



**AIDS INFORMATION CENTRE**

# **Standard Bidding Document**

**for**

# **Disposal by Sale to the Public**

**Subject of Disposal: SALE OF USED VEHICLES, MOTOR CYCLES AND OTHER ASSETS**

**Date of Issue: 21<sup>st</sup> October 2024**

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## **PREFACE**

1. This Standard Bidding Document (SBD) has been prepared by AIDS Information Centre -AIC. For the purpose of this document, disposal means the divestiture through sale of vehicles
2. The Standard Bidding Document has been developed for use to sell Vehicles Motor Cycles And other assets to the Public.

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# Standard Bidding Document

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## AIDS INFORMATION CENTRE

### SALE OF USED VEHICLES AND MOTORCYCLES & OTHER ASSETS

21<sup>st</sup> November 2024

#### **Invitation to bid for disposal of vehicles, motorcycles & other assets**

1. AIDS INFORMATION CENTRE - AIC intends to dispose off vehicles, motorcycles & other assets. The asset(s) are sold on an “as is, where is” basis and the Entity will have no further liability after sale.
2. AIC invites interested bidders to view and give offers for the purchase of items. The assets will be sold on an ‘AS IS AND WHERE IS’ basis and AIC will have no further liability after sale.
3. The sealed bids should be clearly marked “DISPOSAL OF AIC ASSETS” and addressed to Procurement and Disposal Unit AIC Musajja-Alumbwa Road, Plot 1321 Block 21, Mengo Kisenyi. Bids will be submitted and recorded at AIC reception not later than 22<sup>nd</sup> November 2024.
4. All bidders should clearly indicate their day time contact numbers and email addresses on the bid document. All interested bidders shall pay a non-refundable fee as indicated below in the bid document for participation in the bidding process. The method of payment will be by depositing in **Stanbic Bank (Forest Mall branch) on AIC A/C. No. 9030005808048**. Original copy of deposit slip will be attached to the bid document. Viewing of the assets will be done at the different AIC locations at Kampala, Mbale, Lira/Apac, Jinja, Soroti, Mbarara, Arua from 8am to 5pm.
5. Only successful bidders will be notified

The Entity invites sealed bids for the purchase of the following items:

<b>Items</b>				
<b>Vehicles</b>				
<b>Registration Number</b>	<b>Make</b>	<b>Quantity</b>	<b>Location</b>	<b>Non-Refundable bidding fee UGX</b>
UAS 235N	Toyota Landcruiser-Prado	1	Kampala	100,000
UAM 123F	Toyota Hilux-VIGO Double Cabin Pickup	1	Kampala	100,000
UAA 903Y	Toyota Landcruiser Prado	1	Kampala	100,000
UAA 762X	Mercedes Benz-Sprinter-Van	1	Kampala	100,000
UAA 900Y	Toyota Hilux D4D	1	Kampala	100,000
UAF 970N	Toyota Hilux	1	Kampala	100,000
UAF 972N	Toyota Hilux-Double Cabin Pickup	1	Mbale	100,000
UAF 625C	Toyota Hilux -Double Cabin Pickup	1	Mbale	100,000
UAA 554Y	Toyota Landcruiser-VX-6	1	Soroti	100,000
<b>Motorcycle</b>				
UAC 566Y-	Honda	1	Kampala	100,000
UAC 574Y	Honda	1	Jinja	100,000
UAC 503Y	Honda	1	Soroti	100,000
UAC 501Y	Honda	1	Soroti	100,000
UAC 575Y	Honda	1	Lira	100,000
UAC 502Y	Honda	1	Lira	100,000
UAC 574Y	Honda	1	Arua	100,000
UAC 565Y-	Honda	1	Mbarara	100,000
TELEVISION SET	LG	1	Kampala	
RICE COOKER	LOGIK	1	Kampala	
MICROWAVE	SUMSUNG	1	Kampala	
MICROWAVE	SUMSUNG	1	Kampala	
STAND FAN	Logik	1	Kampala	
COOKER	GAS COOKER	1	Kampala	
COFFEE MAKER		1	Kampala	
COFFEE MAKER		1	Kampala	
HOT WATER SYSTEM	SUN BEAM	1	Kampala	
DIGITAL COPY PRINTER	RISOGRAPY Model:EZ570	1	Kampala	
TOASTER	PHILPS	1	Kampala	

