

Embassy of the Republic of Poland in Tirana

announces a public tender for the sale of a company car

TOYOTA LANDCRUISER PRADO 3.0 DIESEL

year of production: 2008

1. Legal basis.

Regulation of the Council of Ministers of October 21, 2019 on the detailed management of certain assets of the State Treasury (Journal of Laws of 2017, item 729) and the Regulation of the Council of Ministers of February 19, 2022 amending the regulation on the detailed management of certain assets of the State Treasury (Journal of Laws of 2017, item 729) of 2022, item 578) and Regulation No. 1 of DGSZ of April 14, 2020 on the use of vehicles in foreign missions of the Republic of Poland.

2. Legal form of a public tender.

Written tender - tender competition

3. Name and seat of the organizer of the tender.

The Embassy of the Republic of Poland in Tirana
Rruga Durrës 123
Tirana 1001
Republic of Albania

4. Place and date of the public tender.

The tender will take place at the organizer's location:
The Embassy of the Republic of Poland in Tirana
Rruga Durrës 123
Tirana 1001
Republic of Albania

The bids will be opened by the Tender Committee on December 09, 2022 at 14.00 hrs

The tender will take place if at least one offer is submitted.

The presence of bidders at the opening of the envelopes is not obligatory.

The tender announcement is published in the Public Information Bulletin, on the relevant website, on the website of the Embassy of the Republic of Poland in Tirana and placed on the notice board of the Embassy of the Republic of Poland in Tirana.

5. Subject of the tender procedure.

The subject of the sale is:

company car **Toyota Landcruiser Prado 3.0 Diesel, year of production: 2008**

Vehicle Specifications:

- engine capacity - 3000 cm³
- type of fuel - diesel
- number of cylinders - 4
- year of production - 2008
- VIN number – JTEBK29J780032705
- the car was not duty cleared nor VAT tax has been paid in the Republic of Albania (diplomatic registration plates)
- gearbox – manual (5 gears)
- colour: white
- number of seats - 5
- mileage – 97.000 km
- the car is technically functional, in a good condition.

6. Place and date where the car being sold can be viewed.

The car can be viewed at the car park of the Embassy of the Republic of Poland in Tirana, at the address:

The Embassy of the Republic of Poland in Tirana
Rruga Durrësit 123
Tirana 1001
Republic of Albania

on every working day from 24/11/2022 to 09/12/2022, from 10.00 to 13.00 (after prior arrangement by phone at +355 694022013 or by e-mail: tirana.amb.sekretariat@msz.gov.pl).

7. The starting price.

The starting price for the sale of Toyota Landcruiser Prado, 3.0 diesel company car, manufactured in 2008, is EUR 5,500.00 (say: five thousand five hundred EUR 00/100).

Note: the car at the time of purchase was exempt from customs duties, therefore the buyer will be obliged to bear them (unless the buyer is exempted on the basis of separate regulations).

The car cannot be sold for a price lower than the starting price.

8. Amount of the tender guarantee, form and date of its payment.

The condition to participate in the tender is to pay a cash deposit in the amount of 10% of the starting price, i.e. 550.00 EURO (five hundred fifty 00/100 EURO) paid to the Embassy's cash desk, at R. Durrësit 123 from 12.00 to 13.00 from 24/11/2022 to 09/12/2022, and not later than 13.00 hrs on 09/12/2022;

The tender guarantees payments made by persons, whose offers have not been selected or have been rejected, will be returned within 7 days from the date of selection or rejection of the offer;

The tender guarantee paid by the buyer will be included in the final price;

The tender guarantee is not refunded in the following cases:

- a) none of the bidders offers the minimum bid price;
- b) if the winning bidder has refrained from concluding the sale agreement or fails to pay the offered amount to the Embassy within 3 working days.

9. Requirements to be met by the offer.

The written offer should contain:

- 1) name, surname and place of residence or company and seat of the tenderer. In the case of companies, please provide the name and function of the person authorized to represent the company;
- 2) contact details: telephone number, e-mail address;
- 3) the offered price and terms of its payment (form of payment in cash / bank transfer);
- 4) the bidder's declaration that he has inspected the condition of the car or that he is responsible for the consequences of resigning from inspecting the condition of the car;
- 5) following statement:

"Upon purchasing the car, I undertake to pay all customs duties, excise duties and taxes in accordance with Albanian law"(unless the buyer is exempted on the basis of separate regulations);

- 6) the tenderer's declaration that he or she agrees to the processing of personal data pursuant to art. 6 sec. 1 let. a of the regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (GDPR);

The offer should be submitted on the forms constituting Annexes No. 1 to No. 5 to this announcement. The offer should be numbered from the first page to the last and signed on each page.

10. Date and place of submitting bids.

The offer should be submitted in a sealed envelope to the Secretariat of the Embassy of the Republic of Poland in Tirana at Rruga Durrësit 123 not later than on the 09/12/2022 by 13.00, with a simultaneous payment of a cash deposit at the cash desk of the Embassy of the Republic of Poland in Tirana (Rruga Durrësit 123). In addition to the address of the Embassy on the envelope, in the bottom left hand side it should be clearly stated: "**Tender for Toyota Landcruiser Prado**".

Envelope preparation pattern:

Embassy of the Republic of Poland in Tirana
Rruga Durrës 123
Tirana 1001
Republic of Albania

“Tender for Toyota Landcruiser Prado”

The formal contact person with the bidders is Grzegorz Longić, phone: +355 694022010, e-mail: grzegorz.longic@msz.gov.pl

11. The Tender Committee rejects the offer if:

- 1) it was submitted after the specified deadline, in the wrong place or by the tenderer who did not deposited the bid guarantee;
- 2) it does not contain the data and documents referred to in point 9 of this notice about the tender, or they are incomplete, illegible or otherwise doubtful, and its supplementation or the provision of explanations could lead to its being considered as a new offer;
- 3) when submitting the offer, the formal conditions specified in point 10 of this notice were not met.

