



International Organization for Migration (IOM)
The UN Migration Agency

INVITATION TO BID

Disposal by SALE of various unservicable IT Equipment and Office Furniture and Fixture

Reference No.: 2022 – 0001

Date: July 21, 2022

Invitation to BID

for the
Disposal by SALE of various unserviceable IT Equipment, Office Furniture and Fixture

Ref. No.: 2022 – 0001

IOM Manila Administrative Centre's Local Procurement and Logistics unit invites all interested parties/scrap buyers to participate in public bidding of various unserviceable IT Equipment, Office Furniture and Fixture as indicated below:

Item No.	Item Description	Locations
Lot 1	IT Equipment – Desktops, Laptops, UPS etc...	25 th floor 6789 Tower Alphaland, Ayala Ave. Makati City
Lot 2	Furniture and Fixtures	28 th floor BDO Tower Paseo De Roxas, Makati City

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

Site viewing is scheduled on **26th and 27th of July 2022** from 8am to 3pm.

- 25th Floor, Tower 6789, 6789 Ayala Avenue, Makati City, Philippines
- 28th floor BDO Tower Paseo De Roxas, Makati City

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

Deadline of submission of bids is on **5th of August 2022 on or before 3pm.**

Please send your bidding documents and costing using one of the two options below:

- (1) **email** to evargas@iom.int and maclp@iom.int (note that maximum size is 2mb per email due to server restrictions)
- (2) **hard copy** in sealed envelope to the attention of "MAC Local procurement and logistics unit" with title "**Bid for Assets for Disposal – 2022**" to 25th floor, Tower 6789, 6789 Ayala Avenue, Makati City.

2 - 3 days to review and to process the submitted bidding documents.

Vendor/Scrapper that submits complete documents and has the Highest BID for 2 lots - will be awarded.

Relevant announcement will be made on or before **10th of August 2022** via email notification.



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Yours sincerely,

Jul 21, 2022

Edgardo B. VARGAS Jr.
National Procurement & Logistic Officer

Jul 21, 2022

Cecille DISTOR
Sr. Admin Asst.

for :

for: Ulan
KERIMBAEV

Jul 21, 2022

Ulan KERIMBAEV
Sr. Resource Management Officer