ALIGHT

**INVITATION TO BID**

**SALE OF ALIGHT DISPOSAL VEHICLES**

**ALIGHT – RWANDA PROGRAM**

**TENDER REFERENCE NUMBER: ALIGHT -RW-KGL-2024-0003**

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.

* **LANDCRUISER HARDTOP:** 
  + **Quantity: Two (2) vehicles** bearing IT registration Plate, **all clearing & declaration fees applicable at bidder’s charge.**
* **DAIHATSU TRUCK,** 
  + Quantity: **One (1) truck** bearing IT **registration** Plate, **all clearing & declaration fees applicable at bidder’s charge.**

1. To enable you to submit your proposal for these services, the following are attached
2. Timetable
3. About ALIGHT
4. Background
5. Instructions to Bidders
6. Conditions of Tender
7. Exhibit A: Bidders Submission Form
8. Exhibit B: Cover Letter
9. Exhibit C: Bid Price Form

The vehicles can be visited/ viewed at these locations, **THE LANCRUISERS** are parked at ALIGHT Main offices parking area, M& M Plaza KG 8 Avenue (Remera), DAIHATSU is parked at ALIGHT’ warehouse located at Kicukiro Imprisco compound. Time for visit is between **10:30 am and 2:30 pm** from  **Thursday June 27, to Monday July 1,2024**.

1. Sealed bids should be submitted to ALIGHT Head Office, addressed to the Chairperson, ALIGHT Rwanda tender committee, and dropped in the tender Box marked ‘’ Sale of ALIGHT Disposal Vehicles’’ on or before **Tuesday July 2 ,2024 at 1:00pm**
2. **Opening of bids in presence of bidders will be done on Wednesday July 3, 2024, at 10:00am at ALIGHT main Office.**

**The Chairperson**

**ALIGHT Rwanda Tender Committee**

**M&M Plaza KG 8 Avenue (Remera)**

**P.O Box 2680, Kigali Rwanda**

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

Yours Sincerely

ALIGHT, Rwanda Program

**1. TIMETABLE:**

Issue of Tender: **Monday June 24,2024**

Deadline for Reply: **Tuesday July 2,2024**

**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 inform 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.

* **LANDCRUISER HARDTOP:** 
  + **Quantity: Two (2) vehicles** bearing IT registration Plates, **all clearing & declaration fees applicable at bidders’ charge.**
* **DAIHATSU TRUCK,** 
  + Quantity: **One (1) truck** bearing 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:
   1. Signed Bid Submission Form (Exhibit A)
   2. Signed Cover Letter (Exhibit B)
   3. Signed Bid Price Form (Exhibit C)
   4. 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 Tuesday July 2, 2024** 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 affect 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](mailto:rw.procurement@WeAreAlight.org)

1. **EXHIBIT A: BID SUBMISSION FORM**

**DISPOSAL OF USED OFFICIAL VEHICLES THROUGH COMPETITIVE SALE**

**Tender Reference No.: ALIGHT -RW-KGL-2024-------- - Vehicle Disposal**

**BID PRICE FORM**

**Name of Bidder:**

**Date of Preparation:**

**Physical Address:**

**Email Address:**

**Telephone Number:**

1. **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 **1:00pm on June 27 ,2024.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **MANUFACTURER** | **MODEL** | **VEHICLE STYLE** | **PETROL/DIESEL** | **MODEL YEAR** | **# Plate** | **Bidding Amount (RWF)** |
| 1 | TOYOTA | JEEP/LAND CRUSER | HARDTOP | Diesel | 2014 | IT 802 RE |  |
| 2 | TOYOTA | JEEP/LAND CRUSER | HARDTOP | Diesel | 2008 | IT 480 RC |  |
| 3 | DAIHATSU | Delta | TRUCK | Diesel | 2007 | IT 092 RC |  |

Name: ---------------------------------------------------------------------------

Date ………………………………………. Signature ……………………