



# INVITATION

Subject to the terms and conditions specified in this Invitation, the items included in the lists attached hereto will be sold during auction sale which will be conducted at

**US EMBASSY BANGUI COMPOUND, AVENUE DAVID DACKO on Saturday 13<sup>th</sup> February 2016 at 0900 am.**

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## **A-Conditions and provisions of the auction**

1-The sale is opened to all parties. An access (Registration) fees will be paid by all participants at Embassy cashier office on February 8<sup>th</sup> until Wednesday 10<sup>th</sup> from 10.00-12.00 AM and from 14.00-15.00.

2-All customers must be registered before participating for the auction.

3-Registration will be limited to the first 60 customers by calling the number + (236) 75735636 from 8.00-12.30 and from 13.30-16.00 from February 8<sup>th</sup> to February 10<sup>th</sup>.

4-Bidders are invited to visit properties to be sold prior making an offer. Properties will be available for visit at the Embassy compound on Thursday, February 11th from 8.00 to 12.00 am and from 1.30 to 3.00 pm.

5-Properties are sold "as is". The U.S government makes no guarantee, warranty, or representation, express or implied, as to the quality, kind, type, size, description or condition of the property or its fitness for any use purpose. This sale is final.

## **B-Registration**

1-Bidders must get registration in order to participate in the auction. Registration will be available starting February 8<sup>th</sup> (8.00-12.30 and from 13.30-16.00) until the maximum participants numbers is reached.

2-Once registration done, bidders are invited to pay to our cashier a registration fees of CFA50.000 on February 8<sup>th</sup> through Wednesday 10<sup>th</sup> from 10.00-12.00 AM and from 14.00-15.00

3-Registration fees are fully refundable if the bidder does not win any lot and will also be applied to any lots won during the auction.

## **C- Conduct of the auction**

1- On auction day, bidders will be admitted to the auction site at 8.00AM.

2-Announcement of the process will be done by one warehouse member and bidders will start bidding at 9.00AM.

3-Bidders will have until 10.00 AM to submit their bids via the provided forms

4-Bid counting will be done automatically by the GSO with two other employees.

## **D. Payment**

1-Only when the auction is completed will the bidder go for payment of items won. He/she must have their bid forms and the Bill of sale established by one warehouse member.

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2-Payment will only be accepted by cash. No personal checks or any other method of payment will be accepted. All sales must be paid in full on February 13<sup>th</sup>. Registration fees will automatically be applied to any winning bids. Refund of registration fees will only be made if the winning lots are valued less than the deposit.

3-All lots and customs taxes must be paid in full prior the removal of items from the compound.

4- Non-winning bidders must collect their registration fees the following week from after presentation of their proof of payment.

#### **E. Delivery**

1. The property is sold only at the Embassy. Delivery and transportation of the property away from the Embassy is the responsibility of the purchaser and shall be accomplished at his/her expense.

2. After payment made in full included customs taxes, bidders are expected to pick up items on the day of the auction and/or no later than February 15<sup>th</sup>.

3. After proof of sale and customs fees bring both items to a warehouse employee for verification of the lot. The employee will mark the bill of sale "delivered", include the date and sign it. He will keep one copy for the warehouse. The Bill of sale must be verified by the guard as the bidder leaves the compound with the items awarded to him.

4. All items must be removed from the compound, no later than February 15th at 5.00 PM if property is not removed within the time limit specified above; the United States Government retains the right to include it during the next property auction without any refund of money.

#### **F. General**

1. The auction will be conducted under the supervision of the Property Disposal Officer, American Embassy, Bangui, a duly appointed successor or a duly authorized representative, who reserves the right to reject any or all offers for any of the items sold and or withdraw from the sale any items as deemed best for the interests of the United States Government.

2. The auction sale will be conducted in accordance with the procedures outlined in this auction rules and provisions.

3. No offers for any of the lots included in the bid list will be accepted prior to the auction date and hour.

4. Any oral statement or representation by any representative of the Government changing or supplementing this invitation or any condition thereof is unauthorized and shall confer no right upon the bidder.

5. All participants in this sale must agree to the terms and conditions, of this invitation.

6. The English language version of this invitation and provisions is the official one and shall always govern.

7. All participants are reminded that no large bags, knives, or other weapons, cell-phones, tablets, personal computers are allowed on the site of the auction.