

TENDER FOR SALE OF USED MOTOR VEHICLES

MV5/2024

TABLE OF CONTENTS

	Page(s)
GENERAL INFORMATION	1
GENERAL CONDITIONS OF TENDER.....	7
SCHEDULE OF MOTOR VEHICLES FOR SALE BY TENDER	8
 APPENDICES	
TENDER SUBMISSION SCHEDULE.....	i
TENDERER'S DECLARATION	ii
TENDER FORM.....	iii
PRICE SCHEDULE.....	iv

GENERAL INFORMATION

TENDER #: MV5/2024

1.0 Eligible Tenderers

This Invitation for Tenders is open to the public. Tenders may be made for one, all or any combination of the vehicles. (Please refer to attached Schedule of Motor Vehicles for details for viewings)

2.0 Cost of Tendering

The Tenderer 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) Invitation to Tender
- (ii) General Information
- (iii) Schedule of Vehicles Offered for Sale
- (vi) Tender Form
- (vii) Tenderer's Particulars

4.0 Documents Comprising the Tender

The tender shall comprise the following components, completed in accordance with sections 5, 6 and 11 below:

- (i) Tenderer's Declaration
- (ii) Tender Form
- (iii) Price Schedule
- (iv) Tender Submission Schedule

5.0 Tender Form

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

6.0 Tender Prices

6.1 The Tenderer 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.

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

7.0 Payment

7.1 Terms of Payment

Payments shall be made in full to the Finance and Accounting Unit of the CCJ within seven business days after being notified of a successful bid.

7.2 Method of Payment

Payment to the CCJ shall be in Trinidad & Tobago Dollars (TTD) via a Certified Bank Draft, and a commensurate receipt issued stating the vehicle(s) being purchased.

8.0 Tender Currencies

Prices shall be quoted in Trinidad & Tobago Dollars (TTD).

9.0 Validity of Tenders

Tenders shall remain valid for nine (9) business days or as specified in the tender documents after date of tender opening.

10.0 Submission of Tenders

10.1 Methods of Tender Submission

Tenders may be submitted via either of two (2) methods:

- (a) Manually via deposit in the tender box, or
- (b) Electronically via email

10.2 Manual Submission of Tender via Tender Box

10.2.1 A separate tender should be submitted for each vehicle for which the tenderer wishes to bid.

10.2.2 The Tenderer 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.

10.2.3 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the Tenderer. All pages of the tender shall be initialled by the Tenderer signing the tender.

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

10.2.5 The Tenderer 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.

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

- (a) be addressed to **Procurement** at the following address:

**Caribbean Court of Justice (CCJ)
134 Henry Street
Port of Spain**

(b) and MUST bear, **“TENDER MV5/2024”** and the **“Lot # and Vehicle Registration #”** for the vehicle tendered, in the top right-hand corner of the envelope

10.2.7 The inner envelopes shall also indicate the name and address of the Tenderer to enable the tender to be returned unopened in case it is declared “late”.

10.2.8 If the outer envelope is not sealed and marked as itemized in 10.2.6, Procurement will assume no responsibility for the tender’s misplacement or premature opening.

10.2.9 The sealed envelopes shall be deposited in the green tender box labelled **“TENDER #: MV5/2024”** located in the main lobby on the ground floor of the Caribbean Court of Justice, 134 Henry Street, Port of Spain.

10.3 Electronic Submission of Tender via Email

10.3.1 A separate tender should be submitted via email for each vehicle for which the tenderer wishes to bid.

10.3.2 The Tenderer shall prepare submit a copy of the tender via email to: Procurement@ccj.org.

10.3.3 The tender shall be typed or clearly written and shall be signed by the Tenderer. All pages of the tender shall be initialled by the Tenderer signing the tender.

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

10.3.5. The tender shall bear the wording **“TENDER MV5/2024”** and the **“Lot # and Vehicle Registration #”** for the vehicle tendered, in the subject line of the email.

11.0 Queries Concerning the Invitation to Tender

11.1 Tenders may submit queries to the Procurement concerning the invitation to tender via email to Procurement@ccj.org

11.2 The deadline for the submission of queries is **4:00 pm on Friday 02nd August, 2024.**

11.3 Responses to all queries will be posted on the CCJ website by **4:00 pm on Tuesday 6th August, 2024.**

12.0 Deadline for Submission of Tenders

- 12.1 Tenders must be received by Procurement (a) addressed as specified under section 10.2.6 and deposited in the tender box at the location specified in section 10.2.9, OR (b) via email to the address specified section 10.3.2 with the subject line specified in section 10.3.5 not later than **12:00 noon on Friday 23rd August, 2024.**
- 12.2 Procurement at its discretion, may extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the Procurement and Tenderers' previously subject to the deadline will thereafter be subject to the deadline as extended.

13.0 Modification and Withdrawal of Tenders

- 13.1 The Tenderer may modify or withdraw his/her tender after the tender submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procurement prior to the deadline prescribed for submission of tenders.
- 13.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions above. A withdrawal notice may also be sent by email to procurement@ccj.org, but followed by a signed confirmation copy, not later than the deadline for submission of tenders.
- 13.3 No tender may be modified after the deadline for submission of tenders.

14.0 Opening and Evaluation of Tenders

14.1 Opening of Tenders

- 14.1.1 Procurement will open all tenders in the presence of Tenderers who choose to attend, at 12:30 pm on Friday 23rd August, 2024 in the Training and Conference Room on the Second (2nd) Floor, Caribbean Court of Justice, 134 Henry Street, Port of Spain.
- 14.1.2 Tenders submitted electronically shall be printed at the tender opening.
- 14.1.3 The Tenderers who are present shall sign a register evidencing their attendance.
- 14.1.4 The Tenderer's names, tender modifications or withdrawals, tender prices, and such other details, as Procurement at its discretion may consider appropriate, will be announced at the opening.

14.2 Clarification of Tenders

- 14.2.1 To assist in the examination, evaluation and comparison of tenders Procurement may, at its discretion, ask the Tenderer for a clarification of his/her tender. The request for clarification and the response shall be in

writing and no change in the prices or substance of the tender shall be sought, offered, or permitted.

14.3 Preliminary Examination

14.3.1 Procurement will examine the tenders 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.

14.3.2 If there is a discrepancy between words and figures, the amount in words will prevail. If the Tenderer does not accept the correction of the errors, the tender will be rejected.

14.3.3 Procurement 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 tenderer.

14.4 Evaluation and Comparison of Tenders

14.4.1 Procurement will evaluate and compare the tenders, which have been determined to be substantially responsive.

14.4.2 Procurement's evaluation of a tender will consider only the tender price.

14.4.3 The following evaluation methods will be applied:

The tender will be awarded to the Tenderer offering the highest evaluated bid provided they will have met the minimum reserve price and the other tender requirements detailed in the Tender Document.

14.5 Contacting Procurement

14.5.1 Subject to section 14.2 (Clarification of tenders) or section 11.0 (Queries concerning the invitation to tender) no Tenderer shall contact the procurement or any of its members on any matter relating to a tender during the tender process.

14.5.2 Any effort by a Tender to influence the Procurement in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of that tender.

14.6 Procurement's Right to Vary Quantities

Procurement reserves the right at the time of contract award to increase or decrease the quantity of vehicles originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

14.7 Procurement's Right to Accept or Reject Any or All Tenders

Procurement reserves the right to accept or reject any tender, and to annul the tendering process and reject any or all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer(s) or any obligation to inform the affected Tenderer(s) of the grounds for Procurement's action.

14.8 Notification of Award

Procurement will notify the successful Tenderer in writing that his/her tender has been accepted. This notification may take the form of an official email from the Procurement.

GENERAL CONDITIONS OF TENDER

TENDER #: MV5/2024

1.0 Use of Tender Documents and Information

The Tenderer 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 a person employed by the tenderer in the performance of the contract.

2.0 Termination for Default

Procurement may, terminate this Tender award in whole or in part:

- (a) If the Tender(s) fails to collect any or all of the Motor Vehicles within the period(s) specified in the Contract, or within any extension thereof granted by the Procurement Unit.
- (b) If the Tenderer fails to pay for the motor vehicle(s) within seven (7) business days of the successful award of the tender.

3.0 Payment

- 3.1 Successful tenderer(s) shall submit a Certified Banker's Draft in the name of "The Caribbean Court of Justice", reflecting the value stated in the offer.
- 3.2 Payments shall be made at the Finance & Accounting Unit of the Caribbean Court of Justice, upon which a receipt shall be issued.
- 3.3 Upon receipt of the Certified Banker's Draft the tenderer(s) shall be issued with letters to authorize collection. Collection must be made within one business day of the receipt of the letter of authorization.

4.0 Insurance

The Tender 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.

5.0 Transfer Fees

- 5.1 The Transfer fees and any levies payable to the Government of the Republic of Trinidad and Tobago (GORTT) shall be the responsibility of the successful Tenderer.
- 5.2 The Caribbean Court of Justice shall be responsible for the provision of the certified extract(s) of the vehicle registration(s) and signing the Ministry of Transport Vehicle Transport Form(s)

6.0 Reservation

Procurement reserves the right to accept or reject any or all tenders in whole or in part without the obligation to assign any reason for the decision. Procurement will award the tenders at its sole discretion to one or many different tenderers as it may determine efficient

SCHEDULE OF MOTOR VEHICLES FOR SALE BY TENDER

TENDER #: MV5/2024

Inspection/Viewing Dates and Location (**Lots 1-2**): **9:00 am to 12:00 pm, Wednesday 24th July – Wednesday 31st July, 2024**
Tender Closing Date: **Caribbean Court of Justice, 134 Henry Street, Port of Spain.**
12:00 pm, Friday 23rd August, 2024.

Lot 1. Registration Number: PDH2353

Make: Toyota Lexus LX570 5DR SUV
Exterior Colour: Grey
Odometer Reading: 149,086 (approx.)
Registration Date: August 2015
Options Fitted: See feature listing attached



Lot 2. Registration Number: PCX 363

Make: Toyota Lexus GS 350 4DR Sedan
Exterior Colour: Blue
Odometer Reading: 90,467 km (approx.)
Registration Date: October 2012
Options Fitted: See feature listing attached



TOYOTA LEXUS LX570 FEATURE LISTING (LOT 1)

Interior Features

Front Seats

- 10 -way power passenger seat
- Passenger seat with power adjustable lumbar support
- Height adjustable driver seat
- Leather
- Third row seating
- 14 -way power driver seat
- Driver seat with power adjustable lumbar support
- Height adjustable passenger seat
- Bucket front seats

Rear Seats

- Folding with storage and pass-thru centre armrest
- Rear ventilation ducts

Power Features

- Remote power door locks
- Power mirrors
- 4 one-touch power windows
- Reverse tilt dual mirrors
- Provides curb view when vehicle in reverse
- Power Steering
- Remote window operation

Instrumentation

- Clock
- Trip computer
- Low fuel level warning
- Tachometer
- External temperature display
- Compass

Convenience

- Cruise control
- Front and rear cup-holders
- First aid kit
- Retained accessory power
- Speed-proportional power steering
- 12V front and 12V rear power outlet(s)
- Audio and cruise controls on steering wheel
- Front console with storage
- Front and rear door pockets
- Remote trunk release
- Front seatback storage
- Universal remote transmitter (for garage door, security system, etc.)
- Tilt and telescopic steering wheel
- Automatic self-closing door feature

Comfort

- Interior active charcoal air filter
- Trunk light
- Wood trim on dash
- Front and rear reading lights
- Leather and wood steering wheel
- Electro-chromatic inside rear-view mirror
- Memorized settings for 3 drivers
- Dual zone climate controls - driver and passenger
- Leather interior
- Front and rear floor mats
- Dual illuminating vanity mirrors
- Memorized settings include steering wheel

NB: The schedule above represents a standardised listing of features provided with the Lexus LX570 & GS 350 for informational purposes only. The vehicles are being sold "as-is-where-is". It is the tender's responsibility to verify the features available and functional on each Lot prior to the submission of their tender.

In Car Entertainment

- **‘NEW’** TESLA STYLE ANDRIOD TOUCH SCREEN.

Functions: Steering wheel control, Built-in-GPS, Built-in-Bluetooth, Android 12 OS, Screen Mirroring, Reversing Aid, RAM 4GB, ROM 64GB,

- 5 channel Full Range
- Class D
- 1-4 Ohm Stable

- 7 total speakers

- 4x130 Watts @ 4 Ohm + 1x900 Watts 21 Ohm

- Power/Protection/Clip Indicator
- Crossover/Bass Control Knob

Exterior Features

Roof and Glass

- Variable intermittent rain sensing wipers
- Power rear sunshade

- Rear defogger
- Power glass sunroof

Tires and Wheels

- Alloy wheels
- Alloy spare wheel
- Inside mounted spare tire

- 20” Mag Wheels
- 285/50R20 tires

Safety Features

- 4-wheel ABS
- Dual front side-mounted airbags
- Remote anti-theft alarm system
- Front and rear ventilated disc brakes
- Daytime running lights
- Front fog/driving lights
- Dusk sensing headlamps
- 2 front headrests
- Rear centre 3-point belt
- Stability control
- Electronic brakeforce distribution
- Front multi-adjustable headrests
- Adaptive headlights
- Tire pressure monitoring

- Front and rear head airbags
- Child seat anchors
- Emergency braking assist
- Rear door child safety locks
- Engine immobilizer
- Auto delay off headlamps
- Xenon high intensity discharge headlamp
- 3 rear headrests
- Front seatbelt pretensioners
- Traction control
- Emergency interior trunk release
- Rear multi-adjustable headrests
- Self-levelling headlights

NB: The schedule above represents a standardised listing of features provided with the Lexus LX570 & GS 350 for informational purposes only. The vehicles are being sold “as-is-where-is”. It is the tender’s responsibility to verify the features available and functional on each Lot prior to the submission of their tender.

TOYOTA LEXUS GS 350 FEATURE LISTING (LOT 2)

Interior Features

Front Seats

- 10 -way power passenger seat
- 5 Passenger seat with power adjustable lumbar support
- Height adjustable driver seat
- Leather
- 14 -way power driver seat
- Driver seat with power adjustable lumbar support
- Height adjustable passenger seat
- Bucket front seats

Rear Seats

- Folding with storage and pass-thru centre armrest
- Rear ventilation ducts

Power Features

