



AUSTRALIAN HIGH COMMISSION GHANA

APPLICATION TO PURCHASE A MOTOR VEHICLE

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	REGISTRATION NO. OF THE CAR FOR WHICH THIS BID IS MADE	MACHINERY/PLANT TYPE: Station wagon 5 seater automobile MAKE : Nissan X- trail (2010) REGO No: CD 3204 10
06	PURCHASE PRICE OFFERED (furnish both in words and figures)	In figures: GHC..... INCL GST In words : inc gst
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 in the prescribed format only, in a sealed envelope marked:

The Senior Administrative Officer
Re: January 2020 Disposal of Vehicle CD-3204-10
Australian High Commission, Ghana
No. 2 Second Rangoon Close
Cantonments, Accra.

2. Applications not submitted in the prescribed format, are liable for rejection.
3. Duly completed documents shall be submitted to our office at the address given above on or before:

Thursday 30 January 2020 August 2015 by 4:00pm.

Submissions after this date will not be accepted.

4. Tenders will be reviewed on Friday 31 January 2020, with the successful tenderer telephoned accordingly. A Tenderer who cannot be contacted may forfeit their bid.
5. 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.
6. The balance of payment as decided after negotiations shall be paid within three (3) days of making a demand, failing which the Application to Purchase as well as the 10% of the bid amount paid shall be forfeited.
7. The Australian High Commission in Accra reserves the right to further negotiate with the highest bidder.
8. It is envisaged that the vehicle will be available to hand over as per negotiation with successful tenderer.
9. The Australian High Commission reserves the right to continue use of the vehicle until the successful bidder has been announced
10. The "CD" number plates will remain the property of the Australian High Commission. **The Australian High Commission will arrange the changeover of number plates prior to the handover of the vehicle.**
11. The successful tenderer will be required to pay for the vehicle's duty at any of the Ghana Revenue Authority (GRA) offices and provide proof of payment before vehicle documents and transfer processes are effected.
12. 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.
13. The decision of the Australian High Commission of Ghana is final and binding.