



**TENDER FOR SALE OF USED MOTOR VEHICLES**

**MV1/2019**

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# GENERAL INSTRUCTIONS

TENDER #: MV1/2019

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## 1.0 Eligible Bidders

This Invitation for Tender is open to the public. Tenders may be made for one, all or any combination of the vehicles.

## 2.0 Cost of Tendering

The Bidder shall bear all costs associated with the preparation and submission of this tender, and the Caribbean Court of Justice (CCJ), will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## 3.0 The Tender Document

The Tender document comprises the documents listed below

- i. General Instructions
- ii. Description of Vehicles Offered for Sale by Tender
- iii. Tender Form
- iv. Bidder's Particulars
- v. Tender Form
- vi. Price Schedule
- vii. Tender Submission Schedule

## 4.0 Tender Form

The Bidder shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the Motor Vehicle(s), to be purchased.

## 5.0 Tender Prices

5.1 The Bidder shall indicate on the appropriate Price Schedule the price he/she is offering for the Motor Vehicle(s) he/she proposes to purchase under this tender.

5.2 The sale shall be on an "as-is-where-is" basis.

## 6.0 Payment

Payments shall be in Trinidad and Tobago Dollars, made in full via Certified Banker's Draft payable to the Caribbean Court of Justice within seven (7) business days of the Court's acceptance of the bid offer. Upon payment, a commensurate receipt shall be issued stating the vehicle(s) being purchased

## 7.0 Transfer of vehicle

A duly authorised employee of the court will conduct transfer of registration on an agreed date thereafter.

## 8.0 Transfer Fees

8.1 The Transfer fees and any levies payable to the Government of the Republic of Trinidad and Tobago shall be the responsibility of the successful Bidder.

8.2 The Caribbean Court of Justice shall be responsible for the provision of the vehicle's certified copy of registration(s) and signing the Ministry of Transport Vehicle Transfer Form(s).

## 9.0 Insurance

The Bidder shall make his/her own arrangement for any insurance coverage, road license or such other license that may be required to be taken or maintained for the purposes of the Motor vehicle movement from the time ownership passes.

## 10.0 Validity of Tenders

Tenders shall remain valid for the period specified in the tender documents after the date of tender opening, but for no more than nine (9) working days.

## 11.0 Submission of Tenders

11.1 Tenders should be submitted manually via deposit in the tender box.

11.2 A separate Tender should be submitted for each vehicle for which the Bidder wishes to bid.

11.3 The Bidder shall prepare TWO (2) copies of each tender, clearly marking "ORIGINAL TENDER" and "COPY OF TENDER", as appropriate. In the event of any discrepancy between them, the original shall govern.

11.4 The original and all copies of the tender shall be typed or written in indelible ink (blue or black) and shall be signed by the Bidder. All pages of the tender shall be initialled by the Bidder signing the tender.

11.5 The Tender shall have no interlineation, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the Bidder signing the tender.

11.6 The Bidder shall seal the original and copies of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

11.7 The **INNER** and **OUTER** envelopes shall:

(a) be addressed to:

**Caribbean Court of Justice  
134 Henry Street  
Port of Spain**

(b) and **MUST** bear, "**TENDER MV1/2019**" and the **Lot Number and Vehicle Registration Number** for the vehicle tendered, in the top right-hand corner of the envelope.

11.8 The inner envelopes shall also indicate the name and address of the Bidder to enable the tender to be returned unopened in case it is declared "LATE".

11.9 If the outer envelope is not sealed and marked as itemized in 11.7, the Court will assume no responsibility for the misplacement or premature opening.

11.10 The sealed envelopes shall be deposited in the box labelled "**Tender for Sale of used Motor Vehicles MV1/2019**" located in the main lobby on the ground floor of the Caribbean Court of Justice, 134 Henry Street, Port of Spain, Trinidad and Tobago.

