



# INVITATION TO TENDER

Uganda

22<sup>nd</sup> January 2025

Reference: USAID/PFA/CSBAG/001/2025

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

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**SUBMISSION DEADLINE: 5:00 PM ON 7th / February / 2025**

**PRE-SUBMISSION CLARIFICATION MEETING: NA**

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



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## PART 1 – INVITATION TO TENDER

### 1.1 INTRODUCTION TO CIVIL SOCIETY BUDGET ADVOCACY GROUP (CSBAG)

The Civil Society Budget Advocacy Group (CSBAG) is a coalition formed in 2004 to bring together CSOs at national and district levels to influence government decisions on resource mobilization and utilization for equitable and sustainable development. CSBAG was created out of a desire to collectively influence government and effectively participate in setting national budget priorities.

**Our Vision** – A Uganda with a people centered budget that dignifies humanity.

**Our Mission** – Working towards ensuring that resource mobilization, allocation and utilization is inclusive for a transformed Uganda.

For more information on the work we undertake and recent achievements, visit our website [www.csbag.org](http://www.csbag.org)

### 1.2 INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by CSBAG. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Civil Society Budget Advocacy Group (CSBAG) through using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

### 1.3 ACTIVITY OVERVIEW

Item	Description
<b>Description of Goods / Services</b>	<b>Supply of Brand-new Double Cabin, pickup truck, Right Hand Drive (RHD)</b>
<b>Outcome of Tender</b>	<i>Contract/Local Purchase Order (Fixed Price or Non-Fixed Price) – the successful supplier will be awarded a 'Fixed Contract' or Local Purchase Order. Within the Contract the terms of supply (e.g., indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g., specifications, lead times etc.).</i>
<b>Duration of Award</b>	<b>1 month</b>
<b>Currency</b>	<b>UGX</b>

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.



## 2 AWARD CRITERIA

CSBAG is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### 2.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

### 2.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria preference will be given for low-emission or hybrid models.

### 2.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidder's ability, in relation to the goods and services required. Bids will be evaluated against the same pre-agreed Criteria.

### 2.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## 3 VETTING

All successful bidders will undergo a vetting process as part of our commitment to compliance with CSBAG's procurement rules and procedures. This vetting process includes screening bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists, and Politically Exposed Persons (PEP) Lists.

The vetting process will take place after the award decision and before any contract is signed or Local Purchase Order (LPO) is issued. The Civil Society Budget Advocacy Group (CSBAG) reserves the right to withdraw the award decision if any information provided by the bidder during the tender process is found to be incorrect during vetting or at any other stage of the procurement process.

This vetting process will also ensure compliance with USAID regulations, including anti-terrorism provisions, and guarantees that only qualified, responsible suppliers are selected. By submitting a proposal, the bidder agrees to comply with all USAID rules and regulations concerning procurement.

## 4 BIDDER INSTRUCTIONS

### 4.1 TIMESCALES

Activity	Date
<b>Issue Invitation to Tender</b>	22 <sup>nd</sup> January 2025
<b>Pre-Submission Clarification Meeting</b>	NA
<b>Deadline for questions from Bidders</b>	28 <sup>th</sup> January 2025
<b>Deadline for Bid Submission</b>	7 <sup>th</sup> February 2025 5:00 PM
<b>Bid Clarifications</b>	30 <sup>th</sup> January 2025
<b>Award Contact/Local Purchase Order</b>	28 <sup>th</sup> February 2025



## 4.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids shall be submitted by:

### a) Paper Submission

- Two paper copies submitted on Bidders headed paper to  
**Civil Society Budget Advocacy Group (CSBAG)**  
**Plot 11 Vubya Close, Ntinda Nakawa Rd**  
**P.O Box 660 ,Ntinda Kampala-Uganda**  
**Tel: 256 755202154**
- Bids should be submitted in a single sealed envelope addressed to “The Procurement Committee-Civil Society Budget Advocacy Group” or via the CSBAG official procurement email “[procurement@csbag.org](mailto:procurement@csbag.org)”.
- The envelope should clearly indicate the Invitation to tender reference number (**USAID/PFA/CSBAG/001/2025**) but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### b) Electronic submission

- Bid documents should be submitted to the official CSBAG email [procurement@csbag.org](mailto:procurement@csbag.org) in pdf and in one folder clearly stating the subject as “**invitation to tender USAID/PFA/CSBAG/001/2025**”.

## 4.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **5:00 pm on 7<sup>th</sup> February 2025**.

Bids must remain valid and open for consideration for a period of no less than 60 days.

## 4.4 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Procurement Desk	<a href="mailto:procurement@csbag.org">procurement@csbag.org</a>

Please be advised local working hours are 8:00 am to 5:00 pm. Please allow up to 5 days for a response.

Where the enquiry may have an impact on other bidders within the process, Civil Society Budget Advocacy Group (CSBAG) will notify all other Bidders to maintain a fair and transparent process.

