



Open Space Centre

Request for Proposal (RFP)

For

**SUPPLY OF MOTOR VEHICLE AS SPECIFIED IN
ANNEX D**

Dates to consider	
Issue of Request for Proposal	<i>Date 11th July 2025</i>
Bidders return signed Intent to Bid forms due date (Digital)	<i>Date 18th July 2025</i>
Bid submission due date (Physically)	<i>Date 25th July 2025</i>
Evaluation of Bids	<i>Date 28th July 2025</i>
Supplier Visit / Due diligence	<i>Date 29th July 2025</i>
Award of Business and contract signing	<i>Date 30th July 2025</i>

About Open Space Centre OSC, *(the purchaser)*.

The Open Space Centre (OSC) is registered by the national NGO Bureau as a not-for-profit youth development agency that works to create dynamic spaces and opportunities for young people to fulfil their development and civic potential. Founded in 2009, the organization has grown into a leading youth-led and focused agency, with grounded experience in community youth organizing and mobilization as well as convening debate and dialogue platforms at all levels. Beyond physical platforms, the organization has relied on the use of digital tools such as social media to bolster its programmes delivery and outcomes. Open Space currently has a national level presence, with a secretariat based in the capital Kampala and a network of partners and field staff spread across the country

The Request for Proposal (RFP)

This RFP is an equal opportunities invitation to all qualified and interested vendors to submit their proposals. It is the intent of this RFP to secure credible and competitive proposals to aid the selection of a vendor for the Supply of a motor vehicle as highlighted in ***Annex A***

Item No.	REFERENCE	DESCRIPTION
1	OSC/SYCP/002/2025	Supply of Motor Vehicle. Toyota Hiace 15-Seater

Interested bidders should be legal entities fully compliant with the existing legal and regulatory compliance requirements of the Government of Uganda.

Cost of Bidding.

The Bidder shall be responsible for all costs associated with the preparation and submission of their bid, and OSC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The Bidding Documents.

The Bidder is advised to provide all the required information during the submission of bidding documents. Failure of the prospective bidder to avail the information required shall result in bid rejection.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document).*
- *Vendor Information Form (Annex B)*
- *Intent to bid. (ANNEX A). This must be returned to OSC latest 18th July 2025 on e-mail procurement@openspaceyouth.org and copy (mnankya@openspaceyouth.org)*

- Financial Offer Sheet (*Annex C*)

Clarification of Bidding Documents.

A prospective Bidder requiring clarification of the bidding documents may notify Open Space Centre in writing at procurement@openspaceyouth.org. The request for clarification must reach the purchaser not later than **17th July 2025**.

Language of the Bid.

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser (OSC) shall be written in English.

Contents of the Bid.

The submitted bid shall include the following information. (Annex A - Intent to Bid Form, Annex B - Vendor Information Form, Annex C - Financial Offer Sheet, Annex D- Specifications and sample details, E - References.

Eligibility documents that will be checked before technical evaluation.

- a) *Profile of the company*

Color/clear copies of the following.

- b) *Certified copy of Trading License.*
- c) *Certified copy of income Tax Clearance.*
- d) *Copy of VAT Registration Certificate (If applicable).*
- e) *Certificate of Business Registration.*
- f) *Memorandum and Articles of Association.*
- g) *Valid Trading license.*

Technical (Envelop/Folder).

Bidders shall provide the schedules listed below in their own formats.

- a) *Delivery terms: Refers to Bidder providing a mutually beneficial delivery schedule.*
- b) *Evidence of experience.*
- c) *Evidence of supply of items similar in nature and complexity over the last two consecutive years*
- d) *Provide three (3) references from current or past clients.*
- e) *Evidence of capacity to deliver:*

Financial Envelope

- a) *Financial offer sheet (Annex C)*
- b) *Bank statements for the last three months (June 2025, May 2025, April 2025)*
- c) *Vendor Information form (VIF) - Annex B, signed and stamped.*

- d) *Signed and stamped letter to OSC (Purchaser) by the contractor that 100% of the work shall be completed using contractor's own resources or capabilities of getting loan-letter from a financial institution if contractor doesn't have resources of their own to do the work.*
- e) *Other important documents a bidder feels need to be attached to support their bid.*

Important Notice: *Bidders are required to prepare one Bid file with Clear separators indicating Eligibility, Technical and Financial Criteria.*

Bid Prices.

The Bidder shall clearly indicate the unit price of the items on the price list. All unit prices shall be clearly indicated in the space provided in the Price List, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (6) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces.

Bid Currency

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Ugandan Shillings (UGX)**.

Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

Format and signing.

