



INVITATION TO BID

SALE OF ALIGHT DISPOSAL VEHICLES

ALIGHT – RWANDA PROGRAM

TENDER REFERENCE NUMBER: ALIGHT -RW-KGL-2023-0002

Kigali, Rwanda

Invitation to Bid (ITB)

Dear Sir/Madam,

Subject: ITB for the Sale of ALIGHT Rwanda Disposal Vehicles

ALIGHT Formerly American Refugee Committee (ARC) Rwanda, invites offers for the following used Vehicles being sold on an “as –is –where – is” basis whose details.

- **Vehicle 1:** TOYOTA HILUX double cabin (two vehicles), (IT registration Plate, all clearing & declaration fees applicable at bidders charge).
 - **Vehicle 2:** TOYOTA PRADO, (IT registration Plate, all clearing & declaration fees applicable at bidders charge).
- a) To enable you to submit your proposal for these services, the following are attached
1. Timetable
 2. About ALIGHT
 3. Background
 4. Instructions to Bidders
 5. Conditions of Tender
 6. Exhibit A: Bidders Submission Form
 7. Exhibit B: Cover Letter
 8. Exhibit C: Bid Price Form

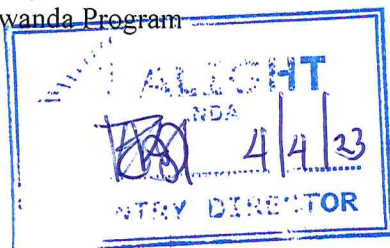
The vehicles can be visited/ viewed at their location at ALIGHT Main offices parking area, M& M Plaza KG 8 Avenue (Remera) between **10:30 am and 12:30 pm** on **Wednesday 12th, Thursday 13th and Friday 14th April 2023.**

- b) Sealed bids should be submitted to ALIGHT Head Office, and address to the undersigned and dropped in the tender Box marked ‘ Sale of ALIGHT Disposal Vehicles’’ on or before **Friday 21st April 2023, at 1:00pm.**
- c) **Opening of bids in presence of bidders will be done on Tuesday 25th April 2023, at 3:00pm at ALIGHT main Office.**

**The Chairperson
ALIGHT Rwanda Tender Committee
M&M Plaza KG 8 Avenue (Remera)
P.O Box 2680, Kigali Rwanda**

- d) Bidder should give their full names, physical address, email address and telephone numbers in their bid letter.
- e) The ALIGHT reserves the right to reject the bids which are considered unreasonable
- f) Any additional information or clarification regarding this tender can be channeled through email at: rw.procurement@WeAreAlight.org

Yours Sincerely
ALIGHT, Rwanda Program



1. TIMETABLE:

Issue of Tender:

Thursday April 6, 2023.

Deadline for Reply:

Friday April 21,2023 at 1:00pm

2. ABOUT ALIGHT :

The ALIGHT is an International humanitarian agency working with refugees, displaced people, and those at risk to help them survive crises and rebuild lives of dignity, health, security and self-sufficiency.

Today, ALIGHT works in 12 countries around the world helping victims of war and civil conflict rebuild their lives. ALIGHT programs in Africa and Asia provide health care, clean water, shelter repair, legal aid, trauma counseling, microcredit, community development services, and repatriation assistance to two million people, annually. ALIGHT bases its relationship with uprooted peoples on mutual respect and a compassionate exchange of knowledge and values.

ALIGHT works with refugee and local communities to build programs that:

- Utilize the knowledge and experience of the people it serves.
- Improve the lives of people in the community.
- Train survivors and build the capacity of the community
- Sustain themselves years into the future

3. BACKGROUND

The ALIGHT is a registered INGO in Rwanda. As part of the operations of the organization, ALIGHT informs the public that is selling its two used Vehicles. The public is invited to quote for all Vehicles or one. On as –is-where-is basis.

- **Vehicle 1:** TOYOTA HILUX Pick-up (two vehicles), (IT registration Plate, All Clearing & declaration fees applicable at bidders charge).
- **Vehicle 2:** TOYOTA PRADO, (IT registration Plate, All Clearing & declaration fees applicable at bidders charge).

