U N I T E D N A T I O N S N A T I O N S U N I E S

UNITED NATIONS GLOBAL SERVICE CENTRE (UNGSC)

Brindisi, Italy

14 July 2026

Invitation to Offer No. UNGSC/S/002/2026 – Sale of UN Assets
This is a commercial sale of surplus assets and not a procurement action

INSTRUCTIONS TO BIDDERS

1. GENERAL

1.1 The United Nations Global Service Centre (UNGSC), Brindisi - Italy intends to sell its surplus assets as listed in **Annex A**.

1.2 By this Invitation to Offer (ITO), the UNGSC requests your best price on a 'Lot' basis only, for any of the surplus assets as described in **Annex A**.

1.3 This ITO comprises:

- **Annex A - Offer Form/Lot Price**, including:
  - **Appendix 1 - Lot List**, and
  - **Appendix 2 - Lot Pictures**;
- **Annex B – Acknowledgment Letter;**
- **Annex C – Customs operations for UNGSC Sale of Assets (English and Italian Version).**

The terms set out in this ITO and the Offer, will form part of any contract or purchase agreement if UNGSC accepts your Offer.

1.4 **Conditions of Sale –**
The Bidder must consider the following:

1.4.1 **All goods are being sold on "as-is, where-is" basis, and <u>without recourse or warranties of any kind, either express or implied, including but not limited to warranties of quality, roadworthiness, merchantability or fitness for a particular purpose</u>.**

1.4.2 **UNGSC does not warrant the accuracy of the asset description, quantities or declared weights. Discrepancies may exist, including those arising from packaging materials.**

1.4.3 **The UNGSC will not be responsible for any defects, inaccuracies, omissions, or discrepancies, whether hidden or visible.**

1.4.4 **No refunds, exchanges, adjustments or claims will be accepted after the award.**

1.5 UNGSC retains full discretion to award lots on a partial basis, meaning that different lots may be awarded to different bidders, or multiple lots may be awarded to a single bidder, according to the highest evaluated offer for each lot. UNGSC may reject any or all offers, is not obliged to award all listed lots, and may remove or withdraw any lot from the sale at any point prior to the transfer of ownership without incurring liability.

2. INVITATION TO OFFER

2.1 Please note that:

(a) **Your Offer must be received by the UNGSC on or before the following closing date and time: 04 Aug 2026 at 15:00 hrs. Brindisi (Italy) Time.**

(b) The Offer shall include:

- completed Annex A (attached);
- a certified check (bank issued cashier's cheque) representing 10% of the total offered price. Please note that personal cheques, business cheques, and cash will not be accepted. Only certified bank cheques issued by a recognized financial institution will be accepted.

2.2 Bidders should limit their responses to the requirements of the ITO. In submitting your Offer, it is your responsibility to ensure that you have fully complied with all requirements of this ITO. Failure to fully comply may exclude your Offer from further consideration.

2.3 For queries pertaining to this ITO, please contact the Case Officer, Ms Clorinda Gigante, via email at unlb-procurement@un.org

3. ASSETS LOCATION AND NON-MANDATORY SITE VISIT

3.1 The assets referred to in **Annex A** are currently held at the UNGSC's premises located at **Aeroporto Militare "O. Pierozzi", Piazza del Vento 1, 72100 in Brindisi, Italy.**

3.2 The **Non-Mandatory Site Visit,** allowing the Bidders to inspect the assets, will be held on **23 July 2026 at 10:30 hrs. Brindisi (Italy) Time**.

3.3 While attendance at the Site Visit is not mandatory, bidders are advised that UNGSC does not guarantee the accuracy of the descriptions or quantities provided in Annex A. Bidders are therefore strongly encouraged to participate in the Site Visit to independently verify the condition, contents, and quantities of the assets.

3.4. Should a Bidder choose not to attend the Site Visit, they do so at their own risk. In the event the Bidder is successful, no allowances, adjustments, or claims will be accepted for any discrepancies between Annex A and the actual condition, contents, or quantities of the goods.

