



Office and Household Items Disposal Guidelines

South Sudan

December 2023

1. The disposal process shall be managed by the AMALNA Country-Based staff in liaison with the procurement department or delegated authority.
2. The items listed in the bidding form in Annex are used items located in the AMALNA office, Disposal shall be by open bidding.
3. The items details are listed in the annex below.
4. Any other additional cost incurred during the process of transfer of ownership from AMALNA will be borne by the successful bidder
5. The items listed in the annex shall be accepted as is and AMALNA will not provide any guarantee.
 - That the items will function properly
 - That the items are fit for any particular purpose
 - That the items might not comply with the specifications of such a make of it in the market
 - That certain components may have been added or removed
6. The bidder will drop his/her form to Amalna office from **9:00 AM to 4:00PM** working days and the form will be collect at Amalna office for filling at the reception.
- 7-Interested bidders shall indicate their bid price in the bidding form in Annex 1 and submit a closed hard copy bid to the AMALNA South Sudan located at Hai Mangateen Residential Area Plot 149, Block B, 3rd class,Juba from **Monday 4 December 2023**.the submission should be marked.

Bid for the Disposal of Office & Household Items

Results of the bidding process shall be made known to all bidder by **Friday 15 December 2023**

8-The successful bidder shall make their payments IN FULL direct in cash at AMALNA Office before collecting the items.

9 If the successful bid has not paid by the stipulated deadline, the offer shall be extended to the second highest successful bidder.

Declaration.

I confirm that I agree with terms and conditions for this disposal. I will comply with all Health, safety and Environmental and other issues relevant to the asset and that, in transferring such asset to me, AMALNA has no liability for the disposal, recycling or destruction of such asset and that I will dispose of or recycle such asset responsibly when I no longer need it



Bidder's Name

Signature:

Date:

Payment by cash to Amalna Office

Email address hr@amalna-ss.org

Telephone: **0924178749/0921709735**



Annex1: Bidding Form

AMALNA Office & Household items for Disposal
December 2023

Bidders Name:	
Mobile Number	
Email Address:	
Submission date	

The List of the Items.

Printers & Laptop lot-001	ASSET TAG	QTY	COND ITION	RESERVE PRICE IN (US)	LOCATION	BID PRICES (US)
HP Printer Office jet 6500A (Color)	ASS/2020/324	1	Used	10	Mangeteen Office.	
HP Printer Office Jet4500 (Color)	ASS/2020/325	1	Used	10	Mangeteen Office	
HP Deskjet 20250 print scan copy Block	n/a	1	Used	10	Mangeteen Office	
HP Deskjet 20250 print scan copy Block	n/a	1	Used	10	Mangeteen Office	
Laptop (Lenova T430S)	ASS/2020/023	1	Used	30	Mangeteen Office	
Laptop (Toshiba CE50-249)	ASS/2020/019	1	Used	30	Mangeteen Office	
Television Desktop TV screen.	ASS/2020/160	1	Used	50	Mangeteen Office	
Metallic Drums for Diesel		6	Used	80	Mangeteen Office	
Sub-Total				230		
antenna Cable lot-002			Used			
RFS feeder Cable		30Roll	Used		Office Mangeteen	
Generator lot-003						
Generator white 18KV	ASS/2020/320	1	Used	1,000	Mangeteen Office	
Sub Total				1,000		
Yamaha motorbike lot-004						
Motorbike Yamaha	6936BCE	1	Used	500	Mangeteen Office	
Motorbike Honda lot -005						
Motorbike Honda	105 UNHCR	1	Used	500	Mangeteen Office	
Motorbike TVS lot -006						



Motorbike TVS	0972A	1	Used	100	Mangeteen Office	
Sub-Total				1100 USD		
Refrigerator lot-007						
Refrigerator medium solar	n/a	1	used	200	Mangeteen Office	
Refrigerator Big	n/a	1	used	50	Mangeteen Office	
Water dispensers	n/a	1	Used	30	Mangeteen Office	
Water Dispenser/Gold Cavin	n/a	1	Used	30	Mangeteen Office	
Water Dispenser/Gold Cavin	n/a	1	Used	30	Mangeteen Office	
Washing machine	n/a	1	Used	200	Mangeteen Office	
Sub -Total				540 USD		
Lockers lot-008						
Locker with full cover - Metallic Carbinat	SS-Jub-0007	1	Used	70	Mangeteen Office	
Locker with full cover & 8 Drawers- Metallic Carbinat	ASS/2020/037	1	Used	70	Mangeteen Office	
Locker with 4 Drawers - Metallic Carbinat	ASS/2020/279	1	Used	50	Mangeteen Office	
Locker with 4 Drawer- Metallic Carbinat	ASS/2020/031	1	Used	50	Mangeteen Office	
Locker with 3 Drawers- Metallic Carbinat	ASS/2020/032	1	Used	50	Mangeteen Office	
Locker (Full glass shutters)- Metallic Carbinat	SS-Jub-0007	1	Used	60	Mangeteen Office	
Locker (half glass shutters)- Metallic Carbinat	SS-Jub-0007	1	Used	50	Mangeteen Office	
Sub -Total				400 USD		



(Handwritten signature)