## **12.0 Queries Concerning the Invitation to Tender**

- 12.1 Queries concerning the invitation to tender may be submitted via email to [administration@ccj.org](mailto:administration@ccj.org).
- 12.2 The deadline for the submission of queries is no later than 4:00 pm on Tuesday 24<sup>th</sup> September 2019.
- 12.3 Responses to all queries will be posted on the CCJ website by 11:00 am on Thursday 26<sup>th</sup> September 2019.

## **13.0 Deadline for Submission of Tenders**

- 13.1 Tenders must be received addressed as specified under section 11.7 and deposited in the tender box at the location specified in section 11.10, not later than 3:30 p.m. on Friday 27<sup>th</sup> September 2019.
- 13.2 The Court, at its discretion, may extend this deadline for the submission of tenders by amending the tender documents, in which case Bidders' will thereafter be subject to the deadline as extended.

## **14.0 Opening and Evaluation of Tenders**

- 14.1 All tenders will be opened in the presence of Bidders who choose to attend, at 9:00a.m. on Tuesday 1<sup>st</sup> October 2019 in the Training and Conference Room (TCR) on the Second Floor, Caribbean Court of Justice, 134 Henry Street, Port of Spain.
- 14.2 The Bidders who are present shall sign a register evidencing their attendance.
- 14.3 The Bidder's name(s), Lot No. and Tender prices will be announced at the opening of the Bid.

### **14.4 Preliminary Examination**

- 14.4.1 Tenders will be examined to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
- 14.4.2 If there is a discrepancy between words and figures, the amount in words will prevail. If the Bidder does not accept the correction of the error(s), the tender will be rejected.
- 14.4.3 The Court may waive any minor informality, non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

### **14.5 Evaluation and Comparison of Tenders**

- 14.5.1 The Court will evaluate and compare the tenders, which have been determined to be substantially responsive and meet the requirements set out herein.
- 14.5.2 The Court's evaluation of a tender will consider only the tender price.

**15.0 The Court's Right to Accept or Reject Any or All Tenders**

The Court reserves the right to accept or reject any tender, and to annul the tendering process and reject any or all tenders submitted, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Court's action to accept or reject the highest bid or any bid submitted. **The Court is not bound to accept the highest or any bid submitted.**

**16.0 Notification of Award**

The successful Bidder will be notified in writing that his/her tender has been accepted. This notification may take the form of an official correspondence by email from the Court.

**17.0 Use of Tender Documents and Information**

The Bidder shall not, without the CCJ's prior written consent, disclose the tender, or any provision thereof, or information furnished by or on behalf of the CCJ in connection therewith, to any person other than to a person employed by the Bidder.

**18.0 Termination for Default**

The Court may, terminate this Tender award in whole or in part:

- (a) If the Bidder(s) fails to collect any or all of the Motor Vehicle(s) within the period(s) specified, by the Court; and or
- (b) If the Bidder fails to pay for the motor vehicle(s) within seven (7) business days following the successful award of the tender.

**END**

**DESCRIPTION OF MOTOR VEHICLES FOR SALE BY TENDER**  
**TENDER NUMBER: MV1/2019**

**Viewing Dates:** 9:00 am to 12:00 pm, Monday 16<sup>th</sup> to Friday 20<sup>th</sup> September, 2019

**Location:** CCJ Compound  
134 Henry Street, Port of Spain.

**Tender Closing Date:** 3:30pm, Friday, 27<sup>th</sup> September, 2019

**Lot 1. Registration Number:** PCX 361  
**Make:** Toyota Lexus RX350 5DR SUV  
**Exterior Colour:** Lapis Lazuli MC (Blue)  
**Manufacture Date:** 2012



**Lot 2. Registration Number:** PCX 362  
**Make:** Toyota Lexus RX350 5DR SUV  
**Exterior Colour:** Sleek ECRU ME (Silver gold)  
**Manufacture Date:** 2012



**Lot 3. Registration Number:** PCX 364  
**Make:** Toyota Lexus RX350 5DR SUV  
**Exterior Colour:** Sleek ECRU ME (Silver gold)  
**Manufacture Date:** 2012