3.5 **Bidders wishing to attend the Site Visit must**:

3.5.1 Complete **Annex B – Acknowledgment Letter** with all the information requested and **submit it to the Procurement Unit with a copy of attendee(s) valid ID/Passport by email to unlb-procurement@un.org on or before 20 July 2026.** Requests to attend the Site Visit received after this date might not be considered. Due to security requirements, only those persons identified on **Annex B** will be allowed entry, with a maximum of 2 persons per Bidder.

3.5.1 Assemble at the **UNGSC Gate on 23 July 2026 no later than 10:20 hrs. Brindisi (Italy)**

Time for transportation provided by UNGSC bus. The latecomers will not be allowed entry to the site to view the assets.

3.5.2 Bring their **original valid ID document/Passport** in order to be granted access to the UNGSC.

4. OFFER FORMAT AND DEPOSIT

4.1 Offer Form must be completed by entering your **price per LOT** in the attached **Annex A – Offer Form/Lot Price and** returning it to UNGSC as per the instructions in **paragraph 6** below.

4.2 The Offer must include:

- The completed **Annex A** as attached;
- **A certified bank check payable to the United Nations Logistics Base in the amount of 10% of the total offer to be submitted in the EURO only**. The deposit will be returned to the Bidder in the event that the Offer is unsuccessful or credited to the purchase price in the event that the Offer is successful/accepted by UNGSC;
- The deposit shall be **non-refundable** in the event that the successful Bidder withdraws their Offer after award;
- The Bidder must clearly indicate on **Annex A** the recipient and address for the return of the deposit.

4.3 All correspondence and supporting documentation shall be in the English language.

5. PRICE

5.1 The Offer's price shall:

- be **firm, all-inclusive price per Lot**, not subject to any adjustment;
- be quoted **in EURO only**, and;
- have a minimum validity of **60 days** from the Offer closing date.

5.2 Final payment is to be made by bank transfer to the United Nations bank in Italy in EURO.

5.3 The successful Bidder is responsible for all costs, including but not limited to, the customs clearance, transportation, removal and disposition of the surplus assets in accordance with applicable laws and regulations. The UNGSC will not pay any amount or provide any assistance associated with the Sale and removal of goods unless otherwise specified in this ITO.

5.4 UNGSC 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 Italian or EU Customs offices.

6. DELIVERY OF OFFER

6.1 **Offers must be forwarded by Mail, by hand, or by Courier Service**. Only hard copies of the Offer will be accepted and must be accompanied by a certified bank check as specified**. Bids submitted by FAX or email will NOT be accepted.**

6.2 The Offer must be enclosed in a sealed envelope/package, the outside of which must be clearly marked and addressed as follows:

CHAIRPERSON, TENDER OPENING COMMITTEE
United Nations Global Service Centre (UNGSC)
C/O AEROPORTO MILITARE "O. PIEROZZI"
PIAZZA DEL VENTO, 1
72100, BRINDISI, ITALY

"ITO NUMBER: UNGSC/S/002/2026"
Closing Date and Time: 04 Aug 2026 at 15:00 hrs. Brindisi (Italy) Time.
!!!!!!!!!! TENDER - DO NOT OPEN !!!!!!!!!

6.3 Offers must be received by the UNGSC no later than the closing date and time as per above paragraph 2.1 (a). Late offers will be rejected, even if due to courier delay. Bidders are fully responsible for the courier transit time

6.4 It is the responsibility of the Bidders to ensure that the sealed envelope/package containing the Offer reaches the above-mentioned address before the Closing Time, so that it is time-stamped and acceptable for opening. Offers must be delivered to the above-mentioned address during UN working hours from 8:00 to 12:00 and from 14:00 to 16:00, Monday through Friday, except for the UN holidays.

Only in the event of a problem when delivering the sealed envelope to UNGSC, you may contact the **UNGSC Security Front Office at Tel. +39 0831056003.**

Failure to comply with the above instructions, delivery to any other UN office will be at the risk of the Bidder and may not meet the Closing Time. Written proof of receipt will not be given by UN staff unless a Postal/Courier Service receipt or other form of receipt is presented for signature by the UN. **Please allow five (5) or more business days for courier delivery, since some courier firms deliver packages only once a day and may miss the deadline.**

6.5 **Offers received late; sent by e-mail/fax; incorrectly marked and/or addressed will be rejected.**

7. CONTRACT AWARD

7.1 The award of a lot will be based on the highest price submitted in respect of each specific lot.

7.2 This ITO contains no contractual offer of any kind. Any Offer submitted will be regarded as an offer by the Bidder to UNGSC.

