



**PUBLIC AUCTION / SALE OF FURNITURE
(Invitation to Bid)**

British Council Rwanda hereby invites all interested parties to participate in a Public Auction of furniture as detailed below:

Item No	FURNITURE TYPE
1	Classroom tables - (MDF Modesty panel type)
2	Classroom chairs – four legged, black fabric – no arms
	Classroom chairs - – four legged, black fabric – with arms
3	HIGH CLOSED WOODEN FILING CABINETS (MDF)
4	HIGH CLOSED FILING CABINETS (MDF) WITH GLASS DOORS
5	LOW CLOSED WOODEN FILING CABINETS (MDF)
6	ROLLER BLINDS x by piece (blue fabric)
7	Large oval meeting room table
8	Whiteboards – various sizes
9	Flipchart/Whiteboards
10	TV – Samsung box format
11	Miscellaneous items (voltage regulators, CD players, files/In trays, dehumidifier, picture frames, and more)

Terms of Sale / Guidelines of Public Auction:

1. Furniture may be visited at the former British Council office, RMI, Muhima Campus, on **Tuesday 29 November 2016 from 10.00 - 17.00, and on Wednesday 30 November from 0800-1200.**
2. Any sale is strictly on **“AS-IS, WHERE-IS”** basis. The British Council has no liability what-so-ever as to the condition of the furniture.
3. Bids for furniture must be submitted in a **sealed envelope** addressed to British Council Rwanda and clearly marked **“Bid for furniture”** and must **include the bidder’s telephone contact details**. Bids are to be left at RMI with the KKS guard staff not later than **Wednesday, 30th November 2016 at 0900 am**
4. The opening of bid envelopes is scheduled for Wednesday 30 November at 12 noon at the British Council officd in Kacyiru
5. In the case that the highest bid for an item is less than the **current value** of the item, the bid shall be cancelled
6. The **successful bidder** is expected to **pay the full amount** on the same day **by 16.00** by certified cheque or bank transfer into the following account, account **No 010-5034933-01-50/ Rwf** opened with **I&M BANK, Kigali.**
7. After payment of the full amount due, all successful buyers are expected to collect the items purchased from RMI Muhima Campus on **30 November 2016.**
8. Late bids will not be accepted.

THE BRITISH COUNCIL RESERVES THE RIGHT TO REJECT OR CANCEL ANY OR ALL BIDS, TO WAIVE ANY FORMALITY THEREIN, AND TO ACCEPT BIDS AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE BRITISH COUNCIL

Done in Kigali, 24 November 2016
British Council, Kigali



PUBLIC AUCTION / SALE OF FURNITURE –Bidding form

**FULL NAME:
 NAME OF COMPANY/ORGANISATION
 CONTACT ADDRESS:
 TELEPHONE DETAILS:
 EMAIL DETAILS:
 RBD REGISTRATION NUMBER:
 RRA TAX / VAT NUMBER:**

Item number	Furniture or item type	Number wanted	Offer price per item (RWF)	Total (RWF) offered
1	Classroom tables - (MDF Modesty panel type			
2 a	Classroom chairs – four legged, black fabric – no arms			
2 b	Classroom chairs – four legged, black fabric – with arms			
3	HIGH CLOSED WOODEN FILING CABINETS (MDF)			
4	HIGH CLOSED FILING CABINETS (MDF) WITH GLASS DOORS			
5	LOW CLOSED WOODEN FILING CABINETS (MDF)			
6	ROLLER BLINDS x by piece (blue fabric)			
7	Large oval meeting room table			
8	Whiteboards – various sizes			
9	Flipchart/Whiteboards			
10	TV – Samsung box format			
11	Other (please add in)			
12	Other (please add in)			
13	Other (please add in)			
14	Other (please add in)			
15	Other (please add in)			
16	Other (please add in)			
17	Other (please add in)			
18	Other (please add in)			
19	Other (please add in)			
20	Other (please add in)			

I have read and understand that if any or all of my bids (above) are accepted, I must make payment in full by 1600 (4pm) on Wednesday 30 November, and also collect all items from the RMI Campus that same day.

SIGNATURE:

DATE: