



MU-JHU Care LTD  
MU-JHU Research Collaboration  
Makerere University, Kampala  
Johns Hopkins University, Baltimore  
P.O.Box 23491 Kampala, Uganda  
Tel: (+256) 200 404 100/ (+256) 414 541 044



<b>REQUEST FOR QUOTATION (Form-1)</b>					
<b>FACSIMILE COMMUNICATION</b>					
	URGENT		<b>NORMAL</b>		ROUTINE
To:					
Attention :	Sales				
From:	MU-JHU CARE LTD /Procurement Unit				
Date:	03/07/2025				
<b>BIDDER DETAILS</b>					
Bidder's Legal Name					
Authorized Name & Signature					
Bidder's Company Stamp					
Date					
<b>SUBJECT OF PROCUREMENT</b>					
RE:	REQUEST FOR QUOTATION FOR SUPPLY OF A BRAND-NEW STATION WAGON VEHICLE				
Bid No.:	MU-JHU -0238-2025-RFQ - FOR SUPPLY OF A BRAND-NEW STATION WAGON VEHICLE				
<b>If you do not receive all pages, please contact us immediately. Thank you.</b>					

## 1. CONTRACT PRICE

- a) The Lump Sum Price set forth shall be the all-inclusive payment to cover all the costs and expenses in connection with bidder's performance of the Agreement, including but not limited to labor, equipment, materials, facilities, insurance, taxes overheads, profit, transportation, and other miscellaneous expenses of whatsoever nature. No other payment shall be made by the MU-JHU CARE LTD.
- b) The bidder shall not be entitled to any additional payment of any kind whatsoever whether under the Agreement or otherwise on the grounds that bidder did not or could not foresee any fact, matters, risks, circumstances, events, causes or actions which may affect or have affected the execution, cost and completion of the Work and the Agreement.

## 2. LUMP SUM PRICE

The Lump Sum Price under this Agreement is UGX.....

**MU-JHU CARE LTD kindly requests your best firm offer for the following:  
COST BREAKDOWN & TECHNICAL SPECIFICATIONS**

<b>SUMMARY OF TABLES - LUMP SUM BREAKDOWN BY COMPONENT</b>
--



MU-JHU Care LTD  
MU-JHU Research Collaboration  
Makerere University, Kampala  
Johns Hopkins University, Baltimore  
P.O.Box 23491 Kampala, Uganda  
Tel: (+256) 200 404 100/ (+256) 414 541 044



Sn.	Description	UOM	QTY	Unit Cost	Total Cost
1	Supply of Brand-New Station Wagon vehicle with basic specifications listed below;	Piece	1		
	Sub Total				
	VAT – If Applicable				
	GRAND TOTAL				

#### INSTRUCTIONS TO BIDDERS INCLUDE;

- The quotation should be valid at least **60 days** from date of deadline.
- All documents, (markings and labelling if applicable) should appear in English only
- Indicate expiry period for medical medicines/ medical sundries and other categories where applicable
- Indicate country of origin for supplies. N/A
- **Provide the proposed delivery Period:**
- All bidder's information on the quotation should be presented on bidders headed paper
- Site visit and assessment of works: **N/A**
- Bidders shall be fully aware of Ugandan laws and regulations including but not limited to those of Tax, Labor, Social Security, Customs duties and their latest amendments.
- Delivery place: **MUJHU Offices in Mulago**
- Currency: Quotation to be given in UGX only. (Explain exceptions)
- Payment Terms: By EFT and when determined by the company within 30 days upon complete delivery of goods/service.
- Payment schedule  
The lump sum price of the work will be paid upon submission of the final deliveries, reports and other documents to and acceptance by MUJHU Care Ltd.  
**Note:** The payment of Milestone shall satisfy the other requirements under the Contract.
- Invoicing:  
Timing of Invoicing: Upon completion of the service/delivery in accordance with the terms of agreement
- **Opening of Bids:** Bids will be opened internally after closing time.
- **Evaluation of Bids:** The evaluation of Bids will use the Technical Compliance Selection methodology as detailed below:
  1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Quotations on a pass/fail basis;
  2. Detailed evaluation to determine commercial and technical responsiveness;
  3. Financial comparison to determine the evaluated price of proposals and to determine the best evaluated bid.
- **Quotations failing at any stage will be eliminated and not considered in subsequent stages.**
- **Eligibility Criteria:** You are required to meet the following criteria to be eligible to participate in public procurement:



MU-JHU Care LTD  
MU-JHU Research Collaboration  
Makerere University, Kampala  
Johns Hopkins University, Baltimore  
P.O.Box 23491 Kampala, Uganda  
Tel: (+256) 200 404 100/ (+256) 414 541 044



1. have the legal capacity to enter into a contract;
  2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
  3. not have had your business activities suspended;
  4. have fulfilled your obligations to pay taxes and social security contributions;
  5. not to have a conflict of interest in relation to this procurement requirement;
- and
6. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority (the Authority).
- **Documents Evidencing Eligibility:** Bidders shall submit the following documents:  
Interested bidders must attach
    1. Certificate of Incorporation/Business Name Certificate or its equivalent
    2. TAX registration Certificate/TAX Identification Number
    3. VAT Certificate if applicable
    4. Valid Tax Clearance Certificate
    5. Valid Trading Certificate/License or its equivalent
    6. List of all Directors with their telephone contacts and their postal address
    7. Bank Accounts Information/ banking details
  - **Documents Evidencing of Experience and capacity in providing similar service/ works:** Bidders should provide/ attach Contracts or LPOs.
  - **Technical Criteria:** Specifications The supplier must meet the specifications, but no credit will be given for exceeding the specification.
  - **Best Evaluated Bid:** The best evaluated bid shall be the most economic advantageous tender, which is eligible and substantially responsive to the commercial and technical requirements of MU-JHU CARE Ltd and shall be recommended for award of contract.
  - **Formation of contract:** Formation of a contract shall be by signing a contract
  - **Right to Reject:** MU-JHU CARE Ltd reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.
  - **Bid Submission Sheet**  
*[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your bid is not authorised, it may be rejected.]*

