



AIDS INFORMATION CENTRE

Standard Bidding Document

for

Disposal by Sale to the Public

Subject of Disposal: SALE OF USED VEHICLES AND MOTOR CYCLES

Date of Issue: 19th February 2026

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 and Motor Cycles.

Standard Bidding Document

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AIDS INFORMATION CENTRE

SALE OF USED VEHICLES AND MOTORCYCLES & OTHER ASSETS

19th February 2026

Invitation to bid for disposal of vehicles and motorcycles

1. AIDS INFORMATION CENTRE - AIC intends to dispose off vehicles and motorcycles. 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 19th March 2026.
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, Arua and Kabale from 8am to 5pm.
5. Only successful bidders will be notified

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

Items				
Vehicles				
Registration Number	Make	Quantity	Location	Non-Refundable bidding fee UGX
UAA 554Y	TOYOTA LAND CRUISER	1	KAMPALA HQ	100,000
UAJ 060Y	TOYOTA LANDCRUISER HARDTOP	1	KAMPALA HQ	100,000
UAG 613E	TOYOTA LAND CRUISER	1	KAMPALA HQ	100,000
UAL 156P	TOYOTA LANDCRUISER HARDTOP	1	KAMPALA HQ	100,000
UAA 903Y	TOYOTA LAND CRUISER	1	KAMPALA HQ	100,000
UAA 762X	MERCEDES BENZ SPRINTER	1	KAMPALA HQ	100,000
UAM 123F	TOYOTA HILUX VIGO	1	KAMPALA HQ	100,000
UAA 901Y	TOYOTA HILUX	1	KAMPALA HQ	100,000
UAA 900Y	TOYOTA HILUX	1	KAMPALA HQ	100,000
UAS 235N	TOYOTA LAND CRUISER	1	KAMPALA HQ	100,000
UAF 625C	TOYOTA HILUX	1	MBALE	100,000
UAF 972N	TOYOTA HILUX	1	MBALE	100,000
Motorcycle				
UAC 574Y	Honda	1	ARUA	100,000
UAC 575Y	Honda	1	LIRA	100,000
UAC 503Y	Honda	1	LIRA	100,000
UAC 576Y	Honda	1	KABALE	100,000
UAC 566Y	Honda	1	KABALE	100,000
Assets				
Lab Rotator	Electric	1	Arua	50,000
Fan		1	Arua	50,000
Fan		1	Arua	50,000
Zentrifugen		1	Arua	50,000
Refrigerator	Electric	1	Arua	50,000
Refrigerator	Electric	1	Arua	50,000
Fans	Electric	1	Arua	50,000
Hp Computer	Electric	1	Arua	50,000
Filling Cabinet		1	Arua	50,000

Plastic Tables		1	Arua	50,000
Filling Cabinet		1	Arua	50,000
Metallic Chair		1	Arua	50,000
Speakers		1	Arua	50,000
Bookshelf		1	Headquarters	50,000
Table	L.Shaped table	1	Headquarters	50,000
Chair	Vistor chair	1	Headquarters	50,000
Curtains	Window curtains	1	Headquarters	50,000
Air Conditioner	Tandran	1	Headquarters	50,000
Air Conditioner	Tandran	1	Headquarters	50,000
Book shelf	Glass bookshelf	1	Headquarters	50,000
Bookshelf	Open bookshelf	1	Headquarters	50,000
Chair	Conference chair	1	Headquarters	50,000
Chair	Secretarial chair	1	Headquarters	50,000
Air Conditioner	Tandran	1	Headquarters	50,000
Air Conditioner	Tandran	1	Headquarters	50,000
Table	Office desk	1	Headquarters	50,000
Chair	Conference chair	1	Headquarters	50,000
Chair	Conference chair	1	Headquarters	50,000
Air conditioner	Tandran	1	Headquarters	50,000
Air conditioner	Tandran	1	Headquarters	50,000
Trumking	BIOHAZARD	1	Headquarters	50,000
Wheel chair		1	Headquarters	50,000
Chair	METALIC CHAIR	1	Headquarters	50,000
Chair	METALIC CHAIR	1	Headquarters	50,000
Chair	METALIC CHAIR	1	Headquarters	50,000
Tent Stands		1	Headquarters	50,000
Chair	METALIC CHAIR	1	Headquarters	50,000
Chair	METALIC CHAIR	1	Headquarters	10,000
Chair	Mettalic	1	Headquarters	10,000
Fridge	Gold gold deluvel	1	Headquarters	10,000
Microwave	Samsung	1	Headquarters	30,000
Water cool	Sure	1	Headquarters	20,000
Water Heater	The Tamales	1	Headquarters	30,000
Cabinet	Office point	1	Headquarters	30,000
Chair	Training chair	1	Headquarters	10,000
Chair	Training chair	1	Headquarters	10,000
Chair	Training chair	1	Headquarters	10,000
Chair	Training chair	1	Headquarters	10,000
Television Set	Sony Trimtron	1	Headquarters	10,000
Television Stand	Wooden	1	Headquarters	10,000
Chair	Leather chair (single	1	Headquarters	10,000
Chair	Leather chair (single	1	Headquarters	10,000
Chair	Leather (tripple)	1	Headquarters	10,000
Coffee Maker	KENWOOD	1	Headquarters	10,000
Coffee Maker		1	Headquarters	10,000
Hot plate	DOUBLE PLATES	1	Headquarters	30,000
Hot plate	SINGLE PLATE	1	Headquarters	30,000
Refridgerator	LG	1	Headquarters	50,000
Computer Monitor		1	Jinja	10,000
Computer Key board		1	Jinja	10,000
UPS		1	Jinja	10,000
Punching Machine		1	Jinja	10,000

