

OFFICE AND HOUSEHOLD ITEMS DISPOSAL GUIDELINES**SOUTH SUDAN****FEBRUARY 2021**

- 1) The disposal process shall be managed by the **British Council** country-based staff in liaison with the Regional Head of Procurement, Sub-Sahara Africa or a delegated authority.
- 2) The items listed in the bidding form in Annex are used items located in the **British Council office in South Sudan**. Disposal shall be by open bidding.
- 3) The office and household items being disposed are **NOT DUTY PAID**. It is the responsibility of the successful bidder to get the exact amount of the applicable duty from the national revenue authority when necessary. Duty payment shall be made directly by the successful bidder to the national revenue authority, if applicable.
- 4) The items details are listed in the annex below.
- 5) Any other additional costs incurred during the process of transfer of ownership from British Council will be borne by the successful bidder.
- 6) The items listed in the annex shall be accepted as is, and British 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.
- 7) The items shall be available for viewing between **09:00 hrs to 12:00 hrs** from **Monday 10 February 2021**.
- 8) Interested bidders shall indicate their bid price in the bidding form in Annex 1 and submit a closed hard copy bid to the **British Council, Hamza Inn Compound, Juba Town Area, Juba by Thursday 25 February 2021**. The submission should be marked:

Bid for the disposal of Office & Household Items.

Results of the bidding process shall be made known to all bidders by **Friday 26 March 2021**.

- 9) The successful bidder shall make their payments **IN FULL** by direct deposit to the British Council account below and submit deposit slips to the British Council reception **by Friday 05 March 2021, 12:00 hrs**

Account Name: **BRITISH COUNCIL - SOUTH SUDAN**
Bank Name: **EQUITY BANK – HAI AMARAT BRANCH**
Account Number: **2xxxxxxxxx56840**
Swift Code: **EQBLKENA**



The successful bidder shall indicate in the declaration form their preferred mode of payment.

10) 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 the 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, **British Council** 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 (Cheque/Bank Transfer
to the **British Council** bank Account): _____

Copy to be retained by British Council





Annex 1: Bidding Form

BRITISH COUNCIL OFFICE & HOUSEHOLD ITEMS FOR DISPOSAL FEBRUARY 2021	
Bidder's Name:	
Mobile Number:	
Email Address:	
Submission date:	

The list of the items:

Electronic Equipment	ASSET TAG	QTY	CONDITION	RESERVE PPRICE IN (US\$)	LOCATION	BID PRICES (US\$)
DSTV Sets/Decoders	SS_JUB_IT0020	1	New	50.00	Hamza Container	
DSTV Sets/Decoders	SS_JUB_IT0021	1	New	50.00	Hamza Container	
Brown GEEPAS Clock	SS_JUB_IT0014	1	New	2.50	Hamza Container	
Grey GEEPAS Clock	SS_JUB_IT0015	1	New	2.50	Hamza Container	
TV Sony (26")	SS_JUB_IT0016	1	New	80.00	Hamza Container	
Ariston Gas Cooker	SS_JUB_IT0017	1	New	150.00	Hamza Container	
TV SAMSUNG (32")	SS_JUB_IT0019	1	New	100.00	Hamza Container	
ECO Bubble (8kg) washing Machine	SS_JUB_IT0025	1	New	100.00	Hamza Container	
Toshiba Freeze	SS_JUB_IT0018	1	New	200.00	Hamza Container	
Freeze/grey	SS_JUB_IT0029	1	New	100.00	Insight Container	
Freeze/white	SS_JUB_IT0031	1	New	75.00	Insight Container	
HP LaserJet M1319fMFP	SS_JUB_IT0002	1	New	15.00	Hamza Container	
HP Photosmart Printer	SS_JUB_IT0011	1	New	20.00	Hamza Container	
HP Scanjet G2710	SS_JUB_IT0003	1	New	20.00	Mgmt. Office	