4. INSTRUCTIONS TO BIDDERS

1. Participation is open, on equal conditions, to all interested persons.
2. By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his/her own conditions of sale.
3. Please read carefully all instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in rejection of your bid.
4. Order of requested documents in proposal:
 - a. Signed Bid Submission Form (Exhibit A)
 - b. Signed Cover Letter (Exhibit B)
 - c. Signed Bid Price Form (Exhibit C)
 - d. Copy of national identification.

5. CONDITIONS OF TENDER

Tenderers are being invited to purchase vehicles which were being used by ALIGHT in their different activities. Tenderers accept to abide on the below terms and conditions:

- The person interested in bidding to purchase ALIGHT Vehicle shall have to submit the bidding document in the prescribed form attached to this tender to ALIGHT Head Office situated at KG 8 Ave, Kigali on or before **1:00 PM on Friday April 21, 2023** in a sealed envelope with the name of tender and plate number of the vehicle being bid for.
- ALIGHT reserves the right to accept or reject the highest bid received or bid made without assigning any reason.
- The vehicles are being sold on an “as –is –where – is” basis.
- Any tax, **in respect of the vehicle, shall be payable by the successful bidder (s) and ALIGHT will not entertain any claim whatsoever in this respect.** This is a pre-requisite condition to effect the transfer of ownership.
- The successful bidder will be required to pay the entire amount through Bank account and presents a bank slip **within Four (4)** days from the date of notification. Account bank details to be provided.
- The vehicle and related documents will be delivered to the successful bidder after proof of payment of the whole amount is presented. The successful bidder will be required to collect the vehicles immediately after payment.
- **In case the successful bidder is unable to pay within allotted time, ALIGHT reserves the right to automatically engage the next successful bidder.**
- The decision of the tender committee is final, in case of disputes of any nature, arising during the auction.
- Tender received after the tender closing date will not be considered.

Any queries about this tender should be addressed in writing to secretary at:
rw.procurement@WeAreAlight.org

6. EXHIBIT A: BID SUBMISSION FORM

DISPOSAL OF USED OFFICIAL VEHICLES THROUGH COMPETITIVE SALE

Tender Reference No.: ALIGHT -RW-KGL-2023-0002 - Vehicle Disposal

BID PRICE FORM

Name of Bidder:

Date of Preparation:

Physical Address:

Email Address:

Telephone Number:

7. Exhibit B: Cover Letter

To: **The Chairperson
ALIGHT Rwanda Tender Committee
M&M Plaza KG 8 Avenue (Remera)
P.O Box 2680, Kigali Rwanda**

Dear Sir;

I have reviewed the Bid Solicitation Documents, the receipt of which is hereby duly acknowledged to bid for the sale of ALIGHT vehicles through competitive sale as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Proposal.

I undertake, if the bid is accepted, to comply with all the provisions of the Invitation to Bid (ITB).

I agree to abide by this bid for a period of **30 days** from the date fixed for opening of bids in this ITB Procurement Notice, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.

We understand that ALIGHT is not bound to accept any bid you may receive.

Full Name: _____

Designation:

Signature: _____

Date Signed:

Company Seal (If Applicable)

1. Exhibit C: BID PRICE FORM

Bidders should submit their Bid Price Forms in sealed envelope be deposited in the Tender Box, located at the reception

M&M Plaza KG 8 Avenue (Remera)
P.O Box 2680, Kigali Rwanda

Not later than **1:00 Pm on Friday April 21,2023.**

#	MANUFACTURER	MODEL	VEHICLE STYLE	PETROL/DIESEL	MODEL YEAR	# Plate	Bidding Amount (RWF)
1	TOYOTA PICK-UP	HILUX	Double cabin	Diesel	2005	IT783RB	
2	TOYOTA PICK-UP	HILUX	Double cabin	Diesel	2008	IT574RC	
3	TOYOTA PRADO	GX-10	JEEP	DIESEL	2006	IT782RB	

Name:

Date Signature