



Organization for Security and
Co-operation in Europe
Project Co-ordinator in Baku

**BIDDING DOCUMENTS
FOR SALE OF MOTOR VEHICLES**

ITB No. AZE/003/2015

BAKU, AZERBAIJAN

Date: 13 May 2015

Invitation to Bid - No. AZE/003/2015

Sale of Motor Vehicles

1. The OSCE Project Co-ordinator in Baku (hereinafter called “the OSCE”) invites bids from individuals and/or legal entities for the purpose of sale of vehicles (hereinafter called “the Vehicles”) located in OSCE Project Co-ordinator in Baku as specified in the bidding documents (hereinafter called “the Bidding Documents”). OSCE staff is not allowed to participate in this auction.

2. In addition to this Invitation to Bid the Bidding Documents also include:

- Section I: Vehicle Inspection Forms/Technical Specifications
- Section II: Forms of Bid
- Section III: Form of Contract

Any Contract placed as a result of this Invitation to Bid shall be bound by the Form of Contract contained in the Bidding Documents.

3. Your bid shall be delivered at the below specified address on or before **27 May 2015, 12:00 hrs (Baku time)** in a sealed envelope marked with:

OSCE Project Co-ordinator in Baku
Attn: Chief of Fund Administration
Ref: ITB AZE/003/2015
Sale of Motor Vehicles
Deadline: **27 May 2015, 12:00 a.m.**
OSCE Project Co-ordinator in Baku, 96 Nizami Str, Landmark III,
2nd Floor, AZ 1010, Baku, Azerbaijan

Bids sent by e-mail and fax will not be accepted. The bid prices shall be quoted in EURO.

4. Bids can be submitted for Lots 1 and 2 as follows:

Lot 1: Land Rover Discovery III 2.7 Diesel M/T, T-Diesel, 4x4, 2007

Lot 2: Land Rover Discovery III 2.7 Diesel M/T, T-Diesel, 4x4, 2007 (with electric winch)

5. You are invited to inspect any or all of the 2 (two) vehicles at the OSCE Project Co-ordinator in Baku, located at 96 Nizami Str, Landmark III. The contact person(s) named below shall be contacted reasonably in advance in order to make necessary arrangements at email tender-az@osce.org. Please note that inspection is optional and is not a pre-condition for participation in this bidding exercise.

tender-az@osce.org

Mr. Ilyas Ilyaszada
Mr. Ilgar Hasanov

6. Any bid received by the OSCE after the deadline for receipt of bids prescribed by the OSCE pursuant to paragraph 3 above will be rejected.

7. Your bid and all correspondence shall be made in English (preferred) or Azerbaijani.

8. Your bid shall be prepared in accordance with the following instructions:
- (ii) Your bid shall contain the duly completed forms contained in the Bidding Documents—**Section II-A and Section II-B**. Failure to complete and sign these forms may result in the rejection of your bid;
 - (ii) All price(s) shall be quoted in Euro and specified in Section II – C “Price Schedule”;
 - (iii) Your bid shall be valid for the period of thirty (30) calendars days past the deadline for receipt of bids.
9. Award will be made to the bidder whose bid is determined substantially responsive to the requirements of the OSCE and whose bid contains the highest evaluated price(s).
10. The OSCE reserves the right to accept or reject any bid, and to annul, in whole or in part, or to suspend the process and reject all bids at any time prior to the award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidder of the reasons for the OSCE’s action.
11. Nothing in or relating to these Bidding Documents shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
12. Please note that the OSCE will not notify unsuccessful bidders.
13. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

OSCE Project Co-ordinator in Baku
Fund Administration Unit
96 Nizami Str, Landmark III, 2-nd floor, AZ1010, Baku, Azerbaijan
Email: tender-az@osce.org

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Section I. VEHICLE INSPECTION FORMS AND TECHNICAL SPECIFICATIONS

LOT 1: LAND ROVER DISCOVERY III 2.7 DIESEL M/T, T-DIESEL, 4X4, 2007

Manufacturer	Model / Year	Type
Land Rover Discovery 3	Discovery Station Wagon 2.7 Diesel, Manual	2.7 Diesel, M/T
Chassis No:	Engine No:	Mileage:
SALLAAA187A427886	0182046276DT	141853 km







Technical Specification

Make	Land Rover Discovery 3, Diesel
Model	Land Rover Discovery 3 2.7 TDV6 Manual Transmission
Chassis No:	SALLAAA187A427886
Engine No.	0182046276DT
Model Code	Land Rover Discovery 3 2.7 TDV6 STWGN
Year of Production	2007
Steering	LHD – Left-hand driven / power steering
Engine	TD 6 cyl, 2721 ccm
Transmission	Manual, 6-speed
Tires / Rim	255/55 R19 W
Doors	4 + 1 Luggage Door
Seats	5
Upholstery	Fabric
Dimensions	Length: 4815 mm, Width: 2009 mm Height: 1887 mm
Weight	Vehicle weight: 2494 kg
Colour	White
Options included	Air-condition, electric windows, electric mirrors
	Radio/CD player, speakers & antenna
	ABS, Mul-T-lock, fog lights, airbag
	Central locking with remote control
	Power steering
Registration Status	Should be registered and custom cleared!