MAAWING MACHLNE	HUSQVANA	1	Kampala	
REFRIDGERATOR	LG		Kampala	
REFRIDGERATOR	SANYO	1	Kampala	
REFRIDGERATOR	SUMSUNG	1	Kampala	
GENERATOR	GENERATOR	1	Kampala	
GENERATOR	GENERATOR	1	Kampala	
REFRIGERATOR [ SOLAR POWERED]	SOLAR POWERERED	1	Kampala	
REFRIGERATOR [SOLAR POWERED]	SOLAR POWERERED	1	Kampala	
PHOTOCOPIER [CANON NP 7161]	CANON NP 7161	1	Kampala	
FILLING CABINET	OFFICE POINT	1	Kampala	10,000
FILLING CABINET	LEECO	1	Kampala	10,000
FILLING CABINET	GODREJ	1	Kampala	10,000
FILLING CABINET	ZENITH	1	Kampala	10,000
METALIC POLES	POLES FOR THE TENTS [ASSORTED SIZES]	168 PCS	Kampala	20,000
TRUNKING	METALIC BOX	1	Kampala	10,000
SIGN POST	TB IS CURABLE	1	Kampala	10,000
SIGN POST	SAFE MALE CIRCUMUCISION	1	Kampala	10,000
SIGN POST	POSITIVE LIVING	1	Kampala	10,000
SIGN POST	GO TOGETHER KNOW TOGETHER	1	Kampala	10,000
SIGN POST	AIC OFFICIAL VISITORS ONLY	1	Kampala	10,000
CAR RACK		1	Kampala	20,000
CAR BATTERIES	USED CAR BATTERIES	7PCS	Kampala	
CATUIRN RODES	USED CARTUIN RODES	10 PCS	Kampala	
TV SET	SONY	1	Kampala	
TV SET	PANASONIC	1	Kampala	
TV SET	SONY	1	Kampala	
REFRIGERATOR	DEEP FREEZER [SELLECTA	1	Kampala	20,000
REFRIGERATOR		1	Kampala	20,000
REFRIGERATOR	IGNIS	1	Kampala	20,000
REFRIGERATOR	GODREJ	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIDGERATOR			Kampala	20,000
PHOTOCOPIER MACHINE	KYOCERA	1	Kampala	100,000
FRYING PANS		2	Kampala	10,000
HOT PLATES	ELECTRIC COILS	2	Kampala	10,000
RICE COOKER	LOGICK	1	Kampala	10,000
OVERHEAD PROJECTOR	SERIES A1-1000	1	Kampala	10,000

OVERHEAD PROJECTOR	ELITE VISION	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE [NF200]	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
WATER DISPENSERS		3	Kampala	10,000
TABLE	WOODEN TABLE	1	Kampala	10,000
OVERHEAD PROJECTOR		1	Kampala	10,000
PRINTER	HP LASERJET P2015	1	Kampala	10,000
PRINTER	HP LASERJET 1320	1	Kampala	10,000
PRINTER	HP LASERJET P2055	1	Kampala	10,000
OVERHEAD PROJECTOR	CANON	1	Kampala	10,000
OVERHEAD PROJECTOR	SONY	1	Kampala	10,000
OVERHEAD PROJECTOR	SONY	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
CATUURN RODES	USED CARTUIN RODES	34PCS	Kampala	
TV SET	SONY	1	Kampala	20,000
TV SET	PANASONIC	1	Kampala	20,000
TV SET	SONY	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER SELLECTA	1	Kampala	20,000
REFRIGERATOR		1	Kampala	20,000
REFRIGERATOR	IGNIS	1	Kampala	20,000
REFRIGERATOR	GODREJ	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIGERATOR	DEEP FREEZER	1	Kampala	20,000
REFRIDGERATOR		1	Kampala	20,000
PHOTOCOPIER MACHINE	KYOCERA	1	Kampala	100,000
FRYING PANS		1	Kampala	10,000
HOT PLATES	ELECTRIC COILS	1	Kampala	10,000
RICE COOKER	LOGICK	1	Kampala	10,000

OVERHEAD PROJECTOR	SERIES A1-1000	1	Kampala	10,000
OVERHEAD PROJECTOR	ELITE VISION	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE [NF200]	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
LABORATORY EQUIPMENT	CENTRIFUGE	1	Kampala	10,000
WATER DISPENSORS		1	Kampala	10,000
TABLE	WOODEN TABLE	1	Kampala	10,000
OVERHEAD PROJECTOR		1	Kampala	10,000
PRINTER	HP LASERJET P2015	1	Kampala	10,000
PRINTER	HP LASERJET 1320	1	Kampala	10,000
PRINTER	HP LASERJET P2055	1	Kampala	10,000
OVERHEAD PROJECTOR	CANON	1	Kampala	10,000
OVERHEAD PROJECTOR	SONY	1	Kampala	10,000
OVERHEAD PROJECTOR	SONY	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
OVERHEAD PROJECTOR	EPSON	1	Kampala	10,000
TENTS FITTINGS		34	Kampala	10,000
MONITOR	HP 1530	1	Kampala	0
MONITOR	DELL	1	Kampala	0
MONITOR		1	Kampala	0
CPU		1	Kampala	0
CPU	HP	1	Kampala	0
CPU	DELL	1	Kampala	0
CPU	HP	1	Kampala	0
CPU	DELL	1	Kampala	0
CPU	DELL OPTILEX 360	1	Kampala	0
CPU	ACER	1	Kampala	0
KEYBOARD	DELL	1	Kampala	0
KEYBOARD	GENIUS	1	Kampala	0
KEYBOARD	DELL	1	Kampala	0
KEYBOARD	COMPAQ	1	Kampala	0
KEYBOARD		1	Kampala	0



KEYBOARD		1	Kampala	0
PRINTER	HP LASERJET 2015	1	Kampala	10,000
PRINTER	HP LASERJET 1320	1	Kampala	0
PRINTER	ACER	1	Kampala	0
BACK UPS 700		1	Kampala	0
CAR TYRES	OLD	168 PCS	Kampala	0
METALIC CHAIR		1	Kampala	0
LAPTOP		1	Kampala	10,000
LAPTOP		1	Kampala	10,000
LAPTOP		1	Kampala	10,000
LAPTOP		1	Kampala	10,000
LAPTOP		1	Kampala	10,000
LAPTOP		1	Kampala	10,000
CUPBOARD		1	Kampala	10,000
FILLING CABINET	METALIC	7PCS	Kampala	10,000
GENERATOR	HEAVY DUTY	10 PCS	Kampala	100,000
SIGNPOST	METALIC	1	Kampala	10,000
CHAIR	METALIC CHAIR	1	Kampala	0
Office Equipment	SUMSUNG EF95 CAMERA	1	Mbarara	0
Office Equipment	Africel Modem	1	Mbarara	0
Office Equipment	Saachi Water Dispenser	1	Mbarara	0
Office Equipment	GO TV decoder	1	Mbarara	0
Office Equipment	DELL CPU	1	Mbarara	0
Lab Equipement	Bunsen Burner	1	Mbarara	0
Office Equipment	UPS	1	Mbarara	0
Office Equipment	Camera	1	Mbarara	0
Office Equipment	Camera	1	Mbarara	0
Office Equipment	Camera charger	1	Mbarara	0
Office Equipment	Camera	1	Mbarara	0
Office Equipment	Africell Router	1	Mbarara	0
Office Equipment	Africell modern	1	Mbarara	0
Bicycle	Bicycle	1	Mbarara	20,000
Office Equipment	Split Room Air Conditioner	1	Mbarara	20,000
Office Furniture	Metalic Table	1	Mbarara	0
Office Furniture	Metalic Table	1	Mbarara	0
Office Furniture	Orange metalic table	1	Mbarara	0
Office Furniture	13 Orange chairs	1	Mbarara	0
Office Furniture	Suggestion box	1	Mbarara	0
Office Furniture	Metalic Table	1	Mbarara	0
Office Equipment	COMPAQ KEYBOARD	1	Mbarara	0
Office Equipment	Panasonic TV-2	1	Mbarara	0
METALLIC TABLE		1	Mbarara	0
BENCH	AIC/MBR/FM-018	1	Mbarara	0
Office Furniture	GREEN BED SHEETS	1	Mbarara	0
Office Furniture	2 PILLOWS	1	Mbarara	0
Office Furniture	BLANKET	1	Mbarara	0
Office Furniture	MOSQUITOR NET	1	Mbarara	0

REGION FUNITURE	A wooden 5*6 bed	1	Mbarara	0
REGION FUNITURE	5*6 mattress	1	Mbarara	0
Office Equipment	I Small Cabin	1	Mbarara	0
Office Equipment	1 Generator	1	Mbarara	0
office equipment	power back up-2	1	Mbarara	0
Office Equipment	UGA Cable	1	Mbarara	0
Office Equipment	power adopter	1	Mbarara	0
Office Equipment	I big wooden table	1	Mbarara	0
Office Equipment	4 buckets	1	Mbarara	0
Office Equipment	3 wooden tables	1	Mbarara	0
Office Equipment	1 executive chair-black	1	Mbarara	0
Office Equipment	2 small office chairs-black	1	Mbarara	0
Office Equipment	2 water kettles	1	Mbarara	0