The original bid shall be signed by the Bidder or by a person or people authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or people signing the bid and stamped with the Bidder's company seal.

Bidder non-collusion.

OSC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender.
- b) Separate companies owned by the same person submit separate bids for the same tender.
- c) Employees of a bidding company submit separate bids through companies they own for the same tender.

- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or sister companies, etc.) shall not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future OSC tenders. On the other hand, one bidder may submit more than 1 (one) offer but not more than 2 (two) offers in response to this tender if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.

Submission and Marking of Bids:

Bidders shall submit sealed bids addressed to the Procurement Committee, at Open Space Centre physically and online physically at OSC head office in Nakawa at Plot 1564, Odur Lane Ntinda Kiwatule Road latest **28th July 2025 4:00PM (East African Standard Time)**. Bids submitted after the deadline will not be accepted. The **(Purchaser)** may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the **(Purchaser)** and Bidders, as documented in the RFP, will be applicable to the new deadline.

Bidders shall sign the bid register form at the reception of the OSC office indicating their company name, telephone number, and date of submission.

Format

The bidder's submission shall include one sealed envelope (featuring the Eligibility, Technical and financial Proposal). The reference number and description should be indicated at the back of the sealed envelope.

The eligibility documents required for evaluation and comparison of bids as requested in the "Bid Opening and Evaluation" (section E) below should be submitted together with the technical proposal envelop/folder should be properly labeled as "Technical Proposal". The financial proposals should also be properly labeled as "Financial Proposal". And the lot submitted should have its sealed envelope properly marked with **Reference number: OSC/SYCP/002/2025**

Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid will be modified after the deadline for submission of bids.

Evaluation of Bids

Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether bids are generally in order.

Evaluation and Comparison of Bids

Bids determined to be substantially the eligibility criteria above will be considered and evaluated by the OSC Procurement Committee, with the below scoring criteria.

Evaluation CRITERIA	Description	Weight (%)
Eligibility	Bidder's demonstrated ability through presenting all the items highlighted under the section on 'contents of the bid' above.	Preliminary to pass to the next stage

TECHNICAL EVALUATION CRITERIA

Evaluation CRITERIA	DESCRIPTION	WEIGHT (%)
<i>Delivery terms</i>	<i>Refers to Bidder providing the most mutually beneficial delivery schedule.</i>	5%
Capacity	<i>Tenderers must provide evidence demonstrating their capacity to supply the vehicle required</i>	10%
<i>Evidence of experience</i>	<i>Evidence of experience: Bidders Evidence of supply of items similar in nature and complexity over the last two consecutive years</i>	15%
<i>Conformance of Specification</i>	<i>Bidder's ability to supply: The vehicle with specifications highlighted in Annex D</i>	20%
TOTAL% SCORE		50%

COMMERCIAL/FINANCIAL CRITERIA

Evaluation CRITERIA	DESCRIPTION	WEIGHT (%)
Ability to complete most of the work on its own finances	<i>Signed and stamped letter to OSC (Purchaser) by the vendor confirming that 100% of the delivery shall be completed using the vendor's own resources or capabilities of getting a loan-letter from a financial institution if the vendor doesn't have resources of their own to do the work, Bank statements for the last three months Bank statements for the last three months (June 2025, May 2025, April 2025)</i>	5%
Payment Terms	<i>Refers to the bidder providing the most favorable terms of payment. The Purchaser payment terms are to be paid within 30 calendar days of acceptance of service or goods and receipt of invoice.</i>	10%
Financial Proposal	<i>Most competitive offer as per Financial Offer sheet Annex C</i>	35%
TOTAL% SCORE		50%

Contacting the Purchaser

No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified Contractor is announced.

Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and selected for the supply of motor Vehicle. At this stage OSC may also choose to negotiate with the selected bidder to finalize the offer.

Inspection.

The Purchaser shall have the right to inspect the available choices to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputable relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

Contract award and notification.

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter a contract and perform its obligations satisfactorily.

Conflict of Interest and Legal Compliance.

- a) Vendor hereby warrants that, to the best of its knowledge, no OSC employee, officer, consultant, or other party related to OSC has a financial interest in the Vendor's business activities.
- b) Vendor hereby warrants that, to the best of its knowledge, no OSC employee, officer, consultant, or other party related to OSC has a family relationship with the vendor's owners.
- c) Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future OSC activities.
- d) The vendor hereby warrants that the organization is not conducting business under other names or aliases that have not been declared to OSC.
- e) Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- f) Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Disclaimer.

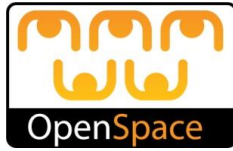
The Purchaser reserves the right to alter the dates of the timelines of the bid. The Purchaser does not bind itself to accept the lowest or any proposal.

Annexes:

Annex A	Intent to Bid Form
Annex B	Vendor Information Form
Annex C:	Financial Offer sheet
Annex D	Specifications and sample details
Annex E	References

Note to Bidders: Financial offers must be submitted in accordance with the Price Schedule provided under Annex C of this RFP document. Do not use your own format.

ANNEX A: INTENT TO BID FORM



Open Space Centre. Intent to Bid.

Company Name _____

It is the intent of this company to submit a response to the Request for Proposal Ref Number OSC/SYCP/002/2025 (**Supply of Motor Vehicle**).

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Digital Signature _____

Designation of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obliges this company to participate in this process.

ANNEX B:



Open Space Centre Vendor Information Form

The information provided will be used to evaluate the Company before contracting with OSC
Please complete all fields. Fields marked () are mandatory.*

Vendor Information

*Company\Organization Name		
*For individual consultants, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name:	Last Name:
	Phone Number:	Email Address:
*Email address of Accounts Receivable person or team		

*Email address to which Purchase orders should be sent	
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	
Vendor's Initials	

Financial Information

*Bank Name and Address	<u>Please include the full bank address, must include the country.</u>		
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (OSC)</u>		
*Specify Standard Payment Terms (Net, 15, 30 days etc)			
*Payment Method (select all that applies)	Payment by:	<u>Check:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Wire Transfer:</u> Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor preferred Currency			
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract.</u>		

*Routing Number (Branch code/ Sort code if applicable)	This field is to be completed upon notification of <u>awarding of order\contract.</u>
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Intermediary Banking Information *(to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)*

*Bank Name and Address	Please include the full bank address, must include the country.
*Bank Branch code	This field is mandatory if international wire transfer transits through an <u>intermediary bank.</u>
*Bank account number	This field is mandatory if international wire transfer transits through an <u>intermediary bank.</u>
BIC/Swift code (if applicable)	This field is mandatory if international wire transfer transits through an <u>intermediary bank.</u>

Product/Service Information

List Range of Products/Services Offered.	
Basis For Pricing (Catalog, List, etc.)	

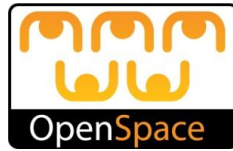
Vendor's Initials

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Documentations as applicable:

*Registration	Provided: <input type="checkbox"/>	Comment:
	Not provided: <input type="checkbox"/>	
*Tax Identification Number	Provided: Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

ANNEX C



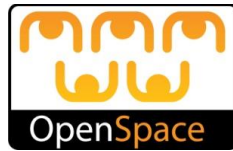
Open Space Centre Financial Offer sheet

Refer to the attached Financial Offer Sheet to fill in your prices.

All unit rates should have applicable taxes including VAT as OSC will not pay any tax not included in the unit rate. OSC shall not be responsible for any arithmetic errors in the financial bid document hence Bidders are requested to compute the totals carefully.

S/N	Item Description	Qty	Unit Price	Tax rate (18%)	Total
1	Supply of <i>Motor vehicle Toyota Hiace</i>	1			
				Sub-total	
	VAT 18%			Taxes/Vat	
				Amount	

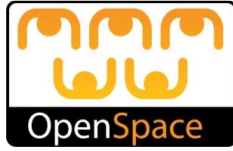
ANNEX D



Model	1 KD FTV
Cylinders	4 cylinders
Valve Mechanism	16 Valve DOHC
Displacement	2982
Bore & stroke (<i>mm</i>)	92.0 x 103.0
Compression Ratio	16.0
Maximum Output (<i>Ps/ Rpm</i>)	136/ 3400
Maximum Toque (<i>Nm/ Rpm</i>)	300/ 1200-2400
Fuel System	Common Rail Type
Emission Standard	Euro
Transmission	Automatic
Running Ground Clearance (<i>mm</i>)	185
Suspension: (<i>front and rare</i>)	Double Wishbone Leaf Spring Rigid Axle
Breaks: (<i>front and rare</i>)	Ventilated Disc Brakes Leading -Trailing Drum Brakes
Steering System	Hydraulic
Tires and Disk wheels	195/R15C
Fuel Tank Capacity <i>Ltr</i>	70
Seating Capacity (<i>persons</i>)	15
Doors	5

Detailed breakdown of the clear specifications.

ANNEX E



References

Provide three (3) references from current or past clients)

No	Name	Phone Number	Email Address
1.			
2.			
3.			