Equipment of the Vehicle

Radio/CD player/antenna	Yes	First aid kit	Yes
Service book	No	Warning triangle	Yes
User manual	Yes	Fire extinguisher	Yes
Mul-T-Lock	Yes	Snow chains	No
Spare tire	Yes	Towing rope	Yes
Jack, wheel nut muster wrench	Yes	Electric jump cables	Yes
Winter tires with rims	Yes	Summer tires with rims	No

LOT 2. LAND ROVER DISCOVERY 3 2.7 TDV6 MANUAL TRANSMISSION (WITH ELECTRIC WINCH)

<i>Manufacturer</i>	<i>Model / Year</i>	<i>Type</i>
Land Rover Discovery 3	Discovery Station Wagon 2.7 Diesel, Manual	2.7 Diesel, M/T
Chassis No: SALLAAA187A420878	Engine No:	Mileage: 119802 km









Land Rover Discovery 3 2.7 TDV6 Manual Transmission

Make	Land Rover Discovery 3, Diesel
Model	Land Rover Discovery 3 2.7 TDV6 Manual Transmission
Chassis No:	SALLAAA187A420878
Engine No.	
Model Code	Land Rover Discovery 3 2.7 TDV6 STWGN
Year of Production	2007
Steering	LHD – Left-hand driven / power steering
Engine	TD 6 cyl, 2721 ccm
Transmission	Manual, 6-speed
Tires / Rim	255/55 R19 W
Doors	4 + 1 Luggage Door
Seats	5
Upholstery	Fabric
Dimensions	Length: 4815 mm, Width: 2009 mm Height: 1887 mm
Weight	Vehicle weight: 2494 kg
Colour	White
Options included	Air-condition, electric windows, electric mirrors
	Radio/CD player, speakers & antenna
	ABS, Mul-T-lock, fog lights, airbag
	Central locking with remote control
	Power steering
Registration Status	Should be registered and custom cleared!

Equipment of the Vehicle

Radio/CD player/antenna	Yes	First aid kit	Yes
Service book	No	Warning triangle	Yes
User manual	Yes	Fire extinguisher	Yes
Mul-T-Lock	Yes	Snow chains	No
Spare tire	Yes	Towing rope	Yes
Jack, wheel nut muster wrench	Yes	Electric jump cables	Yes
Winter tires with rims	Yes	Summer tires with rims	No

Section II. FORMS OF BID

SECTION II- A: GENERAL INFORMATION

Details and General Information

Name of Bidder:			
Street Address:	Postal Code:	City:	Country:
P.O. Box and Mailing Address:			
Telephone Number:			
Fax Number:			
E-mail Address:			
www Address:			
Contact Name:			
Contact Title:			
Type of Business (for company):			
Year Established (for company):			
Corporate Seat (for company):			

Signature of Bidder: _____

SECTION II– B: PRICE SCHEDULE

LOT 1: LAND ROVER DISCOVERY III 2.7 DIESEL M/T, T-DIESEL, 4x4, 2007

Make and Model	Chassis No.	Plate Number	First Registration	Actual Mileage (km)	Offered Purchase Price (Euro)
Land Rover Discovery 3 2.7 TDV6 M/T	SALLAAA187A427886		2007	141853	

Schedule of Requirements	<i>(to be completed by the Bidder)</i> Compliance Remarks
We agree that our Bid shall remain valid and binding for the Bid Validity Period of thirty (30) calendar days.	
We accept and agree that the Form of Contract contained in the Bidding Documents will apply to any contract resulting from this Invitation to Bid.	
We accept that the Vehicle is sold on “as is where is” basis without a warranty of any kind.	
We agree that the buyer is entirely responsible for the payment of all taxes, duties, license fees, Nova, technical inspection, customs charges and other such levies incurred or imposed pertaining to the subject of this Contract. The buyer acknowledges that the Vehicle was imported into Azerbaijan by the OSCE Office in Baku (previous name of the OSCE Project Co-ordinator in Baku), diplomatic mission, under the “temporary use” customs status in 2007 and that the buyer will be solely responsible for customs clearance and all associated costs and payments, if so required by the Azerbaijani legislation.	
We agree to the following Payment terms: Net 7 (seven) days from the date of contract signature	
We agree to the following Collection terms: The Buyer shall remove the Vehicle within 7 (seven) days from the date of Contract signature and/or upon payment, whichever is later.	

