Year of purchase	Quantity (unit)	Propose Bidding Price THB
1	CAB 1	Cabinet - Rockworth -Adjustable shelves. 3 shelves on the top with glass door and 2 shelves at the bottom with wooden panel (W80*H199*D39.50)	2008	25	
2	CAB 2	Cabinet - Rockworth -Adjustable shelves. 5 shelves (W80*H197*D36.50)	2008	2	
3	CAB 3	Cabinet - Rockworth -3 rows of Pigeon holes with 11 trays in each row, total of 33 trays. 2 adjustable shelves with wooden door (W80*H156*D40)	2008	1	
4	CAB 4	Cabinet - Rockworth -5 shelves with glass door for top and bottom part of the cabinet (W80*H197*D36.7)	2008	4	

UNFPA Assets bidding closed on 19 September 2018

No.	Serial No.	Item description	Year of purchase	Quantity (unit)	Propose Bidding Price THB
5	CAB 5	Cabinet - IKEA -5 adjustable shelves , divided 2 sides + Top Cabinet - 2 sides ((W120*H192.5*D40)+(W120*H39*D40)	2008	2	
6	CAB 6	Cabinet - Rockworth -Grey wooden 2adjustable shelves (W80.5*H70*D40)	2008	1	
7	CAB 7	Cabinet -ModernForm- 3 column with 7 trays for letters in each column (W80*H80*D38)		2	
8	DRA 1	Drawer - Rockworth -Metal in grey color with 2 small drawers on top and 1 large drawer at the bottom (W39.5*H62*D50)	2008	3	
9	DRA 2	Drawer - Rockworth -Wooden top, 2 tones with 2 small drawers on top and 1 large drawer at the bottom (W40*H65.5*D60.5)	2008	2	
10	DRA 3	Drawer - Rockworth -Wooden top, 2 tones with 2 small drawers on top and 1 large drawer at the bottom (W40*H69.5*D60.6)	2008	1	
11	HAN 1	Hanging files drawer – Rockworth- 2 drawers with 2 hanging sides, wooden top (W90*H82*D42)	2008	6	
12	HAN 2	Hanging files drawer - Rockworth -2 drawers with 2 hanging sides, naked top (W90*H67*D42)	2008	8	
13	HAN 3	Hanging files drawer - Rockworth -3 drawers with 2 hanging sides, Wooden top (W90*H107*D50.5)	2008	3	
14	WKS 1	Work station - Rockworth -2 pockets for wire (W65*L180*H70)	2008	1	
15	WKS 2	Work station - Rockworth -2 pockets for wire (W60.5*L120*H700)	2008	1	
16	WKS 3	Work station - Rockworth -2 pockets for wire and tray for PC keyboard (W60.5*L60.5*H71)	2008	1	
17	WKS 4	Work station -Rockworth- L shape corner work station with1 pocket for wire (W120*L161)	2008	1	
18	WKS 5	Work station - Rockworth, L shape, 1 pocket for wire (W90*L80*H72)	2008	1	

UNFPA Assets bidding closed on 19 September 2018

No.	Serial No.	Item description	Year of purchase	Quantity (unit)	Propose Bidding Price THB
19	FUR 1	Round table - Rockworth - (Radius 100 Cm, Height 73 Cm.)	2008	1	
20	FUR 2	Sofa - Image-Black 2 seats Artificial leather (W155*H35*D80)	2008	1	
21	FUR 3	Sofa - Image- Black 1 seat Artificial leather (W105*H35*D80)	2008	1	
22	FUR 4	Coffee table - Glass on top and decorate with Eichhornia crassipes in the middle (W60.5*L110.5*H35)	2014	1	
23	FUR 5	Partition frame - Rockworth -(W119*H90)	2008	1	
24	FUR 6	Partition frame - Rockworth -(W128*H80)	2008	3	
25	FUR 7	Partition frame - Rockworth -(W70*H91)	2008	4	
26	FUR 8	Chairs – Rockworth- Black metal frame with artificial leather cover and armrest, no wheel	2008	5	
27	FUR 9	Chairs - Rockworth -Black metal frame with artificial leather cover, full armrest and wheel	2008	1	
28	FUR 10	Chairs – Rockworth- Black metal frame with artificial leather cover, half armrest with wheel	2008	1	
29	FUR 11	Chairs - Brown artificial leather cover, no wheel, no armrest		1	