

Open Tender Method (OTM) for the Sale of a Used and Operational Vehicle

ActionAid is a global movement of people working together to further human rights for all and defeat poverty. We believe everyone has the power within them to create change for themselves, their families, and their communities. ActionAid is a catalyst for that change. ActionAid has been working in over 65 countries worldwide since 1972. ActionAid Bangladesh (AAB) is a country programme of ActionAid International, operating in Bangladesh since 1983.

ActionAid Bangladesh (AAB) invites proposals (s)/quotations in a sealed envelope from interested organizations or individuals to procure used and operational vehicles owned by AAB. Proposals must be submitted in accordance with the format, terms, and conditions outlined below.

Invitation For Tender (IFT) under OTM

1	Procurement Method	Open Tendering Method (OTM)
2	Procuring Entity (PE)	ActionAid Bangladesh (AAB)
3	Project/ Priority Name	ActionAid Bangladesh (AAB) Core
4	Source of Fund	ActionAid Bangladesh Core Fund
5	Brief Description of supply /work / Service	Sales of 01 unit used and Operational Vehicle
6	Eligibility of Tenderer	All interested organizations/companies/individuals having NID & TIN (with updated Tax return certificate)
7	Price of Tender Document	Free of cost
8	Name of Requisitioner's office/programme	Administration Unit
9	Responsible unit for the execution of work/Sale /procurement	Tender Committee under the supervision of the Head of Finance & Administration
10	Collection of Tender Document	<ul style="list-style-type: none"> • Need to collect physically from the ActionAid Country Office. • Tender Document is also available from the "Tender/EOI Section of BD Jobs (https://bdjobs.com).
11	Process of Tender dropping	Hardcopy tenders must be submitted in a sealed envelope and dropped in the designated tender box placed at the ActionAid Bangladesh Country Office.
13	Tender Document Collection and Dropping	<p>a) The tender document is available (free of cost) at ActionAid Bangladesh (AAB) Country Office, House: SE (C) 5/B (old house -08), Road 136, Gulshan -1, Dhaka -1212</p> <p>b) Tender box is placed at the same location to drop the tender proposal.</p>
14	Vehicle Inspection /Physical visit	<p>a) Bidders are encouraged to visit the vehicles physically at the ActionAid Bangladesh Office</p> <p>b) Please book your time to visit the vehicle by contacting us Mizanur Rahaman, Senior Officer -Administration (Procurement & Maintenance), Cell: 0171.7873880</p> <p>c) Vehicle Visit: Date 01.04.2026 to 13.04.2026; Time: 8:30 AM – 4:00 PM; Working Days Only</p>
15	Date of Tender notice published /announced	01.04.2026
16	Date of Collection & Submission of Tender Document /Tender Schedule	01.04.2026 – 15.04.2026 (2:30 PM)
17	Date & Time of Tender Box Opening	3:00 pm on 15.04.2026
18	Tender Security Money	<p>a) 5% of the bid value needs to be deposited in favor of "ActionAid International Bangladesh Society (AAIBS)" by Pay Order as the Tender Security Money, which should be submitted with the proposal.</p> <p>b) The bid security for unsuccessful bidders will be refunded within seven (07) working days after the final selection and engagement of the successful bidder.</p>

		<p>c) The bid security will be refunded to the successful bidder after receiving the full payment and the vehicle ownership has been transferred to the bidder's name.</p> <p>d) If selected bidder(s) refuse to honour the submitted bid, "ActionAid Bangladesh" reserves the right to forfeit the 5% Bid Security.</p> <p>e) Pay-Order of the tender security money and final payment should be made using the bidder's own bank account.</p>
19	Document submission with Tender	The bidder needs to attach a copy of the NID, TIN, and updated Tax return submission slip/ Certificate along with the proposal.
20	Payment mode	The selected bidder(s) must complete the full payment in advance in Favor of "ActionAid International BD Society" by "Pay Order" within three (03) working days after being awarded.
21	Ownership transfer /BRTA-related dealings	<p>a) Selected bidder(s) is/are solely responsible for dealing with the BRTA-related task (ownership transfer). All costs to transfer the ownership, including AIT, should be paid by the selected bidder.</p> <p>b) AAB will issue all required documents/signatures applicable for the ownership transfer.</p> <p>c) The ownership needs to be transferred immediately after the payment is made.</p>
22	Selection Criterion	<p>a) The final bidder(s) will be selected based on the financial quote.</p> <p>b) Considering the requirement of BRTA, the bidder(s) need to have NID, TIN Certificate, and an updated Income Tax Return submission slip/certificate for the smooth transfer of ownership.</p>
23	Vehicle Details	<p>Vehicle Details: Vehicle Name: HARD JEEP TOYOTA Corp.; (Kluger), Year of Manufacturing: 2004; Chassis Number: ACU 20-0095730; Engine Number: 2AZ-0385750; Seat: 7 (5), Weight: 1600/1985 KG; Color: Black; CC / Cubic Capacity: 2362; Vehicle's Dimension: 469mm (L) x 182(W) X 168 (H); No. of Tier: 4; Tier Size: 225/65R17; No. of Cylinder: 4. Recondition Date of Purchase: 28.02.2008; Owner Name: ActionAid Bangladesh; AAB Asset ID: AAB-1428-VH-010</p> <p>Vehicle Document (all updated): Smart Registration Card - Yes, Fitness: 02.03.2026 – 12.03.2028. Tax Token: 03.03.2026 – 03.03.2027.</p>
24	Contact person(s) if any queries	Mizanur Rahaman, Senior Officer – Administration (Procurement & Maintenance), Cell: 0171787 3880, Email: mizanur.rahaman@actionaid.org ;
25	Special information	AAB has the right to accept/cancel any/all bids without showing any reason whatsoever and is not bound to complete the purchase/disposal.
26	Special Instruction	Only one representative from the bidder's office can attend the tender opening event.
27	Weekend & Office Hours	Weekend: Govt. Holidays, Friday & Saturday Office hours for queries: 8:30 am to 4:30 pm



