



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
No. 8 (C), Sawmahar Street, Yangon, Myanmar
desk@unhabitat.org.mm | www.unhabitat.org

FOR A BETTER URBAN FUTURE

INVITATION TO QUOTATION No. RFQ-UNH-MYA-2025-003:

Sale of Surplus / Unserviceable Office Equipment “as-is, Where-is” Basis and Without Resources or Warranties, Express or Implied, of any kind

RFQ Issuance Date : 09 September 2025
Opening Date : 14 September 2025
Time : 15:00 PM Myanmar Standard Time

Approval Reference : UN-Habitat/DO/31/2025

Invitation to Bid is attached along with Lot-wise details.

Interested bidders are urged to inspect the items on **11 September 2025 between 10:00 AM to 02:00 PM** prior to submitting bids.

Please express your intention by sending an email request to **myo.hlaing@un.org** along with copy of visitor's NRC and contact number.

Issued by:
Procurement Office
UN-Habitat Myanmar Office
Yangon, Myanmar

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SALE OF SURPLUS / UNSERVICEABLE EQUIPMENT

Sealed Quotation, in original only, for the purchase and removal of the items described herein, will be received at UN-Habitat Myanmar, No.8C, Saw Mahar Street, Bo Cho Ward, Bahan Township, Yangon, Myanmar **before or not later than 14 September 2025 (12:00 PM Myanmar Standard Time)**. All Bids received after the bid closing date given above will be returned to the applicable bidder unopened.

The RFQ No. **RFQ/UNH/MYA/2025-003**, hour and date of opening shall be indicated on the face on the return bid envelope.

1. A security deposit of 10% of the total bid value needs to be submitted in cash to UN-Habitat office along with the sealed bid. The deposits will be returned promptly to unsuccessful bidders. UN staff members are not required to submit security deposits; however, by submitting a bid, they commit themselves to honor the award, if declared successful after competitive bidding.
2. The UN reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection is in the interest of the United Nations. This invitation to bid does not commit the United Nations to award a contractual instrument or to pay any costs incurred in, or in connection with, the preparation or submission of bids.
3. The United Nations also reserves the right to withdraw any of the items prior to award. The United Nations, in its sole discretion, also reserves the right to award separate or multiple contracts for any portion or quantity of the item it may deem appropriate.
4. Buyer shall make 100% payment prior to removal of the property at their cost within **One (1) business days** of the award. Successful bidders shall remove the property within **One (1) business** days of the full payment.
5. The items described are offered for sale “AS - IS, WHERE - IS” basis and without recourse or warranties, express or implied, of any kind.

6. The successful bidder(s) will be required to submit the amount in cash to procurement department. Upon completion of payment procedures, title of the material(s) passes to the Purchaser and all handling thereafter shall be at the expense and risk of the Purchaser.
7. The Purchaser agrees to remove the items awarded at their expense within two (2) business days of the award and without damage to surrounding property, including building, and further offers and agrees to reimburse the United Nations for any damage sustained as a result of his/her removal of the items(s) purchased.
8. Please note that the United Nations is unable to provide any assistance either mechanical or manpower for the testing or removal of the item(s).
9. This invitation to bid contains no contractual offer of any kind. Any bid submitted will be regarded as an offer by the bidder not as an acceptance of the bidder of any offer by the United Nations. No contractual relationship will exist pursuant to a written contract document signed by an authorized official of the United Nations and the successful bidder.
10. The successful bidder is responsible for payment of any government tax(s), which may be due as a result of this sale.
11. Your bid shall remain valid and open for acceptance for a period at least 90 days from the opening date.

Note: UN-Habitat Myanmar staff involved in this bidding process are not allowed to bid.



Lists of items are attached as Annex A.

The following information shall be provided in the bid:

Bidder Name & NRC Number: _____

Address: _____

Telephone No.: _____

E-mail Address: _____

Signature of the Bidder: _____

Queries, if any could be submitted by email to: **myo.hlaing@un.org**

Please indicate your name, address, RFQ number, date, and time of opening on the **sealed envelope**.

SUMMARY:

Lot No.	Amount in Figures (MMK)	Amount in words
1		

Signature : _____

Name : _____

For individual bidder: NRC No. _____ (attach copy)

Please attach original list (s) duly signed along with ‘summary’ and ‘bid security’ and submit.