



VEHICLES AND ASSORTED ITEMS AUCTION INVITATION  
TO BID  
NO. LBR/VA/2018/001

**Mercy Corps**

Mercy Corps (MC) is a leading global humanitarian agency saving and improving lives in the world's toughest places. With a network of experienced professionals in more than 40 countries, we partner with local communities to put bold ideas into action to help people recover, overcome hardship and build better lives now, and for the future. In these important and imperiled places, Mercy Corps listen to local voices to prioritize people's most urgent needs, taking a long-term view and promoting innovative solutions that drive true change. Mercy Corps has been operational in Liberia since 2002, most recently implementing programs in food security, peace building, and youth empowerment

**Details of the Invitation:**

Mercy Corps invites all prospective individuals, organizations and the public to provide bid to purchase the below mentioned items (categories A &B) as indicated below:

**Category A:**

| <b>Lots:</b> | <b>Description/serial number</b> | <b>Model/make</b> | <b>Serial number</b> | <b>Location</b> |
|--------------|----------------------------------|-------------------|----------------------|-----------------|
| Lot 1        | Land Cruiser PRADO               | Toyota/2012       | JTEBK28JX0000133     | Monrovia        |
| Lot 2        | Truck 4 tires                    | IVECO/2013        | ZCFB1JJ8202613568    | Monrovia        |
| Lot 3        | Land Cruiser                     | Toyota/ 2007      | JETRB71J000028250    | Monrovia        |
| Lot 4        | Land Cruiser Jeep Style          | Toyota/2012       | JTGEB73J8A9003550    | Monrovia        |
| Lot 5        | JMC Pickup                       | Isuzu 4*4/ 2009   | D1X8HP19866          | Monrovia        |
| Lot 6        | Pickup 4*4                       | Ford/2011         | AFATXXMJ2T8S01654    | Monrovia        |
| Lot 7        | SUV 4WD                          | Ford Everest      | MNCLS4D19BW315956    | Monrovia        |

This process is in line with Mercy Corps Assets Disposal Policy and its donors agreements, which provides Equal Opportunity and Competitive participation. Mercy Corps allows all prospective bidders or buyers an equal opportunity to submit bids/offers to main office building, which enhances transparency and equality.

Below are tables with detailed information of all of the categories (A & B) of the Vehicles and Assorted Items (Air Conditioner, Printer & Computers) that are available for auctions/sales at Mercy Corps main office 15<sup>th</sup> Street Sinkor adjacent UN Drive Supermarket.



TABLE #B: CATEGORY C: ASSORTED ITEMS (Air Conditioner, Printer, Dispenser & Computers)

| No. | Lot #  | Description                              | Quantity. |
|-----|--------|------------------------------------------|-----------|
| 1.  | Lot 8  | AIR CONDITIONER indoor units (9000BTU)   | 9 pcs     |
| 2.  | Lot 9  | Generators (15kva,2.5kva, 45kva, 5.5kva) | 4 pcs     |
| 3.  | Lot 10 | LAPTOP (Lenovo ThinkPad 19 pcs, )        | 19 pcs    |
| 4.  | Lot 11 | Mobile phones                            | 16 pcs    |
| 5.  | Lot 12 | Water pump Machine                       | 2 pcs     |
| 6.  | Lot 13 | Canon Printers                           | 3 pcs     |
| 7.  | Lot 14 | Water Dispensers                         | 3 pcs     |

**Note:**

Please use **BID FORMS** for your completion and submission of bids. BID FORMS are available to be picked up by all prospective bidders on the date of inspection. SEE BELOW.

**Submission of Bid Documents:**

All interested Bidders MUST Submit a Bid in a sealed envelope, addressed to the Head of Operations, Mercy Corps Head Office, 15<sup>th</sup> Street Sinkor, Tubman Boulevard, Monrovia, Liberia. All hard copies are to be hand delivered to the above-mentioned address. Bids submitted to field offices will not be accepted. Electronic and email offers are not permitted and will not be considered.

**Bid Submission Fees:**

The entire process is Free of Charge.

**Deadline for Submission**

Deadline for the submission of bids is **Friday, 23 February 2018 at 11:00am.**

**Inspection of vehicles and other assets**

Interested bidders may inspect the items during office operating hours beginning **January 31, 2018 to February 23, 2018** 10am to 1600hrs. During the inspection, bidders are prohibited from operating or testing equipment. The items are sold **AS IS WHERE IS.**

Please note that no inspection will be allowed earlier or after the mentioned dates and time. All items are available at Mercy Corps Head Office as per the above address.

**Bid opening**

Official Bid opening will take place on **Monday, 26 February 2018 at 10:30am at MC Office. ALL BIDDERS/Representative SHOULD BE PRESENT FOR THE BID OPENING.**

Items will be sold to the highest bidder. The winning bidder will be given 24 hours to settle payment in full and take delivery of purchased item(s). Failure to make full payment in 24 hours will render the bid void, and the second highest bidder will be given the opportunity to purchase the items in bulk for the amount specified in the original submitted sealed bid. Similarly, the bidder will be given 24 hours to settle payment in full and take delivery of purchased items.



**Duties and Taxes:**

Bidders will be required to pay all duties and taxes, to be determined by the Liberia Revenue Authority, for assets that were imported into the country duty-free.

**Questions**

**Bidders with questions may contact send their inquiries to [lr-tender@mercycorps.org](mailto:lr-tender@mercycorps.org). Please note that question and requests for clarifications - and the responses thereto—that Mercy Corps believes may be of interest to other Bidders will be circulated to all Auctions recipients who have indicated an interest in bidding.**