Financial Offer

Sl.	Vehicle Details	Quoting Amount (BDT)
1	<p>Vehicle Name: HARD JEEP TOYOTA Corp.; Year of Manufacturing: 2004; Chassis Number: ACU 20-0095730; Engine Number: 2AZ-0385750; Seat: 7 (5), Weight: 1600/1985 KG; Color: Black; CC / Cubic Capacity: 2362; Vehicle's Dimension: 469mm (L) x 182(W) X 168 (H); No. of Tier: 4; Tier Size: 225/65R17; No. of Cylinder: 4. Recondition</p> <p>Date of Purchase: 28.02.2008; Owner Name: ActionAid Bangladesh; AAB Asset ID: AAB-1428-VH-010</p> <p>Vehicle Document (all updated): Smart Registration Card - Yes, Fitness: 02.03.2026 – 12.03.2028. Tax Token: 03.03.2026 – 03.03.2027.</p>	

In words:

General Terms & Conditions:

1. The vehicles will be sold completely "As is, where is" basis.
2. The selected bidder(s) are fully responsible for paying all applicable VAT, AIT/Taxes, BRTA-related costs, and associated costs for the ownership transfer.
3. The management of AAB can select the 2nd highest / next highest bidder in case of failure of the 1st selected.
4. The selected bidder is responsible for collecting all necessary documents from "ActionAid Bangladesh" to process the ownership transfer from BRTA.
5. The selected bidder(s) must submit the document that signifies that the "Ownership Transfer Process Has Initiated" before taking over the vehicle.
6. Money Laundering & Terrorist Financing Activities: Vendor shall comply with the government. Rules regarding "Money Laundering & Terrorist Financing Activities" in all respects.
7. Anti-bribery & Corruption: Neither party shall offer or seek or accept directly for itself, its staff, or another party any gift or benefit which would or could be construed as illegal or corrupt. The vendor must immediately report any suspicion of fraud in confidence to the authority of ActionAid.
8. Code of Conduct: By signing this order, the vendor assures that they/their company is not blacklisted, banned, or bankrupt. The vendor is not involved with a criminal organization, fraud, corruption, or any other illegal activities.
9. Child Labor & Women's Rights: The vendor shall agree to the core labor standards and abolition of child labor, respect the legislation of the country on women's rights & gender equity, and will not employ/engage child labor in their organization.
10. Green Manufacturing Environment: The Vendor shall respect the country's environmental legislation by maintaining the best possible green environment in production activities and taking minimal actions to produce a carbon footprint.
11. Incident-Free Operation (IFO): Vendor shall take all safety & security measures in their activities (manufacturing, transportation, delivery, etc.) and should maintain health & hygiene. ActionAid Bangladesh will not be liable if any incident happens due to the lapse of proper action.

12. Bidder's businesses must operate in compliance with the relevant rules and regulations of the Government of Bangladesh. The use of green materials and adherence to a green manufacturing environment are highly appreciated. Selected suppliers are expected to uphold ActionAid's values, code of conduct, and all related policies.
13. ActionAid Bangladesh reserves the right to amend/revise the requirement and to accept or cancel any or all bids without providing any clarification. ActionAid Bangladesh is not obligated to proceed with the procurement upon the announcement of this Tender /RFP/Requirement.

I/We fully understand and agree with the terms and conditions mentioned above.

Name of bidder:	
Address:	
Cell number:	
NID Number (please attach a copy):	
TIN Number (please attach a copy)	
Date:	
Signature:	

Thanks & Regards,



Md. Rafiqul Islam, FCA
 Head of Finance and Administration
 ActionAid Bangladesh