7.3 Upon acceptance of the offer(s), the UNGSC will issue a Notice of Sale to the successful Bidder(s) for the awarded surplus assets. The successful Bidder will be provided at this time with all the information required to remit the total Offer price, less the deposit paid, in EURO via wire transfer to the UNGSC bank account.

7.4 Contemporaneously with notification of an award to the Bidder, the UNGSC will submit notification of the Sale, for advance information purposes only, to the Italian Customs Authorities, detailing the Lot(s) sold and the name of the Bidder.

7.5 The successful Bidder must ensure that they address all environmental and other requirements to facilitate the removal and disposition of the goods.

8. PAYMENT TERMS

8.1 The Bidder acknowledges that:

(a) Upon receipt of the Notice of Sale, the Bidder shall ensure that the purchase price submitted in the successful bid is paid in full, less the deposit paid, by bank transfer in EURO to the United Nations bank account. The banking information will be provided with the Notice of Sale.

(b) The wire transfer must be initiated by the successful Bidder **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 UN's bank. UNGSC will not issue payment receipts until funds are fully cleared by the bank.

(c) The successful Bidder must provide the UNGSC Finance & Budget Unit (Cashier's Office) **with a certification** obtained from the Brindisi Customs Office. Upon receipt of customs-clearance, and prior to materials' collection, UNGSC Finance & Budget Unit must be provided with one copy of the following documents:

- i. For exportation outside EU, copy of the related form for the exporter;
- ii. Customs duties payment receipt of EU destination or T1 if the material will be declared in another Italian city or EU country relating either to the duties/taxes payment or to the transfer of the material to other destination (T1).

To obtain customs-clearance for surplus assets destined to be recycled or disposed off within EU, the following documents must be submitted:

- iii. Copy of registration as an authorized recycling company as per Council Regulation (EEC) 259/93/EEC, and subsequent modifications and additions;
- iv. Declaration confirming that the surplus assets to be recycled or disposed are in conformance with and subject to the dispositions as per Italian Legislative Decree 22/97, and subsequent modifications and additions.

(d) Only upon confirmation that the payment has been received by the UN's bank and the necessary certifications indicated in para. 8.1 (c) above, the UNGSC Finance and Budget Unit will endorse the Notice of Sale, which will then become the Payment Receipt/Bill of Sale and is required to remove any surplus assets from the premises. Please note that the UNGSC will not intervene with Italian Customs or act on behalf of bidders. The Bidder is solely responsible for obtaining all documentation, permits, and registrations.

(e) In the event that the Bidder fails to pay the balance of the purchase price in full and provide the certification referred to in para. 8.1(c) within ten (10) calendar days from the date of the Notice of Sale, the Bidder shall forfeit the deposit, and the Sale may be terminated at the sole discretion of UNGSC.

(f) Once a Bidder has made full payment for the asset following the issuance of the Notice of Sale, the Sale is considered final. The Bidder shall take all necessary steps to remove the asset within the specified timeframe. UNGSC will not issue any refund, and should the Bidder fail to remove the asset as required, UNGSC reserves the right to dispose of the asset, including by selling it to the next highest bidder, without any recourse or compensation to the original Bidder.

9. TRANSFER OF OWNERSHIP

The Bidder acknowledges that upon receipt of the payment in full and completion of the customs clearances and issuance of the Payment Receipt/Bill of Sale by the UNGSC Finance and Budget Unit, title to the assets passes to the Bidder, and all handling, risk of loss or damage to the assets, final customs clearance and transportation thereafter shall be at the sole risk, expense and responsibility of the Bidder.

