

# VSO SALE OF ASSETS - BID DOCUMENT



VSO is running a bid process for the sale of assets. The goods available are listed in the Description of Goods section. Interested bidders should read this document in full and follow the instructions stated below.

## BIDDER INFORMATION (to be completed by the bidder):

Name:

Phone number:

Email address:

Address:

## DETAILS OF GOODS

Item no.	Description of Goods	Condition of goods	Bid price offered
1	YAMAHA YBR 125 - RA245P	Fair	
2	YAMAHA YBR 125 - RA647T	Fair	
3	YAMAHA YBR 125 - RA246P	Fair	
4	TOYOTA HILUX SINGLE CABIN - RAA714V	Good	

**BID SUBMISSION DEADLINE:**

March 30<sup>th</sup> 2022 at 11 Am

**NAME OF BID MANAGER:**

Esther Sinkala

**ADDRESS FOR SUBMISSION OF BIDS:**

KG 625 street, House No 12, Gasabo District in Kimihurura sector

## INSTRUCTIONS AND CONDITIONS OF BID PROCESS:

- \* Interested Bidders wishing to submit a bid must do so using this form.
- \* Bidders must complete the **Bidder Information** section and state their offered price in the **Bid Price Offered** section next to the relevant item(s).
- \* Bids must be submitted in a sealed envelope and be received before the **Bid Submission Deadline**.
- \* All bids are final, and no further rounds of bidding will take place after bidders have submitted their bids. Bidders must submit their best and final offer.
- \* Bidders will be informed whether their bid has been successful within a week of the bid deadline.
- \* The winning bidder will be required to provide payment to VSO prior to collecting the goods. Payment and collection must be **within 1 week** of the bid deadline.
- \* The winning bidder will be required to sign a VSO Sale Agreement and acknowledge that goods are received "as is" and that VSO accepts no further responsibility for them or liability for their use.

Voluntary Service Overseas is a company limited by guarantee, registered in England and Wales (registered number 703509)  
Registered Office 100 London Road, Kingston upon Thames, KT2 6QJ  
Charity registration 313757 (England and Wales) SC039117 (Scotland)

KG 625 Street, House No 12  
Kimihurura Sector  
Gasabo District  
PO Box 4599, Kigali  
[www.vsointernational.org](http://www.vsointernational.org)

Tel: +(250) 788 300 940  
+(250) 788 302 521

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**Public Auction Announcement: NO 01/VSO/2022**

**Notice Title: Public Auction of Motorbikes & Vehicle**

**Owner: VSO RWANDA**

**Information Sheet**

No	Make and Model	Year	Plate number
01	YAMAHA YBR 125	2005	RA245P
02	YAMAHA YBR 125	2006	RA647T
03	YAMAHA YBR 125	2005	RA246P
04	Toyota single Cabin RAA 714V	2004	RAA 714V

1. The above will be sold on an "as where is" basis. The Motorbikes will be available for inspection at VSO Rwanda head office on normal working days from **22/03/2022 to 30/03/2022, from 2 pm to 5pm during working days.**
2. Tenders should be submitted in a sealed envelope addressed to the under-designed and clearly marked "**PURCHASE OF MOTORBIKES or Vehicle BY PUBLIC AUCTION (YAMAHA YBR 125) Plate number RA245P, RA647T, RA246P, RAA714V**".

Chief of party  
VSO Rwanda  
KG 625 Street, House 12, Kimihurura  
P o Box 4599 Kigali  
Telephone Number: +250 788302625 or 0785129122

Well-sealed Envelopes should be deposited at the reception **not later than 11:00 am on 30/03/2022**. Bids will be opened on the same day at **2 pm** in the VSOR meeting Room. All the bidders are invited to attend the bid opening process.

**Terms & Conditions of Sale of the VSOR Motorbikes or Vehicle**

Eligible parties shall bid according to the following conditions:

- The person interested in bidding to purchase the VSO Motorbikes or Vehicle shall have to submit the bidding document in the prescribed form attached to this tender at the VSO Head Office situated at KG 625 Street, Kigali before **30/03/2022 at 11:00 A.M**
- Only the persons who have submitted their offer in the prescribed form shall be eligible to participate in the tender and will be admitted to the venue while opening the envelopes. All the applicants must attend the opening in person.
- If under exceptional circumstances, any person having submitted his tender is not able to attend the auction, he can depute his proxy/representative along with a letter addressed to the chief of party attesting his signature and confirming his identity.
- VSO Rwanda reserves the right to accept or reject the highest tender received or bid made **without assigning any reason, therefore.**

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- The successful bidders shall have to remit/pay 25% of the accepted bid amount immediately on acceptance of the bid by VSO Rwanda through the account # **20025353001** labelled "**Voluntary Service overseas**" opened at "**I&M Bank**".
- The remaining 75% shall be paid within 7 days (last day will be April 7th2022) of acceptance of the bid by VSO Rwanda. The highest bidder who fails to deposit 25% of his bid shall be fully forfeited. The following bidder will then be considered.
- The Motorbikes & Vehicles are being sold in "**as is where is**" condition.
- Any tax, in respect of the Motorbikes or Vehicle, shall be payable by the successful bidders and VSO will not entertain any claim whatsoever in this respect. This is a pre-requisite condition to affect the transfer of ownership.
- The person whoever is participating in the tender will have to affix his signature in the bid sheet in token of his participation in the Auction. The offer shall be made exclusively through the attached form.
- In case the remaining balance is not paid within 7 days; the Auction shall be cancelled and Deduction of 2% will be applied on the 25% deposited on the account as processing fees.
- The Motorbikes or Vehicle and related documents will be delivered to the successful bidder after payment of the remaining balance. The Motorbikes or Vehicle should be removed within 7 days from the date of notification.
- The auctioned Motorbikes or Vehicle shall be allowed to be taken only after full payment and issue of "Act de vente" by VSO.
- If VSO has not received any tender in respect of a Motorbikes, Vehicle or has received only one tender in respect of the Motorbikes, Vehicle or if the tender is not acceptable to VSO. It shall be competent to VSO to take another decision in that regard.
- The decision of the tender/Auction committee is final, in case of disputes of any nature, arising during the auction.
- If the amount quoted in the tender is un-satisfactory to VSO, purchase of Motorbikes or Vehicle does not arise.
- Tenders received after the specified time and date will not be considered and shall be returned unopened.
- VSOR together with the successful bidders will proceed with the proper ownership transfer before the Motorbikes & Vehicle go out from the VSO compound.
- The application should be accompanied by a bank slip of **5,000 (five Thousand Rwandan Francs) none - refundable deposited on the above-mentioned bank account.**

Done at Kigali, on 22/03/2022

Program Implementation Lead/COP  
VSO Rwanda

