



Program for Accessible health, Communication, and Education (PACE)

Bidding Document for Disposal of Motor Vehicles.

Subject of Disposal:	Motor Vehicles
Disposal Method:	Open Bidding
Date of Issue:	September 5, 2024

PREFACE

This bidding document has been prepared by PACE to be use for the disposal of motor vehicles. For the purpose of this document, disposal means the divestiture of PACE vehicles. The procedures and practices presented in this document have been developed to reflect the requirements of the PACE disposal policy and the best international procurement practices.

PACE welcomes any comments on this document by users so as to assist in improving the document or correcting any errors.

EXECUTIVE DIRECTOR

PACE

P.O.BOX 27659

KAMPALA.

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Invitation for Bids for the Sale of Motor Vehicles

PACE intends to sell **Motor vehicle** on an “as is, where is” basis and the **PACE** will have no further liability after sale and now invites sealed bids for the purchase of this motor vehicle

1. UAJ 362R, MITSUBISHI CANTER TRUCK,

Interested bidders may inspect the **vehicles** at **PACE Head Office, Plot 1A, Kanfirst Drive, Off Canon Road, Ntinda, Kampala,**

from **September 5, 2024, to September 24, 2024. (9.00 a.m. – 4.00 p.m.) excluding weekends.**

Note: PACE Offices Hours are 8:00 a.m. – 2:00 p.m. on Fridays.

Further information may be obtained from **The Supply Chain Officer, PACE-0701610558.** Documents will be purchased from the PACE reception from **September 05, 2024, to September 24, 2024. (8.00 a.m. – 4.00 p.m.) upon payment of a non-refundable fee of Ugx 70,000 for each Vehicle on Account details below.**

Name: PROGRAM FOR ACCESSIBLE HEALTH COMMUNICATION, AND EDUCATION

Account No: 0341626242

Bank: ABSA UGANDA LIMITED

Branch: Kampala Road.

Bids must be delivered to the PACE offices by **September 25, 2024, 10:00 a.m.** and will be opened in the presence of the bidders’ representatives who choose to attend on **September 25, 2024, 10:30 a.m. at PACE Head Office, Plot 1A, Kanfirst Drive, Off Canon Road, Ntinda, Kampala**

PART 2: BIDDING PROCEDURES

A. General

Scope of Bid: PACE invites bids for the purchase of the assets described in Part 2, Description of Assets.

This disposal process will be conducted in accordance with the PACE disposal policy. Any resulting contract shall be subject to the terms and conditions detailed the contract to be signed.

Corrupt Practices: It is the PACE policy to require that bidders observe the highest standards of ethics during disposal and the execution of contracts. In pursuit of this policy, PACE

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a PACE official in the disposal process or in contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a disposal process or the execution of a contract to the detriment of PACE, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive PACE of the benefits of free and open competition;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.
- (c) will suspend a Bidder from engaging in any disposal proceeding for a stated period, if it at any time determines that the bidder has engaged in corrupt or fraudulent practices in competing for, or in executing, a PACE contract.

B. Bidding Document

Bidding Document: The Bidding Document consists of the following Parts, which should be read in conjunction with any addenda issued:

- Part 1: Bidding Procedures
- Part 2: Description of Assets

The Bid Notice is not part of the Bidding Document.

At any time prior to the deadline for submission of bids, PACE may amend the Bidding Document or extend the deadline for submission of bids by issue of addenda. Addenda will be issued by mail or in writing to all Bidders who obtained the Bidding Document directly from PACE.

Clarification of Bidding Document: Any queries regarding this Bidding Document should be addressed by e-mail to PACE at the following address and no later than the date indicated below.

Address: Procurement,
PACE, P.O. Box 27659, Kampala
procurement@pace.org.ug

Latest Date: September 24, 2024

Any clarifications will be issued to all Bidders who obtained the Bidding Document directly from PACE.

C. Preparation of Bids

Preparation of Bids: You are advised to carefully read the complete Bidding Document before preparing your bid.

Inspection of Assets: Potential Bidders may inspect the assets prior to preparing bids, at the following location and at the following time and date:

Address for inspection: **As stated Above**

Date(s) for inspection: **As stated above.**

Time(s) for inspection: **As stated above.**

Documents Comprising the Bid: You are requested to bid for these items by completing, signing, and returning:

1. the Bid Submission Sheet in this Part;
2. the List of Assets and Price Schedule in Part 2, with prices completed for all lots for which you are bidding;

The forms in this Bidding Document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Bids: The bid validity required is 30 days.

Currency of Bids: Bids shall be priced in Uganda Shillings.

Bid Security: A Bid Security of **will not be** required

Copies of Bid: The bidder shall prepare **ONE** copy of the bid

Signing of Bids: The bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. All pages of the bid shall be signed or initialed by the person signing the bid.

D. Submission and Opening of Bids

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the **'The Lot number'** and the **Bidder's name**. Every bidder is expected to submit one bid. Where a bidder is interested in more than one vehicle, all offers shall be included in one document. **Bids that will be submitted without the above requirements shall be rejected.** Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late bids will be rejected.

Date of deadline: **September 25, 2024.**
Time of deadline: **(10.00am local time).**
Address: PACE
Plot 1A, Kanfirst Drive, Off Canon Road, Ntinda, Kampala

Opening of Bids: PACE shall conduct the bid opening in the presence of Bidders' representatives who choose to attend, at the address, date and time below. A record of the opening will be posted on the PACE website one working day of the opening.

