

CALL FOR AUCTION**ACTED UGANDA****INTERESTED BUYERS OF SECONDHAND VEHICLES AND MOTORCYCLES****Instructions to bidders**

Date: 1/11/2021

Tender N°: A/25AUCTION/MULTI/ASSET/KLA/1-11-2021/001

ACTED is requesting through this auction interested buyers of secondhand vehicles to provide detailed written offers for the following products:

PRODUCT SPECIFICATIONS:

- | | |
|--------------------------------------|-------------------------------|
| 1. Description: | Vehicles and Motorcycle |
| 2. Product class / category: | Assets |
| 3. Made in (product origin): | Various |
| 4. Product stage: | Second hand |
| 5. INCOTERM (collection conditions): | EXW – ACTED Office in Kampala |
| 6. Quantity/unit: | 4 vehicles and 1 motorcycle |

RESPONSIBILITIES OF THE BUYER:

- | | |
|---------------------------|--|
| 1. Terms of collection: | ACTED office in Kampala |
| 2. Date of collection: | Within 72 hours from the date of signature of the contract |
| 3. Validity of the offer: | 6 months or more recommended |

The answers to this tender should include the following elements:

- A written offer including the price per unit and total price in UGX
- The ID of the Buyer's representative;
- Company registration license, if applicable.

SPECIFIC CONDITIONS:

1. The award will be made to the highest bidder, with payment to be made by bank deposit or bank cheque on ACTED account in full upon signature of the contract so that the transfer of ownership of the vehicles and motorcycles can start. The vehicles will be handed out once the payment is received and the transfer of ownership is effective. The selected bidder will be responsible for processing the transfer of ownership with Uganda Revenue Authority and to establish a notarized deed of sale.
2. All buyers are invited for physical inspection of assets for their own evaluation before submitting an offer. ACTED is not responsible for unregistered defects.

GENERAL CONDITIONS:

1. The closing date of this tender is fixed on 14/11/2021 in ACTED office at the following address :
2. Bidders will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Bidders will attach proof of financial capacity like personal or company bank statements that guarantee financial ability to purchase asset bid for.
4. Bidders will sign and return all pages of the Product Specifications for which they apply.
5. The offer to the call for auction will not result in the award of a contract.
6. The offer must be submitted to ACTED Logistics department by hand delivery in sealed envelop with the mention A/25AUCTION/MULTI/ASSET/KLA/1-11-2021/001- not to be opened before 17/11/2021" and the purpose of the offer or by e-mail at uganda.tender@acted.org cc tender@acted.org with the above mention in subject.

To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please send an e-mail to transparency@acted.org.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: