



Baylor College of Medicine Children's
Foundation-Uganda (Baylor - Uganda)

Bidding Document
For Disposal of Used Tyres and Rims.

Subject of Disposal:	Disposal of Used Motor vehicle Tyres and Rims
Disposal Reference Number:	BCM/DISPOSAL / 2021-2022-/003
Disposal Method:	DISPOSAL BY PUBLIC BIDDING
Date of Issue:	August 1 st 2022

BIDDING PROCEDURES

Disposal Reference Number: BCM/DISPOSAL / 2021-2022-/003

Subject of Disposal: Disposal by the sale of used motor vehicles and other assorted items

A. General

Scope of Bid: Baylor College of Medicine Children's Foundation-Uganda (Baylor - Uganda) invites bids for the purchase of the used motor vehicles described in Part 2, Description of Assets. This disposal process will be conducted in accordance with Baylor Uganda's Procurement and Disposal Procedures and the procedures described in Bidding Procedures. Any resulting contract shall be subject to the terms and conditions detailed in the Contract.

Items: The items are described and listed in Description of Items. As per number Bidders shall be permitted to bid for one or more tyres

Corrupt Practices: It is Baylor Uganda's policy to require that Bidders and Buyers observe the highest standards of ethics during disposal and the execution of contracts. In pursuit of this policy, Baylor Uganda:

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the disposal process or in contract execution; and
 - (ii) "fraudulent practice" includes a misrepresentation of facts in order to influence a disposal process or the execution of a contract to the detriment of Baylor Uganda, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive Baylor Uganda of the benefits of free and open competition;
- (b) Will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
- (c) will suspend a bidder or Buyer from engaging in any procurement and disposal proceeding for a stated period of time, if it at any time determines that the bidder or Buyer has engaged in corrupt or fraudulent practices in competing for, or in executing, a Baylor Uganda contract.

Code of Ethical Conduct: In pursuit of the policy defined above, Baylor Uganda requires representatives of Bidders, Providers and Buyers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Bidders and Providers is available from Baylor Uganda and Bidders are required to indicate their acceptance of this Code through the declarations in the Bid Submission Sheet.

B. Bidding Document

Bidding Document: The Bidding Document consists of the following Parts, which should be read in conjunction with any addenda issued:

1. Bidding Procedures
2. Description of Assets
3. Contract

At any time prior to the deadline for submission of bids, Baylor Uganda may amend the Bidding Document or extend the deadline for submission of bids by issue of addenda. Addenda will be issued in writing to all Bidders who obtained the Bidding Document directly from Baylor Uganda

Clarification of Bidding Document: Any queries regarding this Bidding Document should be addressed to Baylor Uganda at the following address and no later than the date indicated below.

THE PROCUREMENT AND DISPOSAL UNIT

Baylor College of Medicine Children's Foundation-Uganda

Mulago Hospital-PIDC Children's Ward 15

P.O. Box 72052, Clock Tower

Kampala – UGANDA

Email: Procurement@baylor-uganda.org

Latest Date: Monday, 15th August 2022, 2:30pm

Any clarifications will be issued to all Bidders who obtained the Bidding Document directly from Baylor Uganda.

C. Preparation of Bids

Preparation of Bids: You are advised to carefully read the complete Bidding Document, including the Conditions of Contract in Part 3: Contract, before preparing your bid.

Inspection of Assets: Potential Bidders may inspect the motor vehicles prior to preparing bids, at the following location and at the following time and date:

Interested staff members, and members of the public may inspect the used tyres and rims at Baylor – Uganda- Mulago Hospital-PIDC Children's Ward 15 COE Parking Lot - Between Monday 1st August 2022 – Friday 12th August 2022 between 3 p.m to 5 p.m

Documents Comprising the Bid: You are requested to bid for these items by completing, signing and returning:

1. The Bid Submission Sheet in this Part;
2. The List of Assets and Price Schedule in Part 2, with prices completed for all items or lots for which you are bidding;

The standard forms in this Bidding Document may be retyped for completion but the Bidder is responsible for their accurate reproduction

Validity of Bids: The bid validity required is 60 days.

