



REQUEST FOR PROPOSAL (RFP)
FOR DISPOSAL OF MOTOR VEHICLES

REF: JMS/DBDP/F/38/005/25

Issue Date: 1st April, 2025

Submission Deadline: 11th April 2025

Abbreviations:

JMS	:	Joint Medical Store
RFP	:	Request for Proposal
USAID:		U.S Agency for International Development
UNFPA:		United Nations Population Fund
UCMB:		Uganda Catholic Medical Bureau
UPMB:		Uganda Protestant Medical Bureau
UOMB:		Uganda Orthodox Medical Bureau
UMMB:		Uganda Muslim Medical Bureau
URA	:	Uganda Revenue Authority
UNBS:		Uganda National Bureau of Standards
NDA	:	National Drug Authority
PNFP	:	Private Not for Profit
MOU	:	Memorandum of Understanding
EAT	:	East African Time
ISO	:	Internal Standard for Standardisation

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1.0 Introduction

Joint Medical Store (JMS) Private-not-for-Profit organization established by the Uganda Catholic Medical Bureau (UCMB) and the Uganda Protestant Medical Bureau (UPMB) in 1979 as the Logistics & Supply Chain Arm of the medical bureaus. It is ISO 9001:2015 certified and registered as a corporate body under the Trustees Incorporation Act Cap 165. JMS' mission is to supply Quality Affordable Health solutions in an efficient manner ensuring the sustainability of the Member Health Units.

The National Medicines Policy 2015-2020 recognizes JMS as the mandated warehouse for commodities designated for all faith-based Private Not for Profit Organisations (PNFPs) in Uganda through various structural and administrative frameworks such as MOUs, government direction, and global arrangements.

JMS operates under license by the National Drug Authority (NDA) and in close collaboration with the Ministry of Health and agencies that include: USAID; Global Fund; and UNFPA. JMS operates in line with the regulations and guidelines established by government agencies such as the NDA, URA, UNBS, and local governments. JMS network of beneficiary health facilities includes but is not limited to those under the coordination of the four medical bureaus: UPMB, UCMB, UOMB, and UMMB.

JMS is seeking proposals from eligible bidders for disposal of motor vehicles.

2.0 Purpose

The purpose of this Request for Proposal (RFP) is to invite companies, firms and or individuals to furnish us with proposals for disposal of motor vehicles.

3.0 Invitation to bid for disposal of Joint Medical Store Motor Vehicles

- a. Joint Medical Store intends to dispose off Motor Vehicles. The Vehicles shall be sold off on an "as is, where is" basis and the Entity will have no further liability after sale.
- b. JMS therefore, invites sealed bids for the purchase of Motor Vehicles in the following Lots;

LOT No	REG No	MAKE	MODEL	YOM	FUEL	ENG No	CHASIS No
1	UAY557U	TOYOTA	RAV4	2016	PETROL	2ARF174050	JTMRF3EV30J070694
2	UAT100J	TOYOTA	LAND CRUISER	2012	DIESEL	1KD2196880	JTEBH9FJ20K076230

4.0 General submission requirements

- (i) Submission of proposal shall be at JMS reception plot 1828 Gogonya Road Nsambya, Kampala Uganda.
- (ii) The closure date for submission will be **11th April 2025 at 17.00 EAT**. Proposals received after closure date will NOT be considered. Any Proposal may be modified or withdrawn prior to

the deadline. Any modification received after the deadline shall be deemed late and will NOT be considered.

- (iii) Amendments (including extensions of the due date and time for submission of offers):

At any time prior to the due date and time for the submission of offers/proposals, JMS may alter the RFP by issuing written amendments. Any amendment thus issued shall become part of the RFP and will be sent to all known recipients of this RFP. Firm and or individual shall acknowledge receipt of any such amendment in their offer. To give prospective firm and or individual reasonable time in which to take the amendment into account when preparing their offers, JMS may extend the due date and time for submission of offers.

