



INVITATION TO TENDER DOCUMENT

SUPPLY SERVICES: INVITATION TO TENDER FOR THE SUPPLY OF A VEHICLE.

DATE CALL FOR TENDERS LAUNCHED	1ST SEPTEMBER 2026
DEADLINE FOR RECEIPT OF TENDER	18TH SEPTEMBER 2026 at 5:30 pm EAT
AMMENDED DEADLINE FOR RECEIPT OF TENDERS	1ST OCTOBER 2026 at 5:30PM EAT

Introduction

The Government of Uganda has received grant funding through the Global Environment Facility (GEF) under the Least Developed Countries Fund (LDCF), implemented by Conservation International (CI-GEF), to finance the Fostering Water Security and Catchment Resilience in Uganda's Cattle Corridor Project (GEF Project ID: 11696). The project runs from April 2026 to September 2031, The Uganda Ministry of Water and Environment (MWE) is the Lead Executing Entity, with the Africa Innovations Institute (AfrII) playing the role of the Executing Agency Support Partner overseeing day-to-day implementation of the project activities

The Africa Innovations Institute (AfrII) is a not-for-profit, non-governmental center of excellence in agricultural and environmental research and innovations, established in 2005. AfrII undertakes research on environmental sciences, agriculture, and food systems across Eastern and Central Africa. To learn more, please visit: <http://www.AfrII.org>.

Project Background

The GEF-funded project 'Fostering Water Security and Catchment Resilience in Uganda's Cattle Corridor' (GEF ID: 11696) is a five-year, full-sized project implemented by the Ministry of Water and Environment (MWE) and the Africa Innovations Institute (AfrII). The project operates across



five districts: Pader, Kitgum, Kole, Mityana, and Rakai, covering approximately 20,000 hectares of degraded land in Uganda's cattle corridor.

The project's main goal is to promote sustainable and climate-resilient land and water management. Implementation activities include constructing and rehabilitating valley tanks and solar-powered boreholes at the field level, establishing micro-irrigation systems, facilitating community water user associations, promoting alternative livelihoods, and building institutional capacity for climate adaptation planning.

To effectively conduct these field operations across geographically dispersed and often difficult-to-access areas, the project requires reliable, durable, and fit-for-purpose vehicle. This will ensure the safe, efficient, and timely movement of project staff, including field officers, across rural, frequently unpaved terrain in all five districts. To address the gap, the project is seeking request of submission of invitation of tender for a vehicle to Africa Innovation Institute based on the details provided the sections below.

PART I: INVITATION TO TENDER AND PROCEDURES

2.0 Instructions and Procedures

2.1 General Information

2.2 Transaction

AfrII invites potential suppliers to submit tenders for a motor vehicle. However, AfrII reserves the unilateral right to cancel the call for tenders before the deadline specified.

2.3 Eligibility

This call for tenders is issued at the local level and is open to all qualified individuals or companies capable of supplying the goods or services requested, to the extent permitted by law in Uganda and in accordance with the guidelines provided by AfrII.

2.4 Tender Price

Potential suppliers are not obliged to prepare or submit tenders in response to this request for quotations. If they do so, it is at their own risk and expense. Under no circumstances will AfrII reimburse tenderers any costs associated with the preparation and submission of a tender.



2.5 Tender Evaluation Process

Each potential supplier must thoroughly review all the provisions outlined in the call for tenders and ensure full compliance. Failure to do so will be at their own risk and expense. Any ambiguities or inconsistencies in the contents of the submission will be addressed to the detriment of a potential supplier if they have not sought clarification of these provisions before the deadline for requesting additional information.

2.6 Ethics and Integrity

AfrII is committed to maintaining the highest ethical and professional standards in all its procurement activities. AfrII enforces a strict zero-tolerance policy against corruption and fraudulent practices, including forgery. By participating in this tender, suppliers agree to strictly follow this code of conduct. They must not breach the code or give the impression that they have done so. The full Code of Conduct is herein linked (<https://www.conservation.org/about/our-commitment-to-ethics/code-of-conduct>). Delivery Partners are expected to review and adhere to the principles outlined in the Code of Conduct.

2.7 Language

The language for all documents submitted in response to this call for tenders, as well as for all related correspondence, shall be in English.

2.8 Requests for Additional Information

The tenderer may request further information regarding this call for tenders or quotations. Such requests should be sent by email to the Project Technical Lead, Cattle Corridor Project, at cattlecorridor.mwe@afrii.org or procurement@afrii.org.

AfrII cannot be held responsible for questions or requests for further information that are not received by the specified deadline, or that do not relate to the technical specifications of the documents to be submitted or the goods sought through the call for tenders.

3.0 Invitation to Tender Procedures

3.1 Invitation to Tender (ITT)

This invitation to tender invites potential suppliers to submit tenders for the vehicle described in this document. It is composed of a:



- (1) cover page;
- (2) Introduction;
- (3) Part I: Instructions and Procedures;
- (4) Partie II : Spécifications techniques ;
- (5) Annex A : Supplier Questionnaire.

3.2 Receipt of Tenders

Potential suppliers may submit their tenders by mail or in person. All tenders must be handed in at the reception desk of Africa Innovations Institute, located at Plot 1544 Koiré Close, Bukoto, by Friday, 18th September 2026, no later than 5:30 pm. tenders should also be sent as PDFs via the **MAIN e-mail** to: procurement@afrii.org, and copy to: cattle.corridor@afrii.org and info@afrii.org.

3.3 Tender Content and Submission

The tenderers' files must be composed of:

- an admissible tender in administrative and technical terms, as well as
- a financial tender.

These two parts must be submitted in two separate sealed envelopes, clearly marked "Technical tender" or "Financial tender". No additional information that could potentially identify the tenderer should appear on the envelope. The tenderer must affix their seal to and sign every page of the tender.

The "Technical and administrative tender" must include, at a minimum, but not solely, the following elements:

- Annexes A and B of this ITT document, properly completed;
- Documents confirming that the tenderer is authorized to carry out professional activities in the field: at a minimum, proof of registration in the Commercial Register and possession of a Tax Identification Number.



- A certified statement verifying that the tenderer has completed the mandatory tax return using their tax number, along with evidence of having filed a tax return for the previous fiscal year.
- The tenderer's bank account details.
- The details and authority of the individual who commits on behalf of the tenderer.
- The tenderer's previous references for similar procurements, to be demonstrated by submitting at least three (3) copies of prior contracts, signed and authorized by both parties.

The submission should include two (2) photocopies of these documents. The originals may be requested at the time of the tender award. These documents must be valid for the year 2026.

The envelope marked "Financial tender" must include at least, but not limited to, the following elements:

- A detailed financial tender specifying amounts, including taxes.
- The prices must be fixed and non-revisable, without reservations, and valid for 3 months following the tender submission deadline.
- Effective delivery times;

All the submissions must be in English. All tenders must be signed and dated by the individual representing the tenderer (who will write their name and position in print and shall include their signature). The tenderer must affix their seal to and sign every page in the tender.

3.4 Processing Tenders

The tenders will be opened at the AfrII office on **Tuesday, 22nd September 2026** at 11:00 am. Once they are received, the tenders will be stored together, safely. All necessary measures will be taken to prevent loss, modification, or disclosure to unauthorized individuals. Notwithstanding the above, AfrII will not be held accountable for any instances of loss, modification, or disclosure.

3.5 Tender Evaluation and Contract Award(s)

An Internal Tender Evaluation Committee will conduct the tender evaluation. The process will cover three stages, which are as follows:

A) First Stage (Preliminary Check)



This stage of the evaluation process will rely on the following criteria, which will permit AfrII to determine if the tender complies with the terms and conditions:

- The tender has been signed;
- AfrII has received the tender submitted before the stipulated submission deadline;
- The validity period for the tender is at least three (3) months from the stipulated submission deadline;
- The tender submitted contains all necessary documentation (no exceptions) and information, in conformity with paragraph 3.3 above
- The financial tender (budget) has been duly filled out and signed;

Any tender that does not meet these criteria will be immediately rejected and shall not be considered during the technical evaluation.

B) Second Stage (Technical Evaluation)

This stage in the evaluation process will ensure that technical tender comply with the technical reference terms set out in Part II below.

The tenderer will be rejected if the documents do not comply with Ugandan law.

After evaluating the technical tender, tenderers who do not qualify will be automatically eliminated and will not progress to the next stage.

C) Third Stage (Financial Evaluation)

AfrII will take the following factors into account when evaluating the financial tenders:

1. Evaluated Tender Price (80%);
2. Purchase Discount (20%)

The chosen tenderer will be the one whose tender is considered eligible, meets the requirements of the first and second stages of the evaluation process, and has received the highest score in the third stage, which takes into account the purchase discount and the price of the motor vehicle.