Sharp Photocopier AR5618S	SS_JUB_IT0001	1	New	100.00	Hamza Container	
Sub-total				1,065.00		
Furniture						
Brown desks 140X80	SS_JUB_0001	3	good	30.00	Insight Container	
Brown desks 160X80	SS_JUB_0002	1	good	35.00	Insight Container	
Black guest chairs	SS_JUB_0003	4	good	10.00	Insight Container	
Black rotating / adjustable chairs	SS_JUB_0004	2	good	5.00	Hamza Container	
Black Double-bed (6x6)" + Mattress	SS_JUB_0014	1	New	100.00	Insight Container	
Black Drawers (High)	SS_JUB_0015	1	New	15.00	Insight Container	
Black Bed-side stools	SS_JUB_0016	2	New	10.00	Insight Container	
Black Middle table	SS_JUB_0017	1	New	20.00	Hamza Container	
Black Wall Mirror	SS_JUB_0018	1	New	20.00	Hamza Container	
Black Display Cabinet	SS_JUB_0022	1	New	40.00	Hamza Container	
Black Drawers (Low)	SS_JUB_0023	1	New	15.00	Insight Container	
Chairs for Dinning-table	SS_JUB_0024	6	New	50.00	Hamza Container	
Dining table (3 in 1)	SS_JUB_0025	1	New	100.00	Hamza Container	
Metallic Signboards	SS_JUB_002X	6	New	110.00	Hamza Container	
Chairs for Kitchen Dinning-table	SS_JUB_0027	4	New	40.00	Hamza Container	
Dining Table/Small	SS_JUB_0028	1	New	10.00	Hamza Container	
Desk/Reading table	SS_JUB_0030	1	New	15.00	Hamza Container	
Office Chair/Black rotating	SS_JUB_0032	1	New	5.00	Hamza Container	
Blue Sofa (1in 3 + 2)	SS_JUB_0020/50	1	New	100.00	Insight Container	
Red Sofa (1in 3 + 1)	SS_JUB_0021	1	New	100.00	Insight Container	
White Display Cabinet	SS_JUB_0049	1	New	30.00	Hamza Container	
Curtains Blinds (smaller size)	SS_JUB_0050	4	New	10.00	Hamza Container	
Curtains Blinds (Larger size)	SS_JUB_0050	10	New	75.00	Insight Container	
TV Cabinet	SS_JUB_0051	1	New	20.00	Hamza Container	
Desk/Office	SS_JUB_0053	1	New	10.00	Insight Container	

Bed + Mattress+ (2) Side Cabinets	SS_JUB_0055	1	New	100.00	Insight Container	
Laundry baskets	SS_JUB_0056	2	New	5.00	Hamza Container	
Room Ladder	SS_JUB_0057	1	New	20.00	Insight Container	
Compound Ladder	SS_JUB_0058	1	New	30.00	Hamza Container	
Bedsheets, Pillowcases, towels	SS_JUB_0060	1	New	20.00	Insight Container	
BBQ Grill	SS_JUB_0048	1	New	40.00	Hamza Container	
Fire Extinguisher (CO2 2kg)	SS_JUB_0062.01	1	New	60.00	Insight Container	
Fire Extinguisher (Foam 9 Ltrs)	SS_JUB_0062.02	1	New	85.00	Insight Container	
Fire Extinguisher (Powder 6kg)	SS_JUB_0062.03	1	New	70.00	Insight Container	
Fire Extinguisher (Powder 25kg)	SS_JUB_0062.04	1	New	400.00	Insight Container	
Sub-total				1,805.00		
Other Items						
Knives (1 set)	N/A	1	New	2.00	Hamza Container	
Iron Box	N/A	1	New	3.00	Insight Container	
Table Lamps	N/A	2	New	5.00	Insight Container	
Bed-side Lamps	N/A	2	New	5.00	Insight Container	
Colour Curtains Blinds (smaller size)	N/A	4	New	20.00	Hamza Container	
Colour Curtains Blinds (Larger size)	N/A	10	New	100.00	Insight Container	
DSTV Disk (Large)	N/A	1	New	50.00	Hamza Container	
Sub-total				185.00		
Grand Total				3,055.00		