Currency of Bids: Bids may be priced in Uganda Shillings or any other freely convertible currency.

Bid Security: No Bid Security will be required

Copies of Bid: The Bidder shall prepare one original bid document.

Signing of Bids: The bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. All pages of the bid shall be signed or initialed by the person signing the bid.

D. Submission and Opening of Bids

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Disposal Reference Number above, the Bidder's name, and a warning not to open before the date and time of the bid opening. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late bids will be rejected.

Bids must be delivered to the address below at or before Monday, August 15th 2022, 2:30pm late bids shall be rejected.

THE PROCUREMENT AND DIPOSAL UNIT
Baylor College of Medicine Children's Foundation-Uganda
Mulago Hospital-PIDC Children's Ward 15
P.O. Box 72052, Clock Tower
Kampala – UGANDA
Email: Procurement@baylor-uganda.org

Opening of Bids: Bids will be opened internally by the Adhoc disposal committee. The Adhoc disposal committee shall evaluate all the bids and pin up the list of the winning bidders.

E. Evaluation of Bids

Evaluation of Bids: The evaluation of bids shall be based on price only.

Evaluation of Price: Baylor Uganda shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.

Evaluation Currency: The currency of evaluation is Uganda Shillings Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by OUNDA's website on the date of the submission deadline

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.

Right to Reject: Baylor Uganda reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

F. Award of Contract

Award of Contract: Award of contract shall be by placement of a Contract in accordance with Part 3: Contract.

Bid Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your bid, with any documents requested above attached. Ensure that your bid is authorized or signed in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this Bidding Document prevail over any attachments. If your bid is not authorized or signed, it may be rejected.]

Bid Addressed to	BAYLOR COLLEGE OF MEDICINE CHILDREN'S FOUNDATION-UGANDA (BAYLOR - UGANDA)
Date of Bid:	
Disposal Reference	BCM/DISPOSAL / 2021-2022-/003
Subject of Disposal:	Disposal by the sale of used tyres and Rims

We/I offer to purchase the item or items listed in the attached List of Assets and Price Schedule, at the prices indicated on the attached List of Assets and Price Schedule, in accordance with the terms and conditions stated in your Bidding Document referenced above.

We/I undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the disposal process and the execution of any resulting contract.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Assets and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Bid Submitted By:

Signature:	
Name:	
Date:	
Address:	
Tel No:	

DESCRIPTION OF ITEMS FOR DISPOSAL

3.1 DESCRIPTION OF ITEMS FOR DISPOSAL

Disposal Reference Number: BCM/DISPOSAL / 2021-2022-/003

The descriptions of the items given below are for information purposes only and Baylor Uganda gives no guarantee of the accuracy of the description. The Bidder bears all risk for the condition of the items

No	Size of Tyres	Quantity
1	195/70 R14	04
2	235/85 R16	48
3	235/85 R 16(With Rims)	05
4	255/70 R 16	21
5	16-114/112 S	05
6	265/70 R16	13
7	31X10.50 R15	33
8	265/65 R17	06
9	265/75 R16	03
10	265/65 R 16	08
11	255/70 R15	02
12	195R15C	08
13	225/70 R17	03
14	245/70 R17	05
15	265/75 R15	06
16	285/75 R16	01
17	245/70 R16	02
18	205/70 R14	01
19	215/75 R15	02

RIMS

	ITEM DESCRIPTION	unit	QTY
20	Rims (Size 17)	pc	05

3.2 Price Schedule

Disposal Reference Number: BCM/DISPOSAL / 2021-2022-/003

[Complete the currency of your bid. Complete the price for each item below for which you are bidding. Insert “No Bid” against any items for which you are not bidding. Authorise your bid prices in the signature block below.]