Signature of Bidder: _____

Date: _____

SECTION II– B: PRICE SCHEDULE

LOT 2. LAND ROVER DISCOVERY 3 2.7 TDV6 MANUAL TRANSMISSION (WITH ELECTRIC WINCH)

Make and Model	Chassis No.	Plate Number	First Registration	Actual Mileage (km)	Offered Purchase Price (Euro)
Land Rover Discovery 3 2.7 TDV6 M/T	SALLAAA187A420878		2007	119802	

Schedule of Requirements	(to be completed by the Bidder) Compliance Remarks
We agree that our Bid shall remain valid and binding for the Bid Validity Period of thirty (30) calendar days.	
We accept and agree that the Form of Contract contained in the Bidding Documents will apply to any contract resulting from this Invitation to Bid.	
We accept that the Vehicle is sold on “as is where is” basis without a warranty of any kind.	
We agree that the buyer is entirely responsible for the payment of all taxes, duties, license fees, Nova, technical inspection, customs charges and other such levies incurred or imposed pertaining to the subject of this Contract. The buyer acknowledges that the Vehicle was imported into Azerbaijan by the OSCE Office in Baku (previous name of the OSCE Project Co-ordinator in Baku), diplomatic mission, under the “temporary use” customs status in 2007 and that the buyer will be solely responsible for customs clearance and all associated costs and payments, if so required by the Azerbaijani legislation.	
We agree to the following Payment terms: Net 7 (seven) days from the date of contract signature	
We agree to the following Collection terms: The Buyer shall remove the Vehicle within 7 (seven) days from the date of Contract signature and/or upon payment, whichever is later.	

Signature of Bidder: _____

Date: _____

Section III. FORM OF CONTRACT

CONTRACT No. ITB AZE/003/2015

for the SALE OF MOTOR VEHICLE(S)

The *OSCE Project Co-ordinator in Baku* with its address at *Landmark 3, 2-nd floor, 96 Nizami Street, Baku, Azerbaijan*, represented by the Chief of Fund Administration (hereafter “the Vendor”) and _____ with his/her address at _____ (hereafter “the Buyer”),

have agreed on the following Contract of Sale:

1. Object of Sale
The goods object of this Sales Contract consists of the following:
Light Motor Vehicle _____ chassis number _____

2. Sales Price
The mutually agreed sales price for the goods described in paragraph 1 is _____ *EUR* (*EUR* _____). The sales price shall be paid in full to the Vendor prior to transfer of the goods to the Buyer.

3. Payment
Payment pursuant to paragraph 2 herein shall be made within 7 (seven) days upon signing the sales contract to the following bank account:

 Account Holder: _____
 Bank Name: _____
 SWIFT/BIC: _____
 Acct.No/IBAN: _____

4. Warranty
The Buyer has inspected the goods and is fully informed of their condition. The Vendor does not give any guarantee, explicit or implied, for a certain condition of the goods or their usability for any specific purpose. The Buyer hereby waives any right or claim in this context, except when such waiver is not permitted by law.

5. Dues and Taxes
The sales price set forth in paragraph 2 is net of any direct and indirect taxes, dues, customs duties and other levies, whether State or municipal, and whatever their denomination. Should such taxes, duties or fees become payable in connection with the execution of this Sales Contract, the Buyer will be solely responsible for their payment or, as the case may be, for their reimbursement to the Vendor, if the Vendor has paid any such taxes, duties or fees.

6. Vehicle Registration
Vehicle will be de-registered with MFA/Protocol Department and is under temporary import status in *Azerbaijan*. The buyer shall undertake any acts required by the legislation of the Republic of Azerbaijan to register the vehicle and settle any applicable tax/customs duties or export the vehicle from the territory of the Republic of Azerbaijan, as the case may be.
7. Collection Schedule
The vehicle may be kept at OSCE premises free of charge for a period of time not exceeding 14 (fourteen) days from the date the payment is received on the OSCE bank account. In case the vehicle is not collected within the above time frame, the OSCE reserves the right to claim any expenses associated with, including but not limited, the storage, insurance, associated service and maintenance costs, etc.
8. Insurance and Insignia
OSCE shall terminate any insurance coverage for the vehicle with effect from the date of transfer of ownership and will remove any OSCE insignia from the vehicle, incl. OSCE number plates.
9. After-sales Service
The OSCE does not carry any liability for service/maintenance of the vehicle beyond the transfer of ownership date
10. Transfer of Ownership to the Buyer
OSCE will undertake all administrative and legal acts in order to allow handing over of the vehicle within 7 (seven) days after awarded buyer has settled the payment. Transfer of ownership of the object of this Sales Contract shall take place when the goods are physically handed over to the Buyer and when the agreed sales price has been paid in full.
11. OSCE Staff Members not to benefit
The Buyer shall warrant that no official or employee of the OSCE has been or will be admitted by them to any direct or indirect benefit arising from this Invitation to Bid

Signed and Sealed by:

Signed and Sealed by:

For the Buyer

For the OSCE

(name of signatory)
(signatory's title, if applicable)
(Buyer's address)

CFA

Date_____

Date_____