## 5.0 PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### 5.1. SPECIFIC REQUIREMENTS FOR THE BRAND-NEW MOTOR VEHICLE

#### 5.2. SPECIFICATIONS

Minimum Specifications		Quantity
Parameter	Detail	
1. <b>Body Style</b>	Double Cabin, pick-up truck, Right-hand drive (RHD)	1
2. <b>Wheel Type</b>	Four-Wheel Drive (4x4) or All-Wheel Drive (AWD)	
3. <b>Engine</b>	Minimum 4 cylinders, Displacement: 2000cc and above	
4. <b>Fuel Type</b>	Diesel/ /Hybrid (Environmentally preferred options will be considered)	
5. <b>Color</b>	Any	
6. <b>Transmission</b>	Manual (6-speed) or Automatic	
7. <b>Dimensions</b>	Ground clearance of 300mm	
8. <b>Safety Features</b>	Anti-lock Braking System (ABS), Dual Airbags, Alarm System, Engine Immobilizer; (Desirable additional features include a bull bar and winch)	
9. <b>Passenger Capacity</b>	Minimum 5 (including driver), with seat belts conforming to international safety standards	
10. <b>Environmental Standards</b>	Preference for low-emission or hybrid models	
11. <b>Accessories</b>	<p>Central locking, tow hooks, AM/FM Radio with USB, fire extinguisher, first-aid kit</p> <p>Heavy-duty metal guards for both front and rear protection (e.g., bull bar, rear bumper guard) to prevent damage during off-road use.</p> <p>Side step guards for easy access to the vehicle and added protection.</p> <p><b>Winch:</b> A high-capacity, electric winch (e.g., 9,000–12,000 lbs) for off-road recovery, mounted on the front bumper or chassis, with an integrated remote control.</p> <p><b>First Aid Kit:</b> Comprehensive kit for medical emergencies.</p> <p><b>Fire Extinguisher:</b> Easily accessible and mounted for emergencies.</p> <p><b>Heavy-duty Floor Mats:</b> To protect the interior during off-road use.</p>	
12. <b>Warranty</b>	Minimum 3 years/100,000 km	



13.	<b>Year of Manufacture</b>	2023 and above	
14.	<b>Owner's Manual</b>	English	
15.	<b>Delivery Time</b>	Within 2 weeks of receiving a Local Purchase Order (LPO)	
16.	<b>Country of Manufacture</b>	Authorised USAID Principle geographical code 937	

### 5.3. ADDITIONAL INFORMATION

Provide any additional information that is not included in the specifications but can improve your bidding.



## 6.0 PART 3 – BIDDER RESPONSE DOCUMENT

### 6.1 INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### 6.2 INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by CSBAG. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Civil Society Budget Advocacy Group (CSBAG) through using the contact details provided for guidance.
- A bidder is required to submit one bid but the quote may contain multiple vehicles.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## 7.0 SECTION 1 - ESSENTIAL CRITERIA

7.1 INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	The bidder fulfils the specific requirements of the supply of a brand-new motor vehicle under section 6		
2	The Supplier confirms they are not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.		
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America and accepts that CSBAG will undertake independent checks to validate this.		
4	<p>The Bidder confirms they are fully qualified, licensed and registered to trade with CSBAG (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Trading license</li> </ul>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Trading License	
5	Legitimate Business Address (Full address)	Indicate	

## 8.0 SECTION 2 – CAPABILITY QUESTIONS

8.1. Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	<p><b>REFERENCES</b> Bidder shares two (3) clients to attest their experience in providing services similar to those included within the scope of this tender. Clients provided must be for similar projects within a similar environment / context to that in which CSBAG operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by CSBAG)</i></p>	<b>Client Name</b>	<b>Contact Details (Name &amp; Email)</b>	<b>Project Description</b>
		1)		
		2)		
		3)		
2	<p>Supplier guarantees;</p> <ul style="list-style-type: none"> <li>• Commitment to the quoted price and terms ie the supplier guarantees that the quoted price, terms and conditions are accurate and will be honoured the duration specified in the bid</li> <li>• No withdraws or alterations: Supplier agrees not to alter/change or withdraw their quotation within the bid validity period</li> </ul>	<b>Bidder Response</b>		<b>Attachment(s)</b>
3	Supplier has additional benefits proposed to CSBAG (Mention these)	<b>Bidder Response</b>		<b>Comments</b>
4		<b>Bidder Response</b>		<b>Comments</b>



	Attach 3 previous orders / contracts / Framework Agreements of completed vehicle supplies preferably from NGOs in the last 4 years	
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### SECTION 3- SUSTAINABILITY QUESTIONS

Item	Question	Bidder response
1	What is the fuel efficiency of the proposed vehicle and how does it compare to industry benchmarks?	
2	Are the spare parts locally available and are they reasonably priced?	
3	Does the supplier have a sustainability plan to ensure a steady supply of spare parts over the vehicles' lifecycle.	
4	Is the quoted vehicle environmental/ eco-friendly (Specify if any)	
5.	What period of warranty is the supplier willing to provide	
6.	Is the supplier willing to provide discounts and flexible payment terms (Indicate percentage of discount)	
7.	Does the supplier offer probono services like free servicing after purchase, minor car repairs or free consultations	

### SECTION 4 – COMMERCIAL QUESTIONS

Item No.	SPECIFICATION	UNIT	QUANTITY	UNIT PRICE
1	Double Cabin, pickup truck, Right-hand drive (RHD)		1	
		<b>SUB TOTAL</b>		
		<b>VAT 18% If Applicable</b>		
		<b>GRAND TOTAL</b>		



2	Duration for quotation validity			
3	Acceptable payment terms			
4	Are there penalties or additional charges for delayed payment			
5	What is the lead time for vehicle delivery after issue of LPO			
6	Is insurance included in the purchase, or will it be facilitated by the supplier			
7	Are there any penalties for non performance or delayed delivery			
8	Are there any available discounts			
9	What additional accessories will be provided			

## SECTION 5 – BIDDER SUBMISSION CHECKLIST

**We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:**

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

**We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	



	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Business/Company Profile	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

We, the Bidder, hereby confirm that we shall not undertake in any illegal or corrupt practices that will put the organisation at risk of liability

We confirm that Civil Society Budget Advocacy Group may in its consideration of our offer, and subsequently, rely on the statements and information made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....