1. Bidding will be conducted in accordance with the open domestic bidding method procedures and is open to the public.
2. Interested bidders may inspect the asset(s) at the location indicated in 7(a) from 21<sup>st</sup> October to 21<sup>st</sup> November 2024 from 8:30am to 5:00pm.
3. The bidding documents may be inspected and purchased by interested bidders on the submission of a written application to the address indicated in 7(b) and upon payment of a non-refundable fee per item as indicated per item in the bid above
4. Bids must be delivered to the address indicated in 7(c) at or before 11:00am on 22<sup>nd</sup> November 2024.
5. (a) The assets may be inspected at:

1. AIC offices indicated above

(b) Documents will be issued from:

Bids can be downloaded from the website and can also be issued from AIC headquarters

(c) Bids must be delivered to:

Reception AIC headquarters, Musajja-Alumbwa Road Mengo-Kisenyi

(d) Address of bid opening:

AIC headquarters, Musajja-Alumbwa Road Mengo-Kisenyi

22<sup>nd</sup> November 2024 at 11:30am

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The planned disposal schedule (subject to changes) is as follows:

	<b>Activity</b>	<b>Date</b>
a.	Publish bid notice	21 <sup>st</sup> October 2024
b.	Inspection of assets	21 <sup>st</sup> October to 21 <sup>st</sup> November 2024
c.	Bid closing date	22 <sup>nd</sup> November 2024 at 11:00am
d.	Bid opening date	22 <sup>nd</sup> November 2024 at 11:30am
e.	Evaluation process	14 <sup>th</sup> to 16 <sup>th</sup> November 2024
f.	Display and communication of best evaluated bidder notice	29 <sup>th</sup> November 2024
g.	Contract award and signature	4 <sup>th</sup> December 2024

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# **PART 1: Bidding Procedures**

## **Instructions to Bidders**

### **SALE OF USED VEHICLES, MOTORCYCLES AND OTHER ASSETS**

#### **A. GENERAL**

Scope of Bid:

AIDS Information Centre, hereinafter called the “Procuring and Disposing Entity”, invites bids for the purchase of the assets described in Part 2, Description of Assets.

This disposal process will be conducted in accordance with the procedures described in Bidding Procedures.

Any resulting contract shall be subject to the terms and conditions that will be detailed in the contract.

Item:

The Items are listed under Description of Assets. Bidders shall be permitted to bid for the vehicles.

Corrupt Practices:

AIDS Information Centre -AIC Uganda requires that all Bidders and Buyers observe the highest standards of ethics during disposal and the execution of contracts. In pursuit of this policy, AIDS Information Centre (AIC);

- (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, directly or indirectly, of anything of value to influence the action of an official in the disposal process or in contract execution;
  - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; and
  - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract;

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- (c) will suspend a Provider or bidder from engaging in any AIC procurement and disposal proceeding for a stated period of time, if it at any time determines that the Provider or bidder has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government contract.

Code of Ethical Conduct:

In pursuit of the policy defined above, AIDS Information Centre may terminate a contract, if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of AIC members and public Bidders during the disposal process or the execution of that contract.

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## **B. Bidding Document**

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

- Part 1: Bidding Procedures
- Part 2: Description of Assets

At any time prior to the deadline for submission of bids, AIDS Information Centre -AIC 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 the Procuring and Disposing Entity.

Clarification of Bidding Document:

Any queries regarding this Bidding Document should be addressed to the AIC in writing at the following address and no later than the date indicated below.

Procurement Unit

AIC headquarters, Musajja Alumbwa Road Mengo Kisenyi

Latest Date: 21<sup>st</sup> November 2024

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## **C. Preparation of Bids**

### Preparation of Bids:

You are advised to carefully read the complete Bidding Document before preparing your bid.

### Inspection of Assets:

Potential Bidders may inspect the assets prior to preparing bids, at the location and at the following time and date:

Address for inspection:

1. Head Office. Musajja Alumbwa road Mengo-Kisenyi

Date(s) for inspection: 21<sup>st</sup> October to 21<sup>st</sup> November 2024.

Time(s) for inspection: 8:30am to 5:00pm (local time).

### 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:

Bids shall be valid until 22<sup>nd</sup> December 2024.