3.6 Amendments

If, at any point before awarding a contract, AfrII considers it necessary to make a significant change to the provisions, a written amendment will be issued to all suppliers who have requested a copy.



No declarations, whether oral or written, that aim to limit, restrict, exclude, modify, or otherwise affect any terms or conditions specified in this call to tender should be considered, and suppliers should disregard any such declaration.

3.7 Modifications or Withdrawals

None of the documents submitted may be modified, filled out, corrected, or withdrawn by the supplier after the deadline for tender submission specified on the cover has passed. No ITT can be modified, filled out, or corrected after the deadline. However, if AfrII considers it necessary, it may request further clarification or explanations from the supplier. Such a request, as well as the response, must be communicated in writing.

3.8 Contract Award

After thoroughly evaluating and comparing the tenders, AfrII will decide on the contract award and notify the successful tender (s) by mail with acknowledgment of receipt or by hand against signature. AfrII will inform the successful tenderer(s) which tender(s) have been accepted.

Unsuccessful tenderers will also be notified. This decision is final and not open to appeals. AfrII will keep the files of the unsuccessful candidates.

After a thorough assessment of all tenders, AfrII will prepare a document that includes a detailed report on the evaluation process, a comparison of the various tenders, and a well-supported recommendation for award. A sample of the contract to be signed with the successful tenderer(s) is attached to this document.

PART II: TECHNICAL SPECIFICATIONS

3. Characteristics and Quantities

The technical specifications of the supplies presented below are given on an indicative basis, and only the minimum mandatory requirements are mentioned.

Engine	Turbo Charged diesel engine approximately 2.8 litres or equivalent
Displacement	Minimum 2700 cc and Maximum 3200cc
Power Output	204 HP / 150 kW

Maximum Torque	Minimum 500 Nm
Transmission	8-Speed Automatic (8AT)
Fuel Type	Diesel
Fuel Tank Capacity	110 Litres (Dual Tanks)

ii. Dimensions and Design

Overall Length	Approximately 4800-5000 mm
Overall Width	Approximately 1850 -2050 mm
Overall Height	Approximately 1800-2000mm ,including roof rails where fitted
Wheel Base	Approximately 2,750 mm
Seating	3 rows / 7 seats (60/40 foldable 3rd row)
Alloy Wheels	18-inch – 265/70 R18 All-Terrain Adventure Tyres

iii. Off-Road and Safety Technology

Multi-Terrain Select (MTS)	Rock; Rock and Dirt; Mogul; Loose Rock; Mud and Sand selectable via switch
Multi-Terrain Monitor	360° cameras (front, side, and rear) auto-displays on navigation screen
Electric Power Steering (EPS)	Stabilizer Disconnect Mechanism for improved off-road articulation
Crawl Control	For obstacle clearance assistance
VSC	Vehicle Stability Control

A-TRC	Active Traction Control
Impact Absorbing Structure	Load dispersion, collision safety, and pedestrian protection
Airbags	Up to 8 airbags (grade dependent), including curtain shield
HUD	Heads-Up Display (projection on windshield)
Differential Lock	Rear diff lock, electrical + Centre diff lock with Limited Slip (LSD)
SDM	Stabilizer Disconnect Mechanism

iv. Comfort and Technology

Infotainment	12.3-inch multimedia touchscreen (Apple Car Play / Android Auto)
Multi-Information Display	12.3-inch driver color TFT display
Speakers	10 Speakers
Interior Lighting	LED back door lamps, Illuminated entry system
Leather Seats	Authentic leather
Wireless Charging	Qi wireless charger for compatible mobile phones
Parking Sensors	Front and rear parking sensors
Camera	Electric retractable, heated, memory, lamp and camera side mirrors
Panoramic View Monitor	360-degree surround view

Year of Manufacture/Model/Make	2025 or later
Body Type	Station Wagon

After sales services	The supplier must have an authorized agent or dealer in Uganda to handle repairs and spare parts, or specify the arrangements they will put in place if awarded the contract.
Pre-delivery	Pre-Delivery Inspection shall be undertaken by the inspection of the manufacturer's authorized dealer or representative in Uganda. This shall include the provision of all indication marks, reflectors, etc., required under the Laws of Uganda
Service availability	Vendor and/or Manufacturer should be able to provide immediate service, including the supply of necessary parts and maintenance, to the vehicle at the following locations: Kampala, Lira, Rakai, and Wakiso, if required.
Period of delivery	Delivery period (maximum of 30 days)
Experience of Tenderers	The tenderer's prior experience at least 24 months
Payment	50 % payment up to 30 days before the delivery, acceptance and receipt of an invoice for the vehicle

All vendors must submit a quote for a motor vehicle which meets the minimum required specifications listed in Attachment A of this ITT. Failure to meet ALL the minimum required specifications may disqualify a tenderer from selection.

