



## EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF KENYA

### **PUBLIC AUCTION PRINCIPLES**

#### **How to bid?**

When you see an auction item you like to have, fill the *ad hoc* form (INCLUDE HERE THE URL LINK of the FORM) with identification and price offered (in figures and all letters). The form once filled (no pencil filling is accepted) shall be folded and included in the “ballot box” (only at the viewing site) for later scrutiny.

#### **Minimum Bid Price.**

There is a minimum/base price for each item (refer to the auction advertisement and the footnote on the bid form). All bidders will have to quote above the set minimum price.

#### **How you know if your bid won.**

After scrutiny, under supervision of the Delegation, the person matching the best bid will be contacted by the Administration of the Delegation.

#### **Your Bid is a Contract.**

When you place a bid on an auction item, you enter into a legally binding contract to purchase the item from the seller if you are the winning bidder. If you are the winning bidder, you will be contacted for the conclusion.

#### **Payment Terms.**

If you are a winning bidder, you agree to pay the full amount of your winning bid (for biddable items). You agree to honour the seller’s requirements regarding method and time of payment.

#### **Seller’s Terms.**

When you place a bid on an auction item, you are agreeing to the good as it is, no return, no guarantee is issued.

#### **All Bids are Final.**

Once you have placed and confirmed **your bid cannot be retracted.**

#### **Tied Bids.**

In the case of two bidders placing the same maximum bid, both will be contacted by the Delegation services and given an opportunity to improve the offer. Is the final best bid who wins.

#### **Auction Changes.**

Sellers reserve the right to add or remove items from the auction at any time without notice.

#### **COST OF MOVING THE ITEMS.**

Bid winners will bear the cost of moving/transporting their items on an agreed date and time.