



INVITATION TO BID – D-ASD-15-T39

SALE BY AUCTION USED IT and OFFICE EQUIPMENT

Instructions to Bidders

1. GENERAL

This Invitation to Bid (ITB) is issued by the European Union Agency for Network and Information Security (hereinafter referred to as the “Agency”), with its Headquarters located at Science and Technology Park of Crete (ITE) in Vassilika Vouton, Heraklion Crete, Greece.

All documents related to this Auction are available for general public download on the ENISA website:

<http://www.enisa.europa.eu/procurement/public-sale-by-auction-used-it-and-office-equipment>

2. PURPOSE

The object of this Invitation to Bid (ITB) is to set the provisions for Bids for the **sale of used Information Technology (IT) and Office Equipment**, hereinafter referred to as "equipment". All Agency equipment, as detailed in Annex 1, is located at the Agency's premises in Heraklion,

All equipment listed for auction has been retired from active use for a variety of reasons, such as being obsolete due to newer technology or system upgrades, while some items may be not in working order. Please note that the Agency makes no warranties expressed or implied as to the condition of the specified equipment or any part thereof, or their suitability for any intended use.

3. INVITATION TO BID (ITB)

3.1 The terms set forth in this ITB, and the Bid, will be included as part of any Sales Invoice or Contract should the Agency accept your proposal. Bidders should pay attention to the stated requirements of this ITB. Failure to fully comply may lead to rejection of your bid.

3.2. The various equipment on offer has been arranged into 3 LOTS with similar types of equipment being grouped together, please refer to Annex I for a detailed list of equipment for each LOT:

- **LOT 1 – Computers and Servers**
- **LOT 2 – Printers and Fax machines**
- **LOT 3 – Electronic and Communication equipment**



3.3. You are invited to submit a bid for one, several, or all of the LOTS. A bid for a specific LOT means that you are bidding for ALL of the items listed in that particular LOT. Under no circumstances will bids for part of the quantities proposed per LOT be taken into consideration.

3.4. The bidder must consider that the goods 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 items in accordance with all laws and regulations.

3.5. Any interested individual and/or private/public company/organisation is free to submit an offer.

3.6 There will be NO minimum reserve price set for any of the LOTS, therefore all LOTS will be awarded to the highest bid received without restriction.

3.7. All equipment listed in each of the 3 LOTS is physically located at our office premises in Heraklion Crete.

3.8. Bids shall remain valid for 90 days from the deadline for submission set in section 8.1 below.

4. BID CONTENTS

4.1 This ITB consists of the following parts:

- This document, 'Instructions to Bidders';
- Annex 1. Equipment Descriptions
- Annex 2. Financial Offer Form

5. SITE VISIT

5.1 Bidders have the possibility to inspect the equipment prior to bidding. A site visit can be requested by contacting the responsible person via email:

procurement@enisa.europa.eu

or by telephone on 2814 409 710

5.2 A maximum 2 representatives for each bidder can attend a site visit. For security clearance purposes the names and ID/passport numbers of visitors to the ENISA premises should be provided at least 24 hours in advance by email to: procurement@enisa.europa.eu.

5.3 Please note that no site visits can be conducted without prior approval and agreement on date and time.

5.5 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 equipment.



6. CONTENTS OF THE BID

Your bid **must** include the following:

Fully completed Annex 2, clearly indicating which LOT(s) you are bidding for as well as your financial offer (bid price), clearly specifying the name, signature and title of the authorised representative of the Bidder, VAT and company registration numbers (if applicable) as well as contact details.

7. BID PRICE

7.1 The bid price shall be firm, all-inclusive (including costs of pick-up and delivery) and for the whole of the quantities indicated for each LOT. The bid price must be expressed in **Euros**.

7.2 The Agency is exempt from taxes and duties and the price shall be exclusive of any taxes and duties including, but not limited to, those charged by Greece, or EU Custom's offices.

8. DELIVERY OF BIDS

8.1 The Bids shall be sent via email **ONLY** to a secure and restricted email account specifically set up for this auction: auction@enisa.europa.eu. It is highlighted that all bids received CANNOT be accessed by the Agency until the expiry date and time has passed.