### Currency of Bids:

Bids shall be priced in Uganda Shillings.

### Bid Security/Bid Securing Declaration:

A Bid Security or a Bid Securing Declaration will not be required.

### Copies of Bid:

The Bidder shall prepare one original copy of the bid, which shall be marked with his or her name and the lot or vehicle bided for.

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

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## **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, the name of the AIC 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 shall be declared late, rejected and returned unopened to the bidder.

Date of deadline: 22<sup>nd</sup> November 2024.

Time of deadline: 11:00am (*local time*).

Address: Procurement Unit  
Musajja Alumbwa Road-Mengo Kisenyi

### Opening of Bids:

The bids will be opened in the presence of the bidder representatives who may choose to attend.

## **E. Evaluation of Bids**

### Evaluation of Bids:

The bidders are supposed to submit the following documents:

- Price schedule indicating the quoted price
- A copy of a valid Identity card.
- A copy of receipt as evidence for buying the bid document

The evaluation of bids shall not be bound by the highest bidder but by conducive conditions (If any) that will be read out at the time of bid opening.

### Evaluation of Price:

The evaluation committee shall correct any arithmetic errors in the bids, convert the bids to a common currency and rank bids to determine the highest priced bid.

The best bidder will be one with the highest bid price which has met other requirements mentioned above.

### Evaluation Currency:

The currency of evaluation is Uganda Shillings.

In either of the above cases, the best evaluated bid 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.

### **NOTE:**

- 1. If the best bidders have the same bid price, they will be requested to bid again so that the bidder with a higher price is selected.**



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Right to Reject:

The AIC 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**

Formation of contract: Formation of a contract shall be by signing a contract with AIC

The successful bidder will be expected to pay for and collect the assets within the period specified in the Agreement.

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## Bid Submission Sheet

Bid Addressed to Procurement:	
Date of Bid:	
Subject of Disposal:	

*We/I* offer to purchase the vehicle 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* have signed and undertake to abide by the Code of Ethical Conduct for Bidders attached, during the procurement process and the execution of any resulting contract;

This bid is valid until the 22<sup>nd</sup> November 2024

*We/I* 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: \_\_\_\_\_ (DD/MM/YY)

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

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## List of Assets and Price Schedule

Disposal Reference Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

*[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.]* CURRENCY OF BID IS UGANDA SHILLINGS

Lot No	Brief Description of Asset/Asset Number	Price
	<b>TOTAL FOR ITEM:</b>	

**Bid Submitted By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_ (DD/MM/YY)

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

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**CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS<sup>1</sup>**

**1. Ethical Principles**

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgment and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Uganda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this Code.

**2. Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

**3. Confidentiality and Accuracy of Information**

- (1) Information given by bidders and providers in the course of the disposal processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

**4. Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AIC that might be viewed by others as having an influence on disposal decision.

**5. Fraudulent Practices**

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AIC Uganda of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a disposal process or the execution of a contract to the detriment of AIC; or utter false documents.
- (e) unlawfully obtain information relating to a disposal process in order to influence the process or execution of a contract to the detriment of the AIC Uganda
- (f) withholding information from the PDE during contract execution to the detriment of the AIC Uganda.

I ..... agree to comply with the above Code of Ethical Conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF BIDDER/PROVIDER**

## Part 2: Description of Assets

### Description of Assets

Disposal Reference Number: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Vehicle Registration Number: \_\_\_\_\_

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

LOTS	ITEM		
<b>Lot 1</b>	UAS 235N	Toyota Landcruiser-Prado	
<b>Lot 2</b>	UAM 123F	Toyota Hilux-VIGO Double Cabin Pickup	
<b>Lot 3</b>	UAA 903Y	Toyota Landcruiser Prado	
<b>Lot 4</b>	UAA 762X	Mercedes Benz-Sprinter-Van	
<b>Lot 5</b>	UAA 900Y	Toyota Hilux D4D	
<b>Lot 6</b>	UAF 970N	Toyota Hilux	
<b>Lot 7</b>	UAF 972N	Toyota Hilux-Double Cabin Pickup	
<b>Lot 8</b>	UAF 625C	Toyota Hilux - Double Cabin Pickup	
<b>Lot 9</b>	UAA 554Y	Toyota Landcruiser-VX-6	
	<b>Motorcycle</b>		
<b>Lot 10</b>	UAC 566Y-	Honda	
<b>Lot 11</b>	UAC 574Y	Honda	
<b>Lot 12</b>	UAC 503Y	Honda	
<b>Lot 13</b>	UAC 501Y	Honda	
<b>Lot 14</b>	UAC 575Y	Honda	