Printer		1	Jinja	10,000
Printer (Nasshuatic MP-1900)		1	Jinja	10,000
CPU		1	Jinja	10,000
CPU		1	Jinja	10,000
Computer Monitor		1	Jinja	10,000
Fan		1	Jinja	10,000
Fan		1	Jinja	10,000
Gas Cylinder		1	Jinja	50,000
AC		1	Jinja	50,000
Panasonic Phone		1	Jinja	10,000
Fan		1	Jinja	10,000
Office Chair Cushion-black		1	Jinja	10,000
Office Chair Wooden		1	Jinja	10,000
Fan		1	Jinja	10,000
Bench		1	Jinja	10,000
Cabin Wooden		1	Jinja	10,000
Cabin Wooden		1	Jinja	10,000
Cabin Wooden		1	Jinja	10,000
Generator		1	Jinja	10,000
Loud Speaker		1	Jinja	10,000
Loud Speaker		1	Jinja	10,000
Loud Speaker		1	Jinja	10,000
Loud Speaker		1	Jinja	10,000
Max DJ 111		1	Jinja	10,000
TV		1	Jinja	10,000
Mega Phone		1	Jinja	10,000
Book Shelve		1	Jinja	10,000
Weighing Scale		1	Jinja	10,000
Weighing Scale		1	Jinja	10,000
Amplifier		1	Jinja	10,000
Plastic Chair		1	Jinja	10,000
Flower Table		1	Kabale	10,000
TV Stand		1	Kabale	10,000
Tv		1	Kabale	10,000
Antenna		1	Kabale	10,000
Woofers		1	Kabale	10,000
Bench		1	Kabale	10,000
Radio		1	Kabale	10,000
Video deck		1	Kabale	10,000
Decoder Zuku		1	Kabale	10,000
DVD Player/ Cd Player		1	Kabale	10,000
Chair		1	Kabale	10,000
Water Dispenser		1	Kabale	10,000
Tv		1	Kabale	10,000
Tv Stand		1	Kabale	10,000
Deck		1	Kabale	10,000
Cabinet		1	Kabale	10,000
Fridge		1	Kabale	50,000
Oxygen Cylinder		1	Kabale	50,000
Chair		1	Kabale	10,000
Huma Meter Hb		1	Kabale	10,000