The **Tender Committee** will notify the tenderer about the rejection of the offer without delay.

12. Selection of the bidder and sales contract.

The **Tender Committee** selects the tenderer who offered the highest price.

In the event that at least two bidders have offered the same price, the **Tender Committee** decides to continue the public tender by means of an auction between these bidders.

The organizer of the tender reserves the right to cancel the tender without selecting any of the offers, without giving a reason.

The tenderer selected in the tender process will be invited to the Embassy of the Republic of Poland in Tirana to sign the contract within 3 working days from the selection of the offer.

All costs related to notarial and registration activities as well as customs and fiscal duties shall be borne by the vehicle buyer. The buyer is obliged to pay the purchase price at the latest on the day of signing the contract prior to take ownership of the car.

The subject of sale is released immediately after the buyer pays the purchase price and signs the agreement.

If the winning bidder does not pay the purchase price within 3 working days and refrains from signing the sales agreement, he loses the right to purchase the car as well as the right to receive the amount paid as a tender guarantee and the **Tender Committee** will propose the purchase of the vehicle to the next bidder who submitted the next highest bid.

Attachments:

Appendix No. 1 - offer form;

Appendix No. 2 - technical condition statement;

Appendix No. 3 - declaration, formal and legal status;

Appendix No. 4 - GDPR personal data statement;

Offer form

Offer to buy a company car

Toyota Landcruiser Prado 3.0 Diesel, year of production: 2008,

addressed to the Embassy of the Republic of Poland in Tirana

Bidder's name (name and surname or company name):

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in the case of a company, name and surname and function of the signatory

Address and place of residence or registered office address, telephone contact and e-mail address:

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.....

The proposed price in EUR:

In words:

Form of payment: cash / bank transfer

Date, place Legible signature

For companies:

(place for a company seal)

Appendix No. 2 - technical condition statement

..... ..

First name and last name

..... ..

Address and contact details

..... ..

Statement

1. I hereby declare that I have inspected the technical and formal condition of the car Toyota Landcruiser Prado, 3.0 Diesel - production year: 2008, subject of this tender and I have no objections to it.
2. I accept full responsibility for all the consequences resulting from resigning from inspecting the condition of the Toyota Landcruiser Prado, 3.0 Diesel - production year: 2008, subject of this tender. Hereby I choose not to inspect the car.

*please select one of the above by underlining the chosen clause and ~~striking out the other~~.

..... ..

signature

..... ..

date and place

Appendix No. 3 - statement - formal and legal status

..... ..

First name and last name

..... ..

Address and contact details

..... ..

Statement

I declare that if I purchase a given car, I undertake to pay all necessary and applicable customs obligations, excise duties and taxes in accordance with the laws of the Republic of Albania.

..... ..

signature

..... ..

date and place

Statement

I,, declare that I have read the information provided below regarding the processing of my personal data in connection with participation in a public tender for the sale of a company car belonging to the Embassy of the Republic of Poland in Tirana, and I am aware of all my rights referred to in art. 15-16 and 18 GDPR.

.....

/date and signature/

Information on the processing of personal data by the Embassy of the Republic of Poland in Tirana.

This information complies with the obligation specified in art. 13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC, hereinafter referred to as " GDPR ".

1. The administrator, within the meaning of Art. 4 point 7 of the GDPR, of your personal data is the Minister of Foreign Affairs with its seat in Poland, Warsaw, Al. J. Ch. Szucha 23, while the Ambassador of the Republic of Poland, Mrs. Monika Zuchniak-Pazdan, performs the duties of the administrator in Tirana.

2. The Data Protection Officer (DPO) has been appointed at the Ministry of Foreign Affairs and foreign missions.

Contact details of the DPO:

registered office address: Al. J. Ch. Szucha 23, 00-580 Warsaw

e-mail address: iod@msz.gov.pl

3. The data will be processed on the basis of art. 6 sec. 1 let. c GDPR, in connection with § 17 para. 1 of the Regulation of the Council of Ministers of April 4, 2017 on the detailed management of certain assets of the State Treasury (Journal of Laws of 2017, item 729), in order to sell a company car through a public tender.

4. Personal data will be processed until the purpose of processing referred to in point 3 ceases to exist, and then they will be stored for archival purposes, in accordance with the provisions of the Act of July 14, 1983 on the national archival resource and archives (Journal of Laws of 2018, item 217) and internal

regulations of the Ministry of Foreign Affairs, resulting from the provisions of the above-mentioned law.

5. Only authorized employees of the Ministry of Foreign Affairs and the Embassy of the Republic of Poland in Tirana, in particular members of the tender committee, have access to the data.

6. The data is protected under the provisions of the GDPR and may not be made available to third parties who are not authorized to access this data.

7. The data will not be transferred to a third country or to an international organization.

8. The data subject has the right to control data processing, as specified in Articles 15-16 and 18 of the GDPR, in particular the right to access and rectify their data and limit processing.

9. Personal data will not be processed in an automated manner that will have an impact on making decisions that may have legal effects or similarly significantly affect it. The data will not be profiled.

10. The data subject has the right to lodge a complaint with the supervisory authority at the following address:

President of the Personal Data Protection Office

Ul. Stawki 2

00-193 Warsaw. Poland

Head of the Tender Committee

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Grzegorz Longić