



## **INVITATION TO TENDER**

Uganda

5<sup>th</sup> February 2025

**Reference: UGA/PFA/SEATINI/001/2025**

### **EXPRESSION OF INTEREST FOR THE PROVISION OF A BRAND-NEW MOTOR VEHICLE**

**SUBMISSION DEADLINE:** 5:00 PM, 5th March 2025

**PRE-SUBMISSION CLARIFICATION MEETING:** Not Applicable

**QUESTIONS/CLARIFICATIONS:** [procurement@seatiniuganda.org](mailto:procurement@seatiniuganda.org)

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## PART 1 – INVITATION TO TENDER

### 1.1 Introduction to (Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI) Uganda

SEATINI is a sub-regional Non-Governmental Organization (NGO) dedicated to advancing pro-development trade, investment, fiscal, and related policies to foster sustainable and equitable development, as well as improved livelihoods in Uganda and the broader East African Community (EAC). The organization focuses on enhancing the capacity of stakeholders to influence trade, fiscal, and investment policies and processes through research, advocacy, information generation and dissemination, capacity building, public interest litigation, alliance-building, and networking.

Through raising awareness, building stakeholders' capacity and joint advocacy, public interest litigation, networking and alliance building, information generation and sharing, we stimulate dialogue between stakeholders and government and promote indigenous alternatives for improved livelihoods and sustainable development.

**Vision:** “A strong and confident Africa in world Trade”

**Mission:** “To strengthen stakeholders’ capacity to influence trade, fiscal and investment related policies and processes for sustained equitable development and improved livelihoods in Uganda and the East African region”.

For more information, please visit [www.seatiniuganda.org](http://www.seatiniuganda.org).

### 1.2 Instructions

All bidders must complete all sections of the Bidder Response Document as outlined in Part 3. Incomplete submissions may result in disqualification. For any clarification or guidance, please contact SEATINI at [procurement@seatiniuganda.org](mailto:procurement@seatiniuganda.org).

### 1.3 Activity Overview

Item	Description
Goods/Services	Supply of a brand-new Toyota Hiace Van, right-hand drive (RHD)
Outcome of Tender	Contract or Local Purchase Order (Fixed Price or Non-Fixed Price)
Duration of Award	1 month
Currency	UGX (Ugandan Shillings)

Please refer to Part 2 for detailed specifications.

## 2 AWARD CRITERIA

SEATINI will evaluate all bids based on the following criteria:

## 2.1 Essential Criteria

Bidders must meet all essential criteria in order to proceed to the next stage of evaluation. Any bids that do not meet the essential criteria will be excluded from the process.

## 2.2 Sustainability Criteria (10%)

Evaluation will assess the environmental impact of the vehicle, including its fuel efficiency, emissions, and sustainability plans.

## 2.3 Capability Criteria (50%)

This will evaluate the bidder's ability to meet the technical and operational requirements specified.

## 2.4 Commercial Criteria (40%)

Evaluation of the price competitiveness, payment terms, and other commercial conditions.

## 3 VETTING

All successful bidders will undergo a vetting process to ensure compliance with SEATINI's procurement policies and regulations. This includes screening against global sanctions and terrorism lists.

## 4 BIDDER INSTRUCTIONS

### 4.1 Timescales

Activity	Date
Issue Invitation to Tender	5 <sup>th</sup> February 2025
Deadline for Questions from Bidders	10 <sup>th</sup> February 2025
Deadline for Bid Submission	5 <sup>th</sup> March 2025, 5:00 PM
Award Notification	10 <sup>th</sup> March 2025

### 4.2 Submission Format & Bidder Response Document

Bidders are required to submit their bid using the template provided in the Bidder Response Document in Part 3. Incomplete or incorrectly formatted bids will not be considered.

#### Submission Methods

- **Paper Submission:**  
Two paper copies should be sent to SEATINI at the address below:  
**Southern and Eastern Africa Trade Information and Negotiations Institute (SEATINI)**



Plot 806, Block 213, Bukoto-Kisaasi Road, P.O Box 3138, Kampala, Uganda  
Tel: +256 414 540856

Bids should be in a sealed envelope marked "The Procurement Committee - SEATINI" and referencing the tender number **UGA/PFA/SEATINI/001/2025**

- **Electronic Submission:**

Send a PDF version of your bid to [procurement@seatiniuganda.org](mailto:procurement@seatiniuganda.org) with the subject line: "Invitation to Tender **UGA/PFA/SEATINI/001/2025**".

#### **4.3 Closing Date for Bid Submission**

All bids must be submitted no later than **5:00 PM on 5th March 2025**. Late submissions will not be considered.

#### **4.4 Key Contacts**

For inquiries, please contact:

**Procurement Desk:** [procurement@seatiniuganda.org](mailto:procurement@seatiniuganda.org)

## **5 PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

### **5.1 Specific Requirements for the Brand-New or Foreign Used Motor Vehicle**

- **Manufacture Year:** 2018 and above
- **Transmission:** Manual or Automatic
- **Displacement:** 2000cc – 3000cc
- **Fuel:** Diesel
- **Body Style:** Van / Minivan
- **Steering:** Right
- **Exterior Color:** White
- **Drive Type:** 2WD or 4WD
- **Doors:** 4
- **Seats:** 14-15
- **Gross Weight:** 2800-3000 kg
- **Dimension:** 470cm × 170cm × 198cm = 15.82m<sup>3</sup>
- **Ground Clearance:** 195 cm
- **Fuel Consumption:** Mixed cycle (l/100 km)

### **5.2 Additional Information**

Please provide any additional information that may improve your bid.

## 6 PART 3 – BIDDER RESPONSE DOCUMENT

### 6.1 Introduction

Bidders must complete the following sections of the Bidder Response Document:

- **Section 1:** Essential Criteria
- **Section 2:** Capability & Sustainability Questions
- **Section 3:** Commercial Questions
- **Section 4:** Bidder Submission Checklist

### 6.2 Instructions

All sections of the Bidder Response Document must be completed. Incomplete responses may result in disqualification.

## 7 SECTION 1 – ESSENTIAL CRITERIA

Item	Question	Bidder Response
1	Fulfilment of specifications as per section 5	Yes/No
2	Non-affiliation with terrorism or dual-purpose goods	Yes/No
3	Compliance with sanctions laws	Yes/No
4	Business Registration, Tax number, and Trading License	Yes/No
5	Full Business Address	Details

## 8 SECTION 2 – CAPABILITY QUESTIONS

Item	Question	Bidder Response
1	Client references for similar projects	[Client Details]
2	Commitment to quoted price and terms	[Yes/No]
3	Additional benefits proposed	[Details]

## 9 SECTION 3 – SUSTAINABILITY QUESTIONS

Item	Question	Bidder Response
1	Fuel efficiency and comparison to industry benchmarks	[Details]
2	Spare parts availability and pricing	[Details]

3	Spare parts availability and pricing	[Yes/No]
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## 10 SECTION 4 – COMMERCIAL QUESTIONS

Item	Specification	Unit Quantity	Unit Price
1	Toyota Hiace Van, Right-Hand Drive		
2			
3	<b>Grand Total</b> including VAT 18%		