LOTS	ITEM		
Lot 15	UAC 502Y	Honda	
Lot 16	UAC 574Y	Honda	
Lot 17	UAC 565Y-	Honda	
Lot 18	TELEVISION SET	LG	
Lot 19	RICE COOKER	LOGIK	
Lot 20	MICROWAVE	SUMSUNG	
Lot 21	MICROWAVE	SUMSUNG	
Lot 22	STAND FAN	Logik	
Lot 23	COOKER	GAS COOKER	
Lot 24	COFFEE MAKER		
Lot 25	COFFEE MAKER		
Lot 26	HOT WATER SYSTEM	SUN BEAM	
Lot 27	DIGITAL COPY PRINTER	RISOGRAPY Model:EZ570	
Lot 28	TOASTER	PHILPS	
Lot 29	MAAWING MACHLNE	HUSQVANA	
Lot 30	REFRIDGERATOR	LG	
Lot 31	REFRIDGERATOR	SANYO	
Lot 32	REFRIDGERATOR	SUMSUNG	
Lot 33	GENERATOR	GENERATOR	
Lot 34	GENERATOR	GENERATOR	
Lot 35	REFRIGERATOR [ SOLAR POWERED]	SOLAR POWERERED	
Lot 36	REFRIGERATOR [SOLAR POWERED]	SOLAR POWERERED	
Lot 37	PHOTOCOPIER [CANON NP 7161]	CANON NP 7161	
Lot 38	FILLING CABINET	OFFICE POINT	
Lot 39	FILLING CABINET	LEECO	

<b>LOTS</b>	<b>ITEM</b>		
<b>Lot 40</b>	FILLING CABINET	GODREJ	
<b>Lot 41</b>	FILLING CABINET	ZENITH	
<b>Lot 42</b>	METALIC POLES	POLES FOR THE TENTS [ASSORTED SIZES]	
<b>Lot 43</b>	TRUNKING	METALIC BOX	
<b>Lot 44</b>	SIGN POST	TB IS CURABLE	
<b>Lot 45</b>	SIGN POST	SAFE MALE CIRCUMUCISION	
<b>Lot 46</b>	SIGN POST	POSITIVE LIVING	
<b>Lot 47</b>	SIGN POST	GO TOGETHER KNOW TOGETHER	
<b>Lot 48</b>	SIGN POST	AIC OFFICIAL VISITORS ONLY	
<b>Lot 49</b>	CAR RACK		
<b>Lot 50</b>	CAR BATTERIES	USED CAR BATTERIES	
<b>Lot 51</b>	CATUIRN RODES	USED CARTUIN RODES	
<b>Lot 52</b>	TV SET	SONY	
<b>Lot 53</b>	TV SET	PANASONIC	
<b>Lot 54</b>	TV SET	SONY	
<b>Lot 55</b>	REFRIGERATOR	DEEP FREEZER [SELLECTA	
<b>Lot 56</b>	REFRIGERATOR		
<b>Lot 57</b>	REFRIGERATOR	IGNIS	
<b>Lot 58</b>	REFRIGERATOR	GODREJ	
<b>Lot 59</b>	REFRIGERATOR	DEEP FREEZER	
<b>Lot 60</b>	REFRIGERATOR	DEEP FREEZER	
<b>Lot 61</b>	REFRIGERATOR	DEEP FREEZER	
<b>Lot 62</b>	REFRIDGERATOR		
<b>Lot 63</b>	PHOTOCOPIER MACHINE	KYOCERA	