- (iv) Enquiries regarding this RFP should be addressed to Denise Tusiime Mutabi- Director Business Development & Procurement; e-mail: **Tenders@jms.co.ug**
- (v) Documentation to be submitted together with proposal includes;
- a. Bid price proposal
 - b. Proof / receipt of payment

5.0 Submission method

(a) Bids shall be submitted in **sealed envelope at** JMS reception plot 1828 Gogonya Road Nsambya, Kampala Uganda by **11th April 2025 17:00HRS EAT**

(b) Please submit your Proposal addressed to:

JOINT MEDICAL STORE

PLOT 1828, GOGONYA ROAD

NSAMBYA

ATTENTION: EXECUTIVE DIRECTOR

BID PROPOSAL FOR LOT NO..... REF: JMS/DBDP/F/38/005/25

- (c) Bidding will be conducted in accordance with the JMS procurement guidelines is open to the public.
- (d) Interested bidders may inspect the Motor Vehicles at JMS Prof. A.M Odonga warehouse off Ggaba Road parking yard during working hours Monday – Friday from 9:00am to 4:00pm.
- (e) The bidding document may be purchased by interested bidders upon payment of a non-refundable fee of UGX 100,000 per LOT.
- (f) Bids must be delivered to the address indicated in 5.0 (b) above not later than **11th April, 2025 at 17:00 EAT**. Late bids shall be rejected.
- (g) The motor vehicles may be inspected at:
Joint Medical Store
Prof. A.M Odonga warehouse
Next to Cardinal Nsubuga, Old Ggaba road

P.O Box 4501, Kampala

Tel: +256 312-236470

Date(s) for inspection: Monday to Friday 9:00am to 16:30EAT except public holidays

- (h) Successful bidder per LOT shall receive an offer letter within 5 working from closure date and shall be required to;
- (i) Accept the offer in writing within 2 days from date of receipt of offer letter.
 - (ii) Make payment to the JMS account below within 5 working days from date of acceptance.

Payment mode: Bank transfer / Cash

Bank name: JOINT MEDICAL STORE

Bankers ABSA BANK

Account No: 0341173248

- (iii) In the event we do not hear from you: 2 days from acceptance of offer or payment within 5 working days from acceptance date, then JMS will take it that you have declined the offer and JMS will not be held accountable for the decision taken thereafter.

6.0 Currencies

Prices/rates shall be stated in UGX (Uganda Shillings).

7.0 Language

The offer/proposal as well as the correspondence and documents relating to the offer/proposal shall be in English.

8.0 Validity

Offers/Proposals shall remain valid for **60 days** from the due date for receipt of offers. In exceptional circumstances, prior to expiry of the original offer validity period, JMS may request that the firm and or individual extend the period of validity for a specified additional period. Firm and or individual agreeing to the request will not be required to otherwise modify their offer.

9.0 Questions and Clarifications

A prospective firm and or individual having any questions regarding this RFP can send their question(s) to Denise Tusiime Mutambi Tenders@jms.co.ug within 1 week from date of notification. All information gathered and shared during these sessions will be anonymized and answers shared with all Bidders.

10.0 Evaluation criteria

The evaluation shall be conducted in accordance to the highest bidder in each lot

11.0 Confidentiality and Integrity

a. Information relating to the evaluation of proposals, outcome of the RFP and recommendation of contract award(s) shall not be disclosed to Bidders or any other persons not officially concerned with such process. Bidders will be informed whether they have been awarded a contract once the tender process is completed;

b. Any attempt by a Bidder to influence JMS and in the evaluation of proposals or contract award decisions shall result in the rejection of the Bidder's proposal;

12.0 Award Process

a. Right to Accept or Reject any or All Proposals

JMS reserves the right to accept or reject any bid, or cancel this entire RFP or part of the RFP and reject all Proposals at any time without thereby incurring any liability to the affected firm and or individual. Information relating to the examination, clarification, evaluation of responses shall not be disclosed to responders or any other persons not officially concerned with this process.

Any effort by the responder to influence Joint Medical Store or any of its employees in the evaluation, bid comparison, may result in the rejection of the offer.

b. Clarification of Offers:

During evaluation of the offers, JMS may at its discretion, ask for a clarification on the bid responses.

13.0 Negotiations

- (i) Negotiations will be conducted fairly and with all firm and or individual in the competitive range.
- (ii) Firm and or individual that are not within the competitive range will be notified by Joint Medical Store.
- (iii) Firm and or individual that fail to provide the requested information in this RFP and are not falling within the competitive range will be notified by Joint Medical Store.

14.0 Notification to Unsuccessful Firm and or individual

Upon completion of award, Joint Medical Store will promptly notify each unsuccessful firm and or individual. If, after an award is made, Firm and or individual wish to ascertain the grounds on which their offer was not selected, they may address their request to Denise Tusiime Mutambi Tenders@jms.co.ug within two days after notification.