Method for sending your offer:	
Please send your bid offer electronically to this restricted functional email account ONLY : auction@enisa.europa.eu	
Deadline for receipt of offers for this auction:	Monday 10th August 2015 at 15:00 local time
PLEASE NOTE: It is important to note that there can be NO EXCEPTIONS regarding reception of electronic offers by the expiry date and time. It is <u>entirely the responsibility</u> of the bidder to despatch their offer by email well before the expiry time, as ENISA cannot be held responsible for internet connection problems resulting in late arrival to our servers. Any offers <u>received after the expiry date and time</u> will be ruled ineligible. It would therefore be prudent to despatch your offer as soon as possible and not in the last few minutes before expiry. Be assured that all offers received are inaccessible until the functional email account is unlocked soon after the expiry time. It is also worth noting that Greece is one hour <u>ahead</u> of Central European time. An automated confirmation email is sent from our email server when you submit your offer by email.	



8.2 A public Opening is scheduled on 3rd September 2015 at 15:00 Hrs local time at the address mentioned in article 1 above.

Anyone who has submitted a bid are welcome to send one (1) authorised representative to attend the bid opening. Please note that the authorised representative will be allowed to attend only after submitting a written request by email to procurement@enisa.europa.eu at least 24 hours before the date mentioned above, specifying the name of the person. Any person arriving without prior notice or after the start time will not be allowed to attend the Opening Session.

9. BID EVALUATION

All Bids will be reviewed and evaluated by the Agency in accordance with the provisions of the articles 6, 7 and 8 above. Bids must comply in full with all the requirements set in this ITB in order to be considered accepted for evaluation.

10. AWARD

11.1 The contracts will be awarded LOT by LOT to the highest price bid received.

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

11.3 This Invitation to Bid does not commit the Agency to award a contract or to pay any costs incurred in the submission of the proposal, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for supplies.

11.4 If no bid is compliant, the Agency reserves the right to negotiate with any of the Bidders in any manner deemed to be in the best interest of the Agency.

11. PAYMENT TERMS

11.1 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.

11.2 The successful bidder must finalise the payment no 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.

11.3 Upon payment of the full purchase price for each lot being bid for, by bank transfer payable to the Agency, the Agency will issue a Bill of Sale to the purchaser. Thereafter, the purchaser must process all the required documentation with the local custom authorities and/or any other authority for the payment of taxes, duties (export or re-import, whichever is applicable) and any other required formalities, if applicable. The Agency will de-register the assets prior to the legal property handover to the successful bidders.



12. REMOVAL OF ASSETS

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

12.2 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 in matters dealing with the custom authorities or any other government authority other than issuing a Bill of Sale and a Handover Document detailing the Agency assets sold to the successful bidder(s).

12.3 The successful bidder must provide the Agency a written request by email at least 24-hour in advance, in order to receive approval to enter the Agency's premises to pick up the assets.

12.4 The successful bidder shall ensure that the assets are removed from the Agency site within **10 calendar days** of the date of the Bill of Sale issued by the Agency. Failing this the Agency shall have the option to cancel the sale of the items, thereby regain ownership of the goods or have the goods removed to a storage site at the full expense and liability of the purchaser.

12.5 It is the responsibility of the successful bidder(s) to obtain all the necessary licenses and permissions to export assets, as may be required, and address any environmental or other laws and regulations.

12.6 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 assets that he has purchased.

13. QUESTIONS

13.1 Questions should be sent to by email only to: procurement@enisa.europa.eu. 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 8.1 above will be accepted and responded to.

13.2 All questions by bidders and responses provided by ENISA shall be published on the ENISA website for reasons of transparency and equal treatment of all potential bidders. Here is the link: <http://www.enisa.europa.eu/procurement/public-sale-by-auction-used-it-and-office-equipment>

ENISA will not be responsible for failure to respond to queries which do not follow the instructions above.

< signed >

Paulo Empadinhas
Head of Administration and Support Services