<b>LOTS</b>	<b>ITEM</b>		
<b>Lot 64</b>	FRYING PANS		
<b>Lot 65</b>	HOT PLATES	ELECTRIC COILS	
<b>Lot 66</b>	RICE COOKER	LOGICK	
<b>Lot 67</b>	OVERHEAD PROJECTOR	SERIES A1-1000	
<b>Lot 68</b>	OVERHEAD PROJECTOR	ELITE VISION	
<b>Lot 69</b>	LABORATORY EQUIPMENT	CENTRIFUGE	
<b>Lot 70</b>	LABORATORY EQUIPMENT	CENTRIFUGE	
<b>Lot 71</b>	LABORATORY EQUIPMENT	CENTRIFUGE [NF200]	
<b>Lot 72</b>	LABORATORY EQUIPMENT	CENTRIFUGE	
<b>Lot 73</b>	LABORATORY EQUIPMENT	CENTRIFUGE	
<b>Lot 74</b>	WATER DISPENSERS		
<b>Lot 75</b>	TABLE	WOODEN TABLE	
<b>Lot 76</b>	OVERHEAD PROJECTOR		
<b>Lot 77</b>	PRINTER	HP LASERJET P2015	
<b>Lot 78</b>	PRINTER	HP LASERJET 1320	
<b>Lot 79</b>	PRINTER	HP LASERJET P2055	
<b>Lot 80</b>	OVERHEAD PROJECTOR	CANON	
<b>Lot 81</b>	OVERHEAD PROJECTOR	SONY	
<b>Lot 82</b>	OVERHEAD PROJECTOR	SONY	
<b>Lot 83</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 84</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 85</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 86</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 87</b>	CATUIRN RODES	USED CARTUIN RODES	



LOTS	ITEM		
Lot 62	TV SET	SONY	
Lot 63	TV SET	PANASONIC	
Lot 64	TV SET	SONY	
Lot 65	REFRIGERATOR	DEEP FREEZER SELLECTA	
Lot 66	REFRIGERATOR		
Lot 67	REFRIGERATOR	IGNIS	
Lot 68	REFRIGERATOR	GODREJ	
Lot 69	REFRIGERATOR	DEEP FREEZER	
Lot 70	REFRIGERATOR	DEEP FREEZER	
Lot 71	REFRIGERATOR	DEEP FREEZER	
Lot 72	REFRIDGERATOR		
Lot 73	PHOTOCOPIER MACHINE	KYOCERA	
Lot 74	FRYING PANS		
Lot 75	HOT PLATES	ELECTRIC COILS	
Lot 76	RICE COOKER	LOGICK	
Lot 77	OVERHEAD PROJECTOR	SERIES A1-1000	
Lot 78	OVERHEAD PROJECTOR	ELITE VISION	
Lot 79	LABORATORY EQUIPMENT	CENTRIFUGE	
Lot 80	LABORATORY EQUIPMENT	CENTRIFUGE	
Lot 81	LABORATORY EQUIPMENT	CENTRIFUGE [NF200]	
Lot 82	LABORATORY EQUIPMENT	CENTRIFUGE	
Lot 83	LABORATORY EQUIPMENT	CENTRIFUGE	
Lot 84	WATER DISPENSORS		
Lot 85	TABLE	WOODEN TABLE	

<b>LOTS</b>	<b>ITEM</b>		
<b>Lot 86</b>	OVERHEAD PROJECTOR		
<b>Lot 87</b>	PRINTER	HP LASERJET P2015	
<b>Lot 88</b>	PRINTER	HP LASERJET 1320	
<b>Lot 89</b>	PRINTER	HP LASERJET P2055	
<b>Lot 90</b>	OVERHEAD PROJECTOR	CANON	
<b>Lot 91</b>	OVERHEAD PROJECTOR	SONY	
<b>Lot 92</b>	OVERHEAD PROJECTOR	SONY	
<b>Lot 93</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 94</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 95</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 96</b>	OVERHEAD PROJECTOR	EPSON	
<b>Lot 97</b>	TENTS FITTINGS		
<b>Lot 98</b>	MONITOR	HP 1530	
<b>Lot 99</b>	MONITOR	DELL	
<b>Lot 100</b>	MONITOR		
<b>Lot 101</b>	CPU		
<b>Lot 102</b>	CPU	HP	
<b>Lot 103</b>	CPU	DELL	
<b>Lot 104</b>	CPU	HP	
<b>Lot 105</b>	CPU	DELL	
<b>Lot 106</b>	CPU	DELL OPTILEX 360	
<b>Lot 107</b>	CPU	ACER	
<b>Lot 108</b>	KEYBOARD	DELL	
<b>Lot 109</b>	KEYBOARD	GENIUS	

LOTS	ITEM		
Lot 110	KEYBOARD	DELL	
Lot 111	KEYBOARD108	COMPAQ	
Lot 112	KEYBOARD		
Lot 113	KEYBOARD		
Lot 114	PRINTER	HP LASERJET 2015	
Lot 115	PRINTER	HP LASERJET 1320	
Lot 116	PRINTER	ACER	
Lot 117	BACK UPS 700		
Lot 118	CAR TYRES	OLD	
Lot 119	METALIC CHAIR		
Lot 120	LAPTOP		
Lot 121	LAPTOP		
Lot 122	LAPTOP		
Lot 123	LAPTOP		
Lot 124	LAPTOP		
Lot 125	LAPTOP		
Lot 126	CUPBOARD		
Lot 127	FILLING CABINET	METALIC	
Lot 128	GENERATOR	HEAVY DUTY	
Lot 129	SIGNPOST	METALIC	
Lot 130	CHAIR	METALIC CHAIR	
Lot 131	Office Equipment	SUMSUNG EF95 CAMERA	
Lot 132	Office Equipment	Africel Modem	
Lot 133	Office Equipment	Saachi Water Dispenser	