Note 1: AfrII reserves the right to verify these specifications prior to purchase through a motor vehicle expert.

Note 2: AfrII reserves the right to cancel this tender if the budget is unavailable at the time of selection or if the price range exceeds its financial capacities.

Prices for the requested vehicle should include all associated fees (such as duties, customs, or shipping fees) and taxes (including VAT, if applicable), but must be listed as a separate line item in the submitted quote. All quotations shall include all applicable fees, duties, and taxes,



and the tenderer is responsible for itemizing these costs. Prices quoted by the tenderer shall be firm and fixed throughout the duration of the final contract and shall not be subject to any variation.

1. GENERAL CONDITIONS OF SUPPLY

5.1 Delivery Requirements

1. The vehicle must be brand-new, with zero to 1000 kilometers at the time of delivery.
2. Vehicle must be officially imported and road-registered in Uganda by the supplier.
3. All statutory fees, taxes, customs duties, and registration costs should be included in the quoted price.
4. Delivery must include a standard toolkit, a spare tyre, a jack, and reflective triangles, as per manufacturer standards.
5. Delivery point: Project Management Unit (PMU) Offices, Kampala – with district-level delivery where specified.
6. Delivery must be completed within 30 days of purchase order issuance, unless otherwise agreed in writing.

5.2 After-Sales and Service Requirements

1. The supplier must be an authorized distributor in Uganda.
2. The supplier should provide a minimum 36 months/100,000 km manufacturer's warranty on the vehicle.
3. The supplier should provide free routine service and maintenance for at least 24 months or 50,000 km.
4. The supplier should provide free roadside towing assistance for 24 months (via the Automobile Association of Uganda), in writing.
5. Supplier must confirm availability of genuine spare parts in Kampala and, where feasible, at service points accessible from the five target districts.

5.3 Branding and Identification



A vehicle log book system shall be maintained for each vehicle, tracking mileage, fuel consumption, service history, and driver records.

2. SUPPLIER ELIGIBILITY CRITERIA

- Must be a registered company in Uganda with a valid trading license.
- Must be an authorized distributor or accredited dealer in Uganda.
- Must demonstrate prior experience supplying vehicles to development projects, international organizations, or government entities.
- Must provide proof of vehicle availability within Uganda or confirmed delivery timelines
- Must submit a valid Tax Identification Number (TIN) and evidence of compliance with the Uganda Revenue Authority.
- Must not be debarred or suspended from any donor-funded procurement process.

3. TENDER SUBMISSION REQUIREMENTS

Interested and qualified suppliers must submit the following:

- Completed Technical Tender, including detailed vehicle specifications and confirmation of compliance with TOR requirements for each vehicle model.
- Financial Tender stating the unit price and total price per vehicle model in Uganda Shillings (UGX) inclusive of all taxes and registration.
- Copy of the company registration certificate and trading license.
- List of at least three (3) previous similar vehicle supply contracts with contact references.
- Warranty documents and after-sales service commitment letter.
- Delivery timeline/schedule for vehicle model.
- Bank guarantee or tender security as required by the Procurement Committee.

4. Terms and Conditions

- The deadline for submission of tender is **18th September 2026**, before **5:30 pm (EAT)**.
- The delivery of the vehicle shall be completed no later than 30 calendar days from the date of the Client's receipt of the Notice to Commence.



