TO: All Employees  
SUBJECT: Sealed Bid Auction – Computer Equipment

From Thursday October 25 to Tuesday October 30, the U.S. Embassy will be selling one lot of computer equipment located at 2 ave Gabriel, 75008 Paris. A complete list of items is attached.

Sealed bidding procedures are as follows:

I. Bidders can view the equipment and place their bids immediately at the above address or send their bids by post to the below address no later than October 30.

II. Bids must be submitted on a specific bid sheet (attached).

III. Bidders are required to submit in two envelopes – small and large.

   a. In the small envelope, which must be marked/ labeled BID – 2018/Computer Equipment, bidders must enclose a completed bid sheet.

   b. The sealed small envelope must be placed inside the large envelope. The larger envelope must be sealed and addressed to:

      Mme Megan SALMON  
      ATTN: TMM /GSO – BID COMPUTER  
      American Embassy  
      2, avenue Gabriel  
      75008 Paris

IV. All bids will be opened on Wednesday October 31. The successful bidder will be notified by telephone or email. Upon receipt of notification, successful bidders will have until October 31 to pay the full amount of the bid in cash or by certified check by appointment at the Embassy located at 2 avenue Gabriel, 75008 Paris. All payments are processed at the Embassy’s Cashier Office by appointment from 9:15 A.M.to 12:30 P.M. A receipt of payment will be issued.

V. All sales are final and all items are sold as is.

VI. After receipt of full payment, a RDV will be made with the successful bidder to collect the computer equipment. The entire lot must be removed no later than November 7, 2018.
TO BE FILLED IN BY THE BIDDER - A REMPLIR PAR LE SOUMISSIONNAIRE.

ONE LOT OF COMPUTER EQUIPMENT

BID AMOUNT IN €

NAME/NOM _______________________________________________________

COMPANY/SOCIETE ________________________________________________

ADDRESS-ADRESSE _________________________________________________

TELEPHONE: Cell___________________ & Landline __________________________

Email: __________________________________________________________________

SIGNATURE & DATE ____________________________________________________

All items are sold as-is. All sales are final.

Les meubles sont vendus dans l’état. Aucune réclamation ne sera acceptée et il ne sera procédé à aucune reprise ni remboursement.
## LOT INFORMATION

<table>
<thead>
<tr>
<th>TYPE</th>
<th>MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>HP 6005PRO SFF without HD</td>
</tr>
<tr>
<td>PC</td>
<td>HP 6005PRO SFF without HD</td>
</tr>
<tr>
<td>PC</td>
<td>HP 6005PRO SFF without HD</td>
</tr>
<tr>
<td>PC</td>
<td>HP 6005PRO SFF without HD</td>
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<tr>
<td>Monitor</td>
<td>Samsung</td>
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<td>Monitor</td>
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<td>Monitor</td>
<td>Samsung</td>
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<tr>
<td>Monitor</td>
<td>Samsung</td>
</tr>
<tr>
<td>Switch</td>
<td>CISCO 2960 Series</td>
</tr>
</tbody>
</table>