Bench		1	Kabale	20,000
Bench		1	Kabale	20,000
Desk		1	Kabale	30,000
Office Chair		1	Kabale	30,000
Office Chair		1	Kabale	30,000
Office Chair		1	Kabale	30,000
Office Chair		1	Kabale	30,000
Office Chair		1	Kabale	30,000
Water Heater		1	Kabale	30,000
Old tyres (10 Tyers).		1	Kabale	30,000
Computer monitor	HP	1	Kampala	30,000
UPS		1	Kampala	30,000
UPS	DELL	1	Kampala	30,000
UPS		1	Kampala	30,000
Chair	Sofa set office chairs	1	Kampala	30,000
Chair	Sofa set office chairs	1	Kampala	30,000
Chair	Sofa set office chairs	1	Kampala	30,000
Chair	Sofa set office chairs	1	Kampala	30,000
Table	Table with different workstations	1	Kampala	30,000
Air conditioner		1	Kampala	50,000
Air conditioner		1	Kampala	50,000
Dispenser	Aqua water dispenser	1	Kampala	50,000
Telephone	Table telephone	1	Kampala	30,000
Television set	LG Television	1	Kampala	30,000
charts(6)	Sofa chair	1	Kampala	30,000
BP machine	pressure machine	1	Kampala	30,000
Office fan		1	Kampala	30,000
Television set	TV LG	1	Kampala	30,000
Chair	OFFICE CHAIR (GREY)	1	Kampala	30,000
Chair	OFFICE CHAIR	1	Kampala	30,000
Table	long table	1	Kampala	30,000
Cabinet file	wooden grey	1	Kampala	30,000
Chair	Office chair	1	Kampala	30,000
Chair	Office chair	1	Kampala	30,000
Cabinet	Wooden grey	1	Kampala	30,000
Table	Medium	1	Kampala	30,000
Cupboard	Big	1	Kampala	30,000
Shelves	Big and small	1	Kampala	30,000
Computer	Dell	1	Kampala	30,000
Monitor	Dell	1	Kampala	30,000
Printer	HP Laserfer.P2015	1	Kampala	30,000
Printer	HP laserfer.1320	1	Kampala	30,000
Printer	HP Laserfer .12055	1	Kampala	30,000
Monitor	HP 520319	1	Kampala	30,000
Monitor	Dell	1	Kampala	30,000
Monitor	HP1530	1	Kampala	30,000
Power Backup	APC	1	Kampala	30,000
Power Backup	APC	1	Kampala	30,000
Power Backup	Sollate	1	Kampala	30,000
Server	Sony	1	Kampala	50,000
Server	Sony	1	Kampala	50,000

Server	Sony	1	Kampala	50,000
CPU	Dell	1	Kampala	30,000
CPU	HP compaq	1	Kampala	30,000
CPU	Dell	1	Kampala	30,000
CPU	Hp	1	Kampala	30,000
Monitor	Dell	1	Kampala	30,000
Key board	Dell	1	Kampala	30,000
Computer	Acer	1	Kampala	30,000
Computer	Dell	1	Kampala	30,000
Computer	Dell	1	Kampala	30,000
Laptop	Dell (latitude 3510)	1	Kampala	30,000
Laptop	Dell	1	Kampala	30,000
Power backup	APC	1	Kampala	30,000
IT equipment	WD	1	Kampala	30,000
Key board		1	Kampala	30,000
Key board		1	Kampala	30,000
Bookshelf	Wooden small	1	Kampala	30,000
Drawer	Under table drawer	1	Kampala	30,000
Table	Computer table	1	Kampala	30,000
Suggestion box		1	Kampala	30,000
Air conditioner	Tandran	1	Kampala	50,000
Overhead projector		1	Kampala	30,000
Overhead projector		1	Kampala	30,000
Projector	EPSON	1	Kampala	30,000
Projector	EPSON	1	Kampala	30,000
Projector	EPSON	1	Kampala	30,000
Projector	LV-5100	1	Kampala	30,000
Projector	Sony	1	Kampala	30,000
Projector	Sony	1	Kampala	30,000
Projector	Epson	1	Kampala	30,000
Tool box		1	Kampala	30,000
Laptop	DEL	1	Kampala	30,000
Television set	Box	1	Kampala	30,000
Trolley		1	Kampala	30,000
Chair		1	Kampala	30,000
Curtains		1	Kampala	30,000
Fan		1	Kampala	30,000
Table	Wooden	1	Kampala	30,000
Table	Wooden	1	Kampala	30,000
Cabinet	Filing cabinet	1	Kampala	30,000
Table	Training Table	1	Kampala	30,000
Table	Training Table	1	Kampala	30,000
Shelf	Metallic	1	Kampala	30,000
Shelf	Metallic	1	Kampala	30,000
Shelf	Metallic	1	Kampala	30,000
Shelf	Metallic	1	Kampala	30,000
Shelf	Metallic	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000
Chair (Red)	Conference chair	1	Kampala	30,000

