



Invitation for Auction

Auction Reference: Auction-BDDAC-2024-002

Date: April 03, 2024

Background: Oxfam GB is a registered charity in the UK registration number 202918 working in over 80 countries around the world. Its operation started in Bangladesh since 1970 having registration with NGOAB as an INGO (registration number 79). Oxfam works with others to alleviate poverty and sufferings and implement various development as well as humanitarian response projects throughout the world.

Sealed bids are invited from interested persons /parties as per following terms and conditions for vehicle sale.

1. Vehicle is for auction on “**as is where is**” basis. thus, Oxfam will not be liable for malfunctions once the vehicle is sold.
2. Vehicle is being sold in its current condition 'as seen' and that there can be no recourse on account of defects or problems after a bid is made.
3. Interested parties are encouraged to view vehicle for inspection on April 07 & 08, 2024, from 10 AM to 2 PM at OXFAM GB office located in House No- 23, Road No- 28, Block-K. Banani. Dhaka- 1213, Bangladesh.
4. Auction/Bid Form can be obtained from OXFAM GB office at above address or can be downloaded from this Box link <https://oxfam.box.com/v/AuctionOxfamVehicle>
5. The last date for submission of complete AUCTION DOCUMENTS and sealed bids is April 21st, 2024 on or before 4 PM at Oxfam office address House No: 23, Road No: 28, Block-K, Banani, Dhaka-1213, Bangladesh. Bids received after this date and time will not be entertained.
6. Bids must be submitted in a sealed envelope and also an electronic copy submission on email ID: Tender@oxfam.org.uk
7. The quoted price submitted in the bid shall be mentioned exclusive of VAT and the applicable Govt taxes. VAT shall be borne by the successful bidder as buyer of vehicle.
8. The person or organization awarded the sale of vehicle has to take the delivery of the vehicle after full payment, providing VAT deposit challan/documents to Oxfam.
9. The person or organization awarded the sale of vehicle will be responsible for transfer of ownership and registration of vehicle from Oxfam GB name to buyer name.
10. All applicable fees, duties and taxes for transfer of vehicle ownership shall be borne by the buyer.
11. Full packages are eligible for quoted prices, which must be submitted via Annex-1.
12. Please write your NAME, ADDRESS, CONTACT NUMBER, EMAIL ADDRESS AND SIGNATURE on the Bid Form.
13. Successful bidders will be informed within 7 days after the closing date of the auction, either by email or letter.
14. Successful bidders will have to receive vehicle within three days from the date of notification and make full payment before the time of receiving the vehicle. The amount can be paid through pay order or cross cheque in favor of “OXFAM GB”



OXFAM

15. If the successful bidders fail to pay the amount in due time would result in offering the items to next highest bidder.
16. List of auction documents to be submitted are Price Offer in provided format for bid submission, Updated Trade License (for company), NID (for Individual), TIN Registration Certificate and Bank Solvency Certificate.
17. Oxfam Auction Committee holds full authority to cancel the offers/part of the offer/other relevant issues without giving any reasons. At any point, Auction committee is the sole authority for making decision relevant to entire auction process.

Transparency and Accountability: OXFAM GB is maintaining transparency in all its procedures, if at any point you think that procedures are not followed as prescribed you have the right to lodge a complaint with OXFAM GB management in Bangladesh. If any of OXFAM GB staff, ask for any personal favor please feel free to contact OXFAM GB management.

Process of selection: The process for selection will be as follows:

Step 1: Publishing of auction Adver (**03-04-2024**)

Step 2: Collection of sealed bids and electronic copy of bids via email or drop in the auction Box placed in Oxfam Dhaka Office, Bangladesh. (**21-04-2024 till 4.00PM**)

Step 3: Prepare list of all the sealed bids received

Step 4: Oxfam's Auction committee will evaluate the bids and make a decision about award of vehicle sale.

Step 5: Short listed bidders can contacted for further detail, if required

Step 6: Above process will be expected to complete in 07 days from the closing date.

Step 7: Should bidders not receive an award letter, they will be deemed unsuccessful. Any unsuccessful bidder with queries can address their concerns to OXFAM within the designated timeframe.

For enquires and information:

For more clarification or query, please contact us before April 08, 2024 via email ID: tender_query@oxfam.org.uk

Attachment

1. Invitation to auction with Annex-1 (BID Submission Format).
Please read, sign and stamp (for individual stamp is optional)

The invitation of this auction neither constitute an award commitment on the part of organization, nor does it commit that the organization would pay for the costs incurred in the preparation and submission of auction bid.