



AUSTRALIAN HIGH COMMISSION GHANA

APPLICATION TO PURCHASE A FUNITURE LOT

01	NAME OF THE BIDDER	
02	PROOF OF IDENTITY	TYPE: NUMBER: ISSUED BY:
03	CONTACT ADDRESS	
03	TELEPHONE /MOBILE NUMBER	
04	MODE OF PAYMENT (Tick method of payment)	<input type="checkbox"/> A. PAYMENT IN CASH <input type="checkbox"/> B. PAYMENT BY BANK CHEQUE <input type="checkbox"/> C. BANK TRANSFER
05	ITEMS INCLUDED IN THIS BID	Household furniture as described in Annex A
06	PURCHASE PRICE OFFERED (furnish both in words and figures)	In figures: GHC..... In words :
07	PURCHASE UNDERTAKING & COMMITMENT I am aware of the terms and conditions of the Application to Purchase Document and submit my unconditional price	SIGNATURE OF THE BIDDER: DATE:



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DISPOSAL OF USED MACHINERY/PLANT APPLICATION TO PURCHASE TERMS & CONDITIONS

The following general Terms and Conditions of the offer must be taken note of before submission of bid.

1. Application to Purchase shall be submitted by placing the hard copy into the locked tender box at the in the prescribed format only, in a sealed envelope marked:

The Senior Administrative Officer
Re: May 2021 Purchase of Furniture lot
Australian High Commission, Ghana
No. 2 Second Rangoon Close
Cantonments, Accra.

2. Applications not submitted in the prescribed format, are liable for rejection.
3. Bids lower than the reserve price of Thirteen Thousand Five Hundred Ghana Cedis (**GHC 13,500,**) are liable for rejection.
4. Duly completed documents shall be submitted to our office at the address given above on or before:

Wednesday 12 May 2021 by 4:00pm.

Submissions after this date will not be accepted.

5. Tenders will be reviewed on Thursday 13 May 2021, with the successful tenderer telephoned accordingly. A Tenderer who cannot be contacted may forfeit their bid.
6. The successful Tenderer is required to pay 10% of the bid/negotiated amount by the end of the next business day following advice of a successful bid, by way of cash, card or bank cheque made favourable to the Australian High Commission Accra, Ghana to retain the purchase.
7. The balance of payment as decided after negotiations shall be paid within three (3) business days of making a demand, failing which the Application to Purchase as well as the 10% of the bid amount paid shall be forfeited.
8. The Australian High Commission in Accra reserves the right to further negotiate with the highest bidder.
9. It is envisaged that the furniture items will be available to hand over as per negotiation with successful tenderer at the grounds of the Australian High Commission and will be moved at the expense of the successful tenderer.
10. The Australian High Commission of Ghana reserves right to cancel the Application to Purchase or reject any or all quotations received without assigning any reason whatsoever at any stage.
11. The decision of the Australian High Commission of Ghana is final and binding.

ANNEX A – LIST OF USED HOUSEHOLD FUNITURE ITEMS

Items are provided as is without warranty

Description of Items	Quantity
Square side table for living hall	4
Grey Single armchair sofa + Cushion	2
Three-seater cream and black striped sofa + Cushions	2
Floor Lamp -white and sliver stand	1
Dining Room -Large Cabinet – solid wood	1
Coffee Table – solid wood	2
Dining Table and chairs setting – solid wood	1
White Bar Stools	2
Black & Brass Table Lamp	2
Tv Cabinet – solid wood	1
Bedside table – two drawers	2
Ebony stain 5 drawer, chest of drawers	2
Black and brass Bed side Lamp	2
Multi Coloured Sofa	3
Mirrored Dressing Table with 6 drawers – solid wood	1
Natural stain queen side bed with mattress – solid wood	1
Natural stain Bedside table with two drawers – solid wood	2
2 drawer bedside table natural stain – solid wood	2
Cream & silver Bedside Lamp	1
Light brown & Silver table lamp	1
6 in 1 large chest drawer (one drawer missing)	1