10. REMOVAL OF THE ASSETS

10.1 The successful Bidder acknowledges that:

(a) It shall provide UNGSC with no less than forty-eight (48) hours' advance written notification requesting authorization to enter the UNGSC premises for removal of the assets. The Bidder is fully responsible for ensuring the safe loading and removal of the assets. UNGSC will not provide manpower, equipment, or materials unless expressly stated in writing. Any damage caused to UNGSC premises, infrastructure, or property during the removal process shall be repaired at Bidder's expense or charged to the Bidder accordingly;

(b) It is responsible for payment of any customs duties or taxes to the Italian Customs Authorities and any other customs authorities, and submitting proof of this, or an exemption certificate, to the UNGSC Finance & Budget Unit the time it makes full payment of the purchase price, provided however that if the successful Bidder is a foreign entity and is not liable for payment of Italian taxes/duties, it shall submit a copy of the export permit from the Italian Customs, to the UNGSC Finance and Budget Unit;

(c) It shall use its best endeavors to expedite Italian customs clearance/payment of taxes, and acknowledges that the surplus assets cannot be released for removal from the UNGSC Site until customs/tax formalities are completed and documentary evidence submitted to the UNGSC Finance Section;

(d) It shall ensure that the surplus assets are removed from the UNGSC Site promptly after the issuance of the Notice of Sale by UNGSC, and **no later than 09 September 2026**. Should the Bidder fail to remove the assets within this timeframe, the UNGSC reserves the right to either cancel the sale, thereby regaining ownership of the goods, or arrange for the goods to be removed to a storage site at the full expense and liability of the bidder. In addition, UNGSC reserves the right to retain the original deposit and any balance payments made for items sold to cover administrative and logistical expenses.

(e) It is responsible for obtaining all necessary licenses and permissions to export the surplus assets, as may be required, and address any environmental or other laws and regulations;

(f) If requested by the successful Bidder, UNGSC may undertake to load the purchased surplus assets onto the Bidders' truck for removal, however, this will be done at no liability to the UNGSC and all risks of damage to the goods, other property, transport vehicle etc. will be borne and compensated by the successful Bidder.

(g) The assets shall be removed from the Storage Site without damage to the surrounding property, including buildings, and the Bidder shall be liable to reimburse UNGSC for any damage sustained as the result of removal of assets that it has purchased.

(h) It is responsible for collecting the Lots at its own expenses.

(i) **The material included in Lot No. 011 is sold as scrap metal for destruction; therefore, the successful buyer must be an authorized company that shall undertake any and all destruction and disposal actions in accordance with the relevant prescribed regulations; the destruction shall be witnessed by a UNGSC staff representative and be carried out outside the UNGSC, at the buyer's facilities or any other suitable facility in compliance with the applicable regulations.**

11. REPRESENTATIONS

The Bidder acknowledges that in entering into a contract with the UNGSC, it does not rely on any representations or statements that may have been made by UNGSC or its servants or agents, and any such representations are hereby excluded. No claim will be considered for allowance of adjustment on the Sale based upon failure of assets or equipment to conform with any expressed or implied representation.

12. OFFICIALS NOT TO BENEFIT

The Bidder warrants that no official of the United Nations has been or shall be admitted by the Bidder to any direct or indirect benefit arising from this contract of sale. The Bidder agrees that breach of this provision is a breach of an essential term of the contract of sale. UNGSC strictly prohibits fraud, corruption, collusion, coercion, and unethical behavior in any form

13. ARBITRATION

Any dispute, controversy or claim arising out of, or relating to this ITO and any subsequent contract, or the breach, termination or invalidity thereof, may, unless it is settled amicably by direct negotiations, be referred to by either party to arbitration in accordance with the UNCITRAL Arbitration Rules. Such arbitration shall be conducted under the auspices of the International Chamber of Commerce (ICC) which shall also serve as the Appointing Authority under the Rules. The parties shall be bound by the arbitration award rendered in accordance with such arbitration, as the final adjudication of any such dispute, controversy or claim.

14. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this ITO and any subsequent contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations

15. INSOLVENCY

Prior to payment of the purchase price, should the Bidder become insolvent, or should the control of the Bidder change by virtue of insolvency, the United Nations may, without prejudice to any other rights or remedies, terminate any contract entered into with the Bidder, by giving the Bidder written notice of termination.

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Kenisha Thom
Chief Procurement Officer
UNGSC, Brindisi, Italy