**Lot 4. Registration Number:** PCX 365  
**Make:** Toyota Lexus RX350 5DR SUV  
**Exterior Colour:** Starlight Black  
**Manufacture Date:** 2012



**Lot 5. Registration Number:** PCX 366  
**Make:** Toyota Lexus RX350 5DR SUV  
**Exterior Colour:** Mercury Gray MC  
**Manufacture Date:** 2012



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**Lot 6. Registration Number: PCX 367**  
Make: Toyota Lexus RX350 5DR SUV  
Exterior Colour: White Pearl CS  
Manufacture Date: 2012



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**Lot 7. Registration Number: PCF 8522**  
Make: Toyota, Yaris Sedan  
Exterior Colour: White  
Manufacture Date: 2007



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**Lot 8. Registration Number: PCZ 376**  
Make: Nissan, XTrail SUV  
Exterior Colour: Silver  
Manufacture Date: 2013



**TENDER SCHEDULE**

**TENDER NUMBER: MV1 /2019**

**LOT NUMBER\_\_\_\_\_**

The Bid Schedule must be submitted with this cover page and all the documents listed below.

TICK (✓) TO CONFIRM SUBMISSION

- ( ) Bid Schedule
- ( ) Tender Form
- ( ) Bidder’s Declaration

**BIDDER’S PARTICULARS**

Name of Bidder: \_\_\_\_\_

ID No: \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

\_\_\_\_\_

# BID SCHEDULE

TENDER #: MV1/2019

LOT NUMBER \_\_\_\_\_

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LOT	REGISTRATION	VEHICLE MAKE	BID PRICE (TTD)
1	PCX 361	Toyota Lexus RX350	
2	PCX 362	Toyota Lexus RX350	
3	PCX 364	Toyota Lexus RX350	
4	PCX 365	Toyota Lexus RX350	
5	PCX 366	Toyota Lexus RX350	
6	PCX 367	Toyota Lexus RX350	
7	PCF 8522	Toyota Yaris	
8	PCZ 376	Nissan XTrail	

**Bidder's Name** *(Please Print)*: .....

**Bidder's Signature**: .....

**Date**: .....

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**TENDER FORM**  
**TENDER NUMBER: MV1/2019**

**LOT NUMBER** \_\_\_\_\_

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Date: \_\_\_\_\_

Caribbean Court of Justice  
134 Henry Street  
Port of Spain  
Republic of Trinidad and Tobago

Dear Sirs,

1. Having examined the tender documents, the receipt of which is hereby duly acknowledged, I, the undersigned, offer to buy the Used Motor Vehicle in conformity with the said tender documents for the sum of:

**TTD**

*State bid in figures here*

.....  
.....

*state bid amount in words here*

2. If my Tender is accepted, I will pay to the Caribbean Court of Justice this sum for the said vehicle in a Certified Banker's Draft.
3. I undertake, if my Tender is accepted, to collect the Motor Vehicle in accordance with the terms as agreed for collection of the said vehicle from the Caribbean Court of Justice.
4. I agree to be bound by all of the terms contained this Tender labelled "Tender for Sale of used Motor Vehicles MV1/2019," for a period of seven (7) business days after the Court has communicated its acceptance of my Bid Offer as indicated in my Bid Schedule and paragraph 1 of this Tender Form.
5. I understand that the Caribbean Court of Justice is not bound to accept the highest or any tender nor will it assign any reason to accept or reject the highest bid or any bid it may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

.....  
*(signature)*

**BIDDER'S DECLARATION**  
**TENDER NUMBER: MV1/2019**

**LOT NUMBER** \_\_\_\_\_

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I, Mr/Ms/..... of  
address.....

having read, understood and agree to the terms set forth in this Tender, do hereby submit my bid  
in the attached "TENDER FORM"

Signed: ..... Date: .....

In the capacity of: .....  
*(Designation if applicable)*

Company/Individual stamp (if applicable)