Chair (Red)	Conference chair	1	Kampala	30,000
Table	Computer table	1	Kampala	30,000
Table	Training Table	1	Kampala	30,000
Table	Training Table	1	Kampala	30,000
Cupboard	Wooden	1	Kampala	30,000
Table	Wooden	1	Kampala	30,000
Chair	Conference chair	1	Kampala	30,000
Loud Speaker	Titan 15	1	Kampala	30,000
Loud Speaker	Titan 15	1	Kampala	30,000
Screen	Projector screen	1	Kampala	30,000
Speaker		1	Kampala	30,000
Speaker		1	Kampala	30,000
Television set	Panasonic	1	Kampala	30,000
Television set	Sony	1	Kampala	30,000
Cabinet	Grey	1	Kampala	30,000
Fans	White	1	Kampala	30,000
Chair	Office chair	1	Kampala	30,000
Locker/cabin	Office cabin for documents	1	Kampala	30,000
Air Conditioner	Evernal fan	1	Kampala	50,000
Table	OFFICE TABLE	1	Kampala	30,000
Sign Post	RESERVED PARKING	1	Kampala	100,000
Sign Post	GO TOGETHER KNOW TOGETHER	1	Kampala	100,000
Sign Post	CTS COUNSELLING	1	Kampala	100,000
Sign Post	POSITIVE LIVING	1	Kampala	100,000
Table	FOLDABLE TABLE	1	Kampala	20,000
Sign Post	TB IS CURABLE	1	Kampala	100,000
Sign Post	SMC	1	Kampala	100,000
Easel	METALIC	1	Kampala	30,000
Generator		1	Kampala	100,000
Refridgerator	SOAR POWERED	1	Kampala	100,000
Refridgerator	SOLAR POWERED	1	Kampala	100,000
Refridgerator	SOLAR POWERED	1	Kampala	100,000
Refridgerator	SOLAR POWERED	1	Kampala	100,000
Key board		1	Soroti	30,000
System Unit		1	Soroti	30,000
Printer		1	Soroti	50,000
Water Dispenser		1	Soroti	50,000
Printer		1	Lira	50,000
Chair		1	Lira	20,000
Table		1	Lira	30,000
Table		1	Lira	30,000
Cabinet		1	Lira	30,000
Sign post		1	Lira	100,000
Tables		1	Lira	30,000
Tables		1	Lira	30,000
weighing scale		1	Lira	20,000
Microtel phone		1	Lira	10,000
D-Link. (10/ 100 Fast Ethernet Switch		1	Lira	20,000
Audioline Tel 18		1	Lira	20,000
Calculator CASIO (DJ-		1	Lira	10,000

Del cpu		1	Mbarara	20,000
Del cpu		1	Mbarara	20,000
Bunsen burner		1	Mbarara	20,000
UPS		1	Mbarara	20,000
Gas cylindrer 15 kg		1	Mbarara	20,000
Africel modem		1	Mbarara	10,000
Split room air conditioner/AC		1	Mbarara	50,000
Armless Chair		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Mobile Drawers		1	Soroti	20,000
Diesel Generator		1	Soroti	100,000
Diesel Generator		1	Soroti	100,000
Wall Clock		1	Soroti	10,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000
Foldable Chair		1	Soroti	20,000

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 19th February 2026 to 19th March 2026 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 19th March 2026.
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

19th March 2026 at 11:30am

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

	Activity	Date
a.	Publish bid notice	19 th February 2026
b.	Inspection of assets	19 th February 2026 to 19 th March 2026
c.	Bid closing date	19 th March 2026 at 11:00am
d.	Bid opening date	19 th March 2026 at 11:30am
e.	Evaluation process	20 th to 24 th March 2026
f.	Display and communication of best evaluated bidder notice	30 th March 2026
g.	Contract award and signature	1 st April 2026

PART 1: Bidding Procedures

Instructions to Bidders

SALE OF USED VEHICLES AND MOTORCYCLES

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 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;

-
- (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.

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: 18th March 2026

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: 19th February 2026 to 18th March 2026.

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 1st May 2026.

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.

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: 19th March 2026.

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.**

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.

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 1st May 2026

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: _____

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
	TOTAL FOR ITEM:	

Bid Submitted By:

Signature: _____

Name: _____

Date: _____ (DD/MM/YY)

Address: _____

Tel No: _____

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS¹

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.

AUTHORISED SIGNATORY

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	MAKE	
Lot 1	UAA 554Y	TOYOTA LAND CRUISER	
Lot 2	UAJ 060Y	TOYOTA LANDCRUISER HARDTOP	
Lot 3	UAG 613E	TOYOTA LAND CRUISER	
Lot 4	UAL 156P	TOYOTA LANDCRUISER HARDTOP	
Lot 5	UAA 903Y	TOYOTA LAND CRUISER	
Lot 6	UAA 762X	MERCEDES BENZ SPRINTER	
Lot 7	UAM 123F	TOYOTA HILUX VIGO	
Lot 8	UAA 901Y	TOYOTA HILUX	
Lot 9	UAA 900Y	TOYOTA HILUX	
Lot 10	UAS 235N	TOYOTA LAND CRUISER	
Lot 11	UAF 625C	TOYOTA HILUX	
Lot 12	UAF 972N	TOYOTA HILUX	
	Motorcycle		
Lot 13	UAC 574Y	Honda	
Lot 14	UAC 575Y	Honda	
Lot 15	UAC 503Y	Honda	
Lot 16	UAC 576Y	Honda	

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.