No	Size of Tyres	Quantity	Unit Price(UGX)	Total Price (UGX)
1	195/70 R14			
2	235/85 R16			
3	235/85 R 16(With Rims)			
4	255/70 R 16			
5	16-114/112 S			
6	265/70 R16			
7	31X10.50 R15			
8	265/65 R17			
9	265/75 R16			
10	265/65 R 16			
11	255/70 R15			
12	195R15C			
13	225/70 R17			
14	245/70 R17			
15	265/75 R15			
16	285/75 R16			
17	245/70 R16			
18	205/70 R14			
19	215/75 R15			
20	Rims (size17)			

Price Schedule Submitted By:

Signature:	
Name:	
Date:	
Address:	
Tel No:	

CONTRACT

Any resulting contract shall be placed using the contract agreement form below and shall be subject to the Government of Uganda General Conditions of Contract for the Disposal of Public Assets, as attached.

Agreement

Disposal Reference Number: BCM/DISPOSAL / 2021-2022-/003

THIS AGREEMENT made the _____ day of _____,

Between Baylor College of Medicine Children's Foundation-Uganda (Baylor - Uganda) of P.O. Box 72052, Clock Tower Kampala – UGANDA (Hereinafter “Seller”), of the one part, and

_____ of _____ (hereinafter “the Buyer”), of the other part:

WHEREAS BAYLOR UGANDA invited bids for the disposal of certain Assets, viz., and has accepted a Bid by the Buyer for the purchase of those Assets in the sum of _____ (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. This Agreement shall be subject to the Government of Uganda General Conditions of Contract for the Disposal of Public Assets (attached), except where modified herein.
2. The Buyer hereby covenants to pay BAYLOR UGANDA in consideration of the provision of the Assets, the Contract Price at the times and in the manner prescribed by the General Conditions of Contract.
3. In consideration of the payments to be made by the Buyer to BAYLOR UGANDA as indicated in the Contract, BAYLOR UGANDA hereby covenants with the Buyer to release the Assets in conformity in all respects with the provisions of the Contract.

THE GENERAL CONDITIONS OF CONTRACT ARE MODIFIED AS FOLLOWS:

The location of the assets is _____.

The official to contact to arrange collection of the assets is _____.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Uganda on the day, month and year indicated above.

Signed by _____ (for BAYLOR UGANDA)

Name _____ Position _____

Signed by _____ (for the Buyer)

General Conditions of Contract

1. Definition of Assets

The assets subject to this contract are as defined in the attached Description of Assets.

2 Condition of Assets

BAYLOR UGANDA shall sell the assets on an “as is, where is” basis and shall offer no warranty or guarantee as to the condition of the assets.

The Buyer shall assume full responsibility for the assets from the date and time of transfer and shall bear all costs and risks associated with the assets thereafter.

3. Payment

The Buyer shall make payment to BAYLOR UGANDA of the full Contract Price, as defined in the Agreement, within One week of the date of the Notification/Agreement. BAYLOR UGANDA shall issue a receipt for the payment.

Payment shall be made by any method acceptable to BAYLOR UGANDA and shall be considered to have been made on the date that it is credited to BAYLOR UGANDA’s account.

BAYLOR UGANDA may terminate this contract if the Buyer has failed to pay the full Contract Price within one week of the due date for payment.

4. Transfer of Assets

The location of the assets is as specified in the Agreement.

The Buyer shall have full responsibility and shall bear all risks and costs associated with the collection, dismantling, removal and transportation of the assets from the location defined above and shall bear and pay all associated costs.

The Buyer shall collect the assets within one week of the date of receipt by BAYLOR UGANDA of full payment for the assets.

The Buyer shall contact the official named in the Agreement, at UGANDA’s address, as specified in the Agreement, to arrange a date and time for the collection of the assets.

The Buyer shall sign a Handover Certificate, certifying receipt of the assets, at the time of transfer.

5. Corrupt Practices

It is BAYLOR UGANDA’s policy to require Bidders and Buyers for contracts for public assets, observe the highest standard of ethics during the disposal process and execution of such contracts.

In pursuit of this policy, BAYLOR UGANDA may terminate a contract for disposal if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of BAYLOR UGANDA or of a Buyer, during the disposal process or the execution of that contract, without BAYLOR UGANDA having taken timely and appropriate action satisfactory to remedy the situation.