



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO BID

Disposal by SALE of various unservicable IT Equipment, Office Furniture and Appliances

Reference No.: 2020 – 0001

Date: July 1, 2020

Invitation to BID

Manila Administrative Centre
Local Procurement and Logistics Unit

Launched

Invitation to Bid for the
Disposal by SALE of various unserviceable IT Equipment, Office Furniture and Appliances

Ref. No.: 2020 – 0001

IOM Manila Administrative Centre Local Procurement and Logistics unit with city address at 25th floor 6789 Alphaland Building Ayala Avenue Makati City Philippines hereby invites all interested parties/scrap buyers to participate in public bidding of various unserviceable IT Equipment, Office Furniture and Appliances as indicated below;

Item No.	Item Description	Locations
Lot 1	IT Equipment – Desktops, Laptops, UPS etc...	Citibank Tower and Alphaland
Lot 2	Office furniture and Appliance	Citibank Tower

Interested bidders need to submit duly **signed** *Manila Administrative Center IOM Code of Conduct for Supplier/Vendor* and accomplished *IOM Vendor Information Sheet* including all needed requirements mentioned in **page 3** of VIS form.

Site viewing is schedule on **10th of July 2020** from 10am to 3pm at the following addresses:

1. 28th Floor Citibank Tower Paseo De Roxas Makati Ave. Makati City Philippines
2. 25th floor 6789 Alphaland Building Ayala Avenue Makati City Philippines

For inquiries, please communicate with Manila Administrative Center Local Procurement maclocalprocurement@iom.int copying evargas@iom.int and CDISTOR@iom.int

Deadline of submission of Bids is on **17th of July 2020 on or before 3pm.**

You could send your bidding documents and costing via *(either of the two)*

(1) **email** to evargas@iom.int and CDISTOR@iom.int 2mb per email as only allowed by IOM server or sending the
(2) **hard copy** in sealed brown envelop attention to MACLocproc Team with title ***Bid for Assets for Disposal*** to 25th floor, 6789, Alphaland Building, Ayala Avenue Makati City Philippines.

5 days to review and to process the submitted bidding documents.

Award will be, to a Vendor/Scrapper that submit complete documents and has the Highest BID for 2 lots.

Announcement will be on **28th of July 2020** on or before 3pm via email notification.

Yours sincerely,

Noted By:

Edgardo "Egay" VARGAS Jr.
Sr. Procurement and Logistic Asst.

Noted By:

Cecille Distor
Sr. Admin Asst.

Approved by:

Ulan KERIMBAEV
Sr. Resource Management Officer