
DATE: 5 DECEMBER 2025

INVITATION FOR AUCTION: AUC/2025/011

SALE BY AUCTION

NEW AND USED ICT ITEMS

CLOSING DATE AND TIME: 12 DECEMBER 2025 – 16:00 HRS. LOCAL TIME

This invitation for auction is issued by the Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut Country Office, Lebanon for the sale of New and Used ICT Equipment.

1. OBJECTIVES:

1.1 The objective of this Invitation for Auction is to set the provisions for Bids for the sale of New and Used ICT equipment, hereinafter referred to as "units" on a "as is where is" basis. The units are split into 17 lots. All units, as detailed in Annex A, are located at UNHCR Zahle.

1.2 The units listed for auction has been retired from active use. Please note that the Agency makes no warranties expressed or implied as to the condition of the specified units or any part thereof, or their suitability for any intended use.

2. INVITATION FOR AUCTION:

2.1 Please refer to Annex A for a detailed specification of the units.

2.2 You are invited to submit a bid for one, several, or all of the lots using the Financial Offer Form (Annex B).

2.3 The bidder must consider that the units are sold on a "**as is where is**" basis and the successful bidder is responsible for all costs, including but not limited to, removal and transportation of the units in accordance with all the Lebanese laws and regulations.

2.4 Any interested individual and/or private/public company/organisation is free to submit an offer for 1 Lot or all the Lots, however if a bidder submits an offer for a specific Lot, the offer shall include the whole quantity of this specific Lot.

2.5 There will be NO minimum reserve price set for the units, however, if in the opinion of the UNHCR Committee, the offered price is far too low then the estimated re-sale value, it may be withdrawn and bid cancelled.

2.6 Should bids be submitted without viewing the item, it is done at the risk of the bidder itself.

2.7 Bids shall remain valid for 90 days from the deadline for submission.

3. BID CONTENTS:

- This document, 'Instructions to Bidders';
- Annex A: Auction BOQ;
- Annex B: Financial Offer Form;
- Annex C: Bidder's Acknowledgment Form.

4. SITE VISIT:

4.1 Bidders have the possibility to inspect the units prior to bidding on at the following address:

UNHCR Zahle, Hanna will provide the precise location of UNHCR Zahle upon confirmation of the site visit.

Site visit at Zahle to be coordinated with Hanna Raya on mobile 70-837507.

4.2 Bidders must confirm their willingness to attend the site visit on either 9, 10 or 11 December 2025 @ 10 AM, via email at lebbesup@unhcr.org.

4.3 For security clearance purposes the names and ID/passport numbers of visitors to the UNHCR premises should be provided during the site visit.

4.4 Should a bidder choose not to request a site visit, they do so at their own risk. No provision will be made to a successful bidder for any discrepancies between the bidding documents and the actual contents or condition of the units.

5. CONTENT OF THE BID:

5.1 Fully completed Annex B (Financial Offer Form), clearly specifying the name and signature of the bidder.

5.2 Signed Annex C, Bidder's Acknowledgement

5.3 Offers must be typewritten as no handwritten offers will be accepted.

6. BID PRICE:

6.1 The bid price shall be firm, all-inclusive. The bid price represents the full amount to be paid to UNHCR by the awarded bidder. Any other costs (for example collection, crane, forklift, transportation, or any other) must be borne by the bidder. The bid price must be expressed in US Dollars.

7. BIDDING INFORMATION:

7.1 Bids should be submitted **by a sealed envelope** along with all annexes, as per the below:

- **Attention:**
Secretary of the local asset management board
- **Delivery place:**
UNHCR Beirut Country Office
S&K building, Nicolas Ibrahim Sursok Street, Jnah
Beirut, Lebanon
- **Auction Reference: AUC/2025/011**

Deadline: 12 December 2025 – 16:00 Hrs. Local Time

- a. **Language:** Bids shall be prepared in English.
- b. **Currency:** Your quote shall be in US Dollars.

IMPORTANT:

Any bid received after the deadline date/time or submitted to any another UNHCR address may be rejected.

7.2 UNHCR will not be responsible for locating or securing any information that is not identified in the bid.

8. BID EVALUATION:

8.1 All Bids will be reviewed and evaluated by the Agency in accordance with the provisions of the articles 5, 6 and 7 above.

8.2 Bids must comply in full with all the requirements set in this invitation for auction in order to be considered accepted for evaluation.

9. AWARD:

9.1 The Units will be awarded to the highest bidder. If two bids represent the highest bid, the sale may be re-advertised unless both bidders agree in writing that the award is made to either of them.

9.2 Upon acceptance of the offer(s), UNHCR will issue a Notice of Sale to the successful bidder for the awarded units. The successful bidder will be provided at this time with all the information required to make a payment of the offered amount.

10. PAYMENT TERMS:

10.1 Upon receipt of the Notice of Sale, the bidder shall ensure that the offered price submitted in the successful bid is paid in full by bank transfer or cash deposit.

10.2 In the case that the successful bid amount is equal to or less than \$999.99. -, it shall be paid in cash.

In the case that the amount is equal to or more than \$1,000. -, it shall be processed by bank transfer to UNHCR UBS bank account in Switzerland, as per the banking details at the bottom of the Invoice issued by UNHCR.

10.3 The successful bidder must finalise the payment not more than 7 calendar days from the date of the Notice of Sale to allow sufficient time for the confirmation of payment receipt to be provided by the Agency's bank.

10.4 Upon payment of the full purchase price, by bank transfer or cash deposit, the Agency will issue a Bill of Sale to the purchaser.

11. REMOVAL OF ASSETS:

11.1 Upon issuance of a Bill of Sale, the purchaser will be issued an official Handover Document of the unit(s). Only upon presentation of this document, the purchaser will be allowed to remove the assets from the Agency premises.

11.2 All handling and processing thereafter shall be at the cost and responsibility of the purchaser. Please be informed that the Agency will not assist in any manner other than issuing a Bill of Sale and a Handover Document detailing the assets sold to the successful bidder.

11.3 The successful bidder must provide UNHCR a written request by email at lebbesup@unhcr.org at least 48-hours in advance prior to the collection, along with the names, ID(s)/passport(s) numbers of visitors and vehicle(s) numbers in order to receive approval to enter the premises to pick up the assets.

11.4 The successful bidder shall ensure that the units are collected within 7 working days of the date of the Bill of Sale issued by UNHCR. Failing this, UNHCR shall have the option to cancel the sale of the units, thereby regain ownership of the units or have them removed to a storage site at the full expense and liability of the purchaser.

11.5 It is the responsibility of the successful bidder to obtain all the necessary licenses and permissions to move the units, as may be required, and address any environmental or other laws and regulations.

11.6 The assets shall be removed from the site without damage to the surrounding property, including buildings, and the bidder shall be liable to reimburse the Agency for any damage sustained as the result of removal of the units that he has purchased.

12. QUESTIONS:

12.1 Questions should be sent by email to: lebbesup@unhcr.org Please note that only questions submitted in writing, to the above email, addressed at the latest 3 days before the deadline for submission of bids indicated in section 7.1 above will be accepted and responded to.

Thank you for your kind attention.

Gerard Moya
Senior Supply Officer
UNHCR Office in Beirut