<b>LOTS</b>	<b>ITEM</b>		
<b>Lot 134</b>	Office Equipment	SUMSUNG EF95 CAMERA	
<b>Lot 135</b>	Office Equipment	Africel Modem	
<b>Lot 136</b>	Office Equipment	Saachi Water Dispenser	
<b>Lot 137</b>	Office Equipment	GO TV decorder	
<b>Lot 138</b>	Office Equipment	DELL CPU	
<b>Lot 139</b>	Lab Equipement	Bunsen Burner	
<b>Lot 140</b>	Office Equipment	UPS	
<b>Lot 141</b>	Office Equipment	Camera	
<b>Lot 142</b>	Office Equipment	Camera	
<b>Lot 143</b>	Office Equipment	Camera charger	
<b>Lot 144</b>	Office Equipment	Camera	
<b>Lot 145</b>	Office Equipment	Africell Router	
<b>Lot 146</b>	Office Equipment	Africell modern	
<b>Lot 147</b>	Bicycle	Bicycle	
<b>Lot 148</b>	Office Equipment	Split Room Air Conditioner	
<b>Lot 149</b>	Office Furniture	Metalic Table	
<b>Lot 150</b>	Office Furniture	Metalic Table	
<b>Lot 151</b>	Office Furniture	Orange metallic table	
<b>Lot 152</b>	Office Furniture	13 Orange chairs	
<b>Lot 153</b>	Office Furniture	Suggestion box	
<b>Lot 154</b>	Office Furniture	Metalic Table	
<b>Lot 155</b>	Office Equipment	COMPAQ KEYBOARD	
<b>Lot 156</b>	Office Equipment	Panasonic TV-2	
<b>Lot 157</b>	METALLIC TABLE		

<b>LOTS</b>	<b>ITEM</b>		
<b>Lot 158</b>	BENCH	AIC/MBR/FM-018	
<b>Lot 159</b>	Office Furniture	GREEN BED SHEETS	
<b>Lot 160</b>	Office Furniture	2 PILLOWS	
<b>Lot 161</b>	Office Furniture	BLANKET	
<b>Lot 162</b>	Office Furniture	MOSQUITOR NET	
<b>Lot 163</b>	REGION FUNITURE	A wooden 5*6 bed	
<b>Lot 164</b>	REGION FUNITURE	5*6 mattress	
<b>Lot 165</b>	Office Equipment	I Small Cabin	
<b>Lot 166</b>	Office Equipment	I Small Cabin	
<b>Lot 167</b>	Office Equipment	1 Generator	
<b>Lot 168</b>	office equipment	power back up-2	
<b>Lot 169</b>	Office Equipment	UGA Cable	
<b>Lot 170</b>	Office Equipment	power adopter	
<b>Lot 171</b>	Office Equipment	I big wooden table	
<b>Lot 172</b>	Office Equipment	4 buckets	
<b>Lot 173</b>	Office Equipment	3 wooden tables	
<b>Lot 174</b>	Office Equipment	1 executive chair- black	
<b>Lot 175</b>	Office Equipment	2 small office chairs- black	
<b>Lot 176</b>	Office Equipment	2 water kettles	

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# **General Conditions of Contract for the Disposal Assets**

## **1. Definition of Assets**

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

## **2 Condition of Assets**

AIC 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 the AIC of the full Contract Price, as defined in the Agreement, within four weeks of the date of the Agreement. AIC shall issue a receipt for the payment.

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

AIC Uganda may terminate this contract if the Buyer has failed to pay the full Contract Price within one month 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 the AIC of full payment for the assets.

The Buyer shall contact the official named in the Agreement, at the AIC’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**

AIC’s policy to require that Procuring and Disposing Entities, as well as 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, the AIC may terminate a contract for disposal if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the AIC or of a Buyer, during the disposal process or the execution of that contract, without the AIC having taken timely and appropriate action satisfactory to the Government of Uganda to remedy the situation.