

# EAST AFRICAN COMMUNITY LAKE VICTORIA BASIN COMMISSION

P.O. Box 1510-40100  
KISUMU, KENYA



Tel: 254-57-2026344/3894  
Fax: 254-57-2026324  
www.lvbcom.org

**Our Ref: LVBC/DISP/17-18**

**Date: 30<sup>th</sup> July 2018**

## **FOR SALE “AS IS WHERE IS”**

### **INVITATION TO BID TO PURCHASE OF USED MOTOR VEHICLES & TYRES**

The East African Community (EAC) Lake Victoria Basin Commission (LVBC) intends to dispose used motor vehicles and several tyres, on “as is, where is” basis; and the Commission shall have no further liability after sale.

1. The Commission now invites sealed bids for the sale of the above items in the Schedule of Requirements and Prices attached as **Appendix A**
2. Bidding will be conducted through the tender procedure as specified in the EAC Financial Rules and Regulations and is open to all Bidders as defined in the Regulations.
3. Interested bidders may inspect the items at the LVBC offices at New Nyanza Regional Headquarters before the bidding deadline of Friday, 17<sup>th</sup> August 2018 and may contact the Administration Office for inspection.
4. Motor vehicle bidders must submit together with their bid a **refundable deposit of 10%** of their bid price in form of a Banker’s cheque payable to the Lake Victoria Basin Commission.
5. Late bids, portion of bids, electronic bids, shall not be accepted for evaluation irrespective of the circumstances.
6. The Buyer shall collect the assets within seven (7) days after full payment for the assets has been received by the Commission.
7. The buyer is responsible for all payment of duties and other related taxes.
8. The Commission shall release the vehicles after payment of respective duties and taxes to the Revenue authorities.
9. The buyer is responsible for all handling, transport and insurance to remove goods from their current location.
10. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below.

11. All Bid forms in one original and one copy properly filled in, and enclosed in plain envelopes clearly marked "**BID FOR PURCHASE OF .....NUMBER AND DESCRIPTION.....**" must be addressed as below and delivered to the tender box on or before **11.00 am, Friday, 17<sup>th</sup> August, 2018**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below.

Executive Secretary  
Attention: Secretary, Procurement Committee  
East African Community  
Lake Victoria Basin Commission  
New Nyanza Regional Headquarters, 13<sup>th</sup> floor  
Owuor Otiende Road, Off Kenyatta Highway  
P.O Box 1510-40100  
KISUMU - KENYA  
Tel: 254-57-2026344/3894  
Email: procurement@lvbcom.org

12. This bid and your written acceptance shall constitute a binding contract between us. The bidding currency may be in USD or KSH.
13. Evaluation of Bids: The evaluation of bids shall be based on price only.
14. Evaluation of Price: LVBC shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.
15. Evaluation Currency: The currency of evaluation shall be in United States Dollars (USD) at the prevailing market rate.
16. 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 and subject to a limit of one similar item for one public officer.
14. The Best Evaluated and Awarded Bidder for who shall reject the offer for motor vehicles shall forfeit the 10% deposit of the bid price.
14. Award of Contract: Award of contract shall be by placement of a Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign bid for and on behalf of \_\_\_\_\_

## APPENDIX A: Schedule of Requirements

<b>Tender number</b>	<b>Item Registration Number /</b>	<b>Item Description</b>	<b>Condition</b>
LVBC/DISP/1 7-18/01	CD1EAC 4	Make/Model: Suzuki Vitara Body: Station Wagon Year of Manufacture: 2005 Engine capacity: 1997cc Fuel: Petrol Colour: Beige	Generally Good but not running
LVBC/DISP/1 7-18/02	CD1EAC14	Make/Model: Toyota Landcruiser Body: Station Wagon Year of Manufacture: 2005 Engine capacity: 2986cc Fuel: Petrol Colour: Silver	Generally Good but not running
LVBC/DISP/1 7-18/03		Assorted Used Tyres (LOT)	Used

## Schedule of Prices

Lot No.	Description of Assets	Currency	Quantity	Unit Price	Total Price

### Schedule of Price Submitted by:

Signature of Authorized Person: .....

Name of Authorized Person: .....

Mobile Number.....

Address:.....

Date: .....

## Notification of Contract Award for Disposal

The person named below has been awarded a contract for the disposal requirement detailed below.

Disposal number:	Reference	
Subject of Disposal:		
Method of Disposal:		
Contract (Name):	awarded to	
Date of Contract Award:		
Total Contract Price:		

## Contract Form

THIS AGREEMENT made the *[day]* day of *[month]*, *[year]* between [name and address of Seller (hereinafter “the Seller”), of the one part, and [name and address of Buyer (hereinafter “the Buyer”), of the other part:

WHEREAS the Seller invited bids for the disposal of Assets *[describe the assets to disposed]* and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of *[insert contract price in number and words]* (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract herein after referred to; and they shall be deemed to form and be read and construed as part of this Agreement.
2. The Buyer hereby covenants to pay the Seller in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the Contract.
3. In consideration of the payments to be made by the Buyer to the Seller as indicated in the Contract, the Seller hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

IN WITNESS; whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

**Seller**

**Buyer**

Signed by:.....

Signed by:.....

Name:.....

Name:.....

Position:.....

Position:.....

Date:.....

Date:.....

**Handing over Certificate**

*[Letterhead paper of the Procuring Entity]*

This is to certify that [insert the description of assets being disposed] have been handed over to [insert name of the buyer and address].

The documents handed over by the Seller to the Buyer are [list the documents].

**Authorized Signature of Seller: .....**

Name and Title of Signatory: .....

Date: .....

In the presence of:

Signature: .....

Name: .....

Date: .....

**Authorized Signature of Buyer: .....**

Name and Title of Signatory: .....

Date: .....

In the presence of:

Signature: .....

Name: .....

Date: .....