- The Delivery Period shall be no later than 30 calendar days from the date of signing the Purchase Order to the delivery point. Delivery point: Africa Innovations Institute, Plot 1544, Kaire Close, Off Old Kiira Road, Bukoto, Kampala
- The Station Wagon shall be supplied complete, with all necessary accessories, software, and consumables required to commence full-field operations after installation and commissioning. The supplier should provide comprehensive user, maintenance, and troubleshooting guides in English. Adequate technical documentation, catalogues, and any other pertinent technical information for all items quoted must accompany the tender.
- A well-known, reputable manufacturer of geophysical survey instruments shall supply the Station Wagon. Equipment must be unused, current-production models incorporating the most recent design improvements and components. The country of manufacture must be clearly stated for the mainframe and for each major accessory.
- Tenderers must demonstrate that they are approved importers, authorized distributors, or direct sales agents for the manufacturer of the equipment being proposed. Where a tenderer is a third-party reseller, the tender must demonstrate the supply chain and provide a letter from the manufacturer authorizing them to offer the equipment through their channel. Tender not accompanied by a valid manufacturer's authorization letter may be rejected.
- Offers must be made in English. AfrII reserves the right to accept all or part of any offer. AfrII will not be bound to accept the lowest tender, nor to assign a reason for the rejection of any tender.
- Tenders must include full details of the warranty conditions (minimum 36 months) and an overview of the recommended service intervals required to maintain the warranty. Spare parts availability for a minimum of 60 months post-delivery must be confirmed.
- Tenderers must include in their offer the list of the manufacturer's authorized service outlets in Uganda.
- The cost proposal must be all-inclusive of all fees, taxes, duties, freight, insurance, delivery to the delivery point, installation, commissioning, and training. Additional costs cannot be included after award, and revisions to proposed costs may not be made after submission,



unless expressly requested by AfrII. For the purpose of the proposal, tenderers must provide a detailed budget showing all major expense line items. Offers must show unit prices, quantities, and total price for all items. All items, services, and other costs must be clearly labelled and included in the total offered price. All cost information must be expressed in Uganda Shillings.

Company Name of Tenderer:

Contact Person: _

Address of Tenderer:

Signature:

Date:

E-mail:

To ensure consideration, your complete, detailed Tender must be submitted by **1st October 2026, 5:30 pm (EAT)**, in a sealed envelope marked:

"TENDER FOR SUPPLY OF ONE (1) STATION WAGON; CATTLE CORRIDOR PROJECT"

to the following address:

Plot 1544, Koiri Close, Off Old Kiira Road, Bukoto, Kampala

Tel: +256768 229 363



or as PDF to the **MAIN E-mail** to: procurement@afrii.org and copy to:

cattlecorridor.mwe@afrii.org, info@afrii.org

Attention: Project Technical Lead, Cattle Corridor Project / Africa Innovations Institute

Confidentiality

All proprietary information provided by the tenderer must be treated as strictly confidential and will not be shared with potential or actual applicants during the solicitation process. This includes, but is not limited to, price quotations, cost proposals, and technical proposals.

Gender Consideration

Africa Innovations Institute is an inclusive, non-discriminatory institution committed to gender equality and promoting inclusivity in all its procurement processes. Women-led firms and firms with women in technical leadership roles are strongly encouraged to tender.

Prohibited Practices and Institutional Policies

All offers must fully comply with AfrII, MWE, and CI-GEF policies on anti-corruption, anti-terrorism, and other prohibited practices. The relevant CI-GEF Prohibited Practices policy can be accessed at: [Prohibited-Practices-Policy_English](#)



ANNEX A: SUPPLIER QUESTIONNAIRE

**Please provide all the information requested
and attach an additional sheet of paper, if necessary**

SUPPLIER INFORMATION	
Legal denomination of the Company:	
Full name of contact person:	
Position of contact person:	
Company's full address:	
Telephone:	
E-mail:	
Website:	
Full invoicing information (if different from Company's address)	

Parent Company (if applicable):	
Parent Company's Contact Information:	
Associates, Subsidiaries, Overseas Branches (if applicable)	
Areas of activity	
Date of establishment in <Country>:	
Number of permanent employees:	
COMMERCIAL REGISTRY AND NATIONAL IDENTIFICATION NUMBERS (please attach supporting documentation)	
TAX NUMBER (Please attach tax return for previous fiscal year)	
BANK ACCOUNT DETAILS	
Bank:	
Bank's address:	

Account number:	
Account holder:	
SWIFT/ABA Code:	
REFERENCES: COMPANIES AND INSTITUTIONS THAT MAY BE CONTACTED IN ORDER TO OBTAIN FURTHER INFORMATION	
Provide at least three (3) references (Company, Address, E-mail, Contact Person) (besides AfrII) who have used your services during the last 24 months. Please attach copies of three contracts, certified by both parties.	
SERVICES AND POST-SALES SUPPORT	
Is your company able to provide a warranty for the goods?	
Please briefly describe the process of how the warranties are honoured for the goods in question.	
Which are the different types of post-sales services that your company offers?	