Date of opening: **25th September 2024.**
Time of opening: **10:30 am local time.**
Address: PACE
Plot 1A, Kanfirst Drive, Off Canon Road, Ntinda, Kampala

E. Evaluation of Bids

Evaluation of Bids: The evaluation of bids shall be based on price only and will not be under obligation to award to the highest bidder.

Evaluation of Price: PACE shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.

Evaluation Currency: The currency of evaluation is Uganda Shillings.

Best Evaluated Bid: The best evaluated bid shall be the highest priced bid and shall be recommended for award of contract, subject to any reservations regarding failure to meet the official valuation or reserve price.

Right to Reject: PACE reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

F. Award of Contract

Award of Contract: Award of contract shall be by placement of a Contract.

Bid Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your bid, with any documents requested above attached. Ensure that your bid is authorised or signed in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bidding Document prevail over any attachments. If your bid is not authorised or signed, it may be rejected.]

Bid Addressed to:	PACE
Date of Bid:	September 5, 2024
Subject of Disposal:	Motor Vehicle

We/I offer to purchase the item or items listed in the attached List of Assets and Price Schedule, at the prices indicated on the attached List of Assets and Price Schedule, in accordance with the terms and conditions stated in your Bidding Document referenced above.

The validity period of our bid is 90 days after the deadline for submission.

We confirm that the prices quoted in the List of Assets and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Bid Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

E-mail: _____

Tel No: _____

PART 3: DESCRIPTION OF ASSETS

List of Assets and Price Schedule

[Complete the currency of your bid. Complete the price for each item below for which you are bidding. Insert “No Bid” against any items for which you are not bidding. Authorise your bid prices in the signature block below.]

The descriptions of the assets given below are for information purposes only and PACE gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the Assets.

CURRENCY OF BID: **UGX** _____

NOTE: EACH LOT APPLIED FOR ATTRACTS A NON – REFUNDABLE FEE OF 50,000/=. A BIDDER WHO FAILS TO COMPLY TO THIS SHALL HAVE THEIR BID DISQUALIFIED

Lot No	Brief Description of Asset	Price
Lot 1	UAJ 362R, MITSUBISHI CANTER TRUCK	
	TOTAL:	

Price Schedule Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

Tel No: _____

E-mail: _____

PART 4: CONTRACT

Any resulting contract shall be placed using the contract agreement form below and shall be subject to PACE Conditions of Contract for the Disposal of Assets.

Agreement

Disposal Subject: _____

THIS AGREEMENT made the _____ day of _____, _____, between _____ of _____ (hereinafter called "PACE"), of the one part, and _____ of _____ (hereinafter "the Buyer"), of the other part:

WHEREAS PACE invited bids for the disposal of certain Assets, viz., _____ and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of _____ (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1. This Agreement shall be subject to the PACE Conditions of Contract for the Disposal of Assets except where modified herein.
- 2. The Buyer hereby covenants to pay the PACE in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Conditions of Contract.
- 3. In consideration of the payments to be made by the Buyer to PACE as indicated in the Contract, PACE hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract And tax and registration regulations of Uganda government and respective authorities thereof.
- 4. PACE is selling the vehicles on an as is basis and any liabilities (except arrears/ historical liabilities owed by PACE) and requirements necessary for the winning bidders to assume ownership and enjoy use of the vehicle bought shall be entirely to the account of the buyer

THE CONDITIONS OF CONTRACT ARE MODIFIED AS FOLLOWS:

The location of the assets is _____. The official to contact to arrange collection of the assets is _____.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with PACE disposal guidelines on the day, month and year indicated above.

Signed by _____
Name: Geoffrey Nuwamanya
Ag. Executive Director,
PACE
Date: _____

Signed by _____
Name: _____
Date: _____
(For the Buyer)

Conditions of Contract

1. Definition of Assets

The assets subject to this contract are as defined in the attached Description of Assets.

2 Condition of Assets

PACE shall sell the assets on an “as is, where is” basis and shall offer no warranty or guarantee as to the condition of the assets.

The Buyer shall assume full responsibility for the assets from the date and time of transfer and shall bear all costs and risks associated with the assets thereafter.

3. Payment

The Buyer shall make payment to PACE of the full Contract Price, as defined in the Agreement, within one week of the date of the Agreement. PACE shall issue a receipt for the payment.

Payment shall be made to the bank account

Name: PROGRAM FOR ACCESSIBLE HEALTH COMMUNICATION, AND EDUCATION

Account No: 0341626242

Bank: ABSA UGANDA LIMITED

Branch: Hannington Road.

PACE may terminate this contract if the Buyer has failed to pay the full Contract Price within one week of the due date for payment.

4. Transfer of Assets

The location of the assets is as specified in the Agreement.

The Buyer shall have full responsibility and shall bear all risks and costs associated with the collection, dismantling, removal, and transportation of the assets from the location defined above and shall bear and pay all associated costs.

The Buyer shall collect the assets within one week of the date of receipt by the PACE of full payment for the assets.

The Buyer shall contact the official named in the Agreement, at the PACE address, as specified in the Agreement, to arrange a date and time for the collection of the assets.

The Buyer shall sign a Handover Certificate, certifying receipt of the assets, at the time of transfer.

Within 30 days from the full payment, the winning bidders must transfer title to their names at own cost.

5. Corrupt Practices

It is PACE's policy to require Bidders for contracts for PACE assets to observe the highest standard of ethics during the disposal process and execution of such contracts.

In pursuit of this policy, PACE may terminate a contract for disposal if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of PACE or of a Buyer, during the disposal process or the execution of that contract.