Bid Addressed to	MU-JHU CARE Ltd
Date of Bid:	
Procurement Reference Number:	MU-JHU -0238-2025-RFQ
Subject of Procurement:	FOR SUPPLY OF A BRAND-NEW STATION WAGON VEHICLE



MU-JHU Care LTD  
MU-JHU Research Collaboration  
Makerere University, Kampala  
Johns Hopkins University, Baltimore  
P.O.Box 23491 Kampala, Uganda  
Tel: (+256) 200 404 100/ (+256) 414 541 044



We offer to supply the required vehicle and price schedule and specifications in accordance with the terms and conditions stated in your Request for quotation referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures.

We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract

Our bid shall be valid until and including *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the amount quoted in the List of Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of contract..

#### **Bid Authorised by:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorised for and on behalf of: *(DD/MM/YY)*

Company: \_\_\_\_\_

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

#### **• VENDOR CONFLICT OF INTEREST DECLARATION FORM**

All vendors interested in conducting business with MU-JHU Care Ltd must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the MU-JHU Care Ltd conflict of interest policies as stated in the certification section below.

If a vendor (official/authroized representative) has a relationship with a MU-JHU Care Ltd official or employee, an immediate family member of a MU-JHU Care Ltd official or employee, the vendor shall disclose the information required below.

1. No MU-JHU official or employee of MU-JHU employee's immediate family member has an ownership interest in the vendors company or is deriving personal financial gain from this contract.
2. No retired or separated MU-JHU official or employee who has been retired and separated from MU-JHU for less than one (1) year has an ownership interest in the vendors company



3. No MU-JHU employee is contemporaneously employed or prospectively to be employed with the vendor
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any value or any gratuities to any MUJHU employee or official to obtain or maintain a contract
5. Please note the exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of MU-JHU employees, officials or immediate family members with whom there may be a potential conflict of interest	<input type="checkbox"/> Relationship to employee:
	<input type="checkbox"/> Interest in vendors company
	<input type="checkbox"/> Others (please describe in the box below)

\*Disclosing a potential conflict of interest does not disqualify the vendors. In the event vendors did not disclose potential conflict of interest that are detected by MU-JHU, the vendor will be prohibited from doing business with the organization

<b>I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the vendor by my signature below:</b>	
Vendor Name	Vendors Authorized Representative
Date	Signature

- **STATEMENT OF REQUIREMENTS**

**SPECIFICATIONS**

**STATION WAGON-7-SEATER**

SPECIFICATION	
Body Type	Station Wagon
Year of Manufacture	2024
Body Style	Station Wagon
Color	Any Color not white
Transmission	Manual
Engine Capacity	Max 2.4 - 2.5Ltr
Fuel Type	Diesel
Fuel Tank Capacity	Max 80 ltrs



Maximum Speed	220km/hr
<b>Chassis &amp; Drive Train</b>	
Drive train	Part Time 4x4
Power Steering Type	Hydraulic
Brake Type	ABS Brakes system
Stabilizer bar	With heavy-duty suspension
<b>Utility &amp; Comfort</b>	
Air conditioning System	Full circulation (Heavy Duty Cooling System
Hands Free provision	Mobile handsfree usage
Audio system	Minimum spec of FM/AM radio and USB, Bluetooth & Aux
Window ventilation	Automatically/electronically managed
Steering wheel	With audio controls
Interior Seat setting	Spacious with enough leg room and seats with fabric material
<b>Safety</b>	
Seat Belts	All passenger manufactured made seat belts NOT fabricated
Safety Airbags	Front, side and knee airbags for All passengers
ABS(Anti-Lock Brake System)	With ABS
Ignition key	With engine immobilizer
Lockable fuel cap	Inclusive
Fitted Fire extinguisher	Inclusive
Fitted First Aid Kit	Inclusive
Safety access steppers	Inclusive of original manufacturer's made safety steppers NOT fabricated
Roll Bar	Inclusive of manufacturer made Roll bars
<b>Dimensions &amp; Capacities</b>	
Tyres & wheels	Standard 265/65R 17
Wheelbase	3085+
Seating Capacity	7-Seater
Doors	Alert door locks
Ground Clearance	310+
<b>Warranty</b>	
3 years or 100,000km whichever comes first	



MU-JHU Care LTD  
MU-JHU Research Collaboration  
Makerere University, Kampala  
Johns Hopkins University, Baltimore  
P.O.Box 23491 Kampala, Uganda  
Tel: (+256) 200 404 100/ (+256) 414 541 044



### Service Intervals

Service schedule plan for the appropriate maintenance

### Conditions for submitting offers:

Bids should be submitted by electronic mail to [quote4mujhu@mujhu.org](mailto:quote4mujhu@mujhu.org) Clearly showing subject of Procurement and Reference Number by **Tuesday, 15<sup>th</sup> July 2025 at 05:30PM and the attachment should not be more than 20 Mbs.**

**Please note that Proposals that are not sent to the above email as advised will be automatically disqualified from the bidding process.**

**In view of the above, please don't hand deliver or send your Proposal to any other email except for the email that has been explicitly stated.**

For only instances where you may need to seek clarification, please use the following email – [procurement@mujhu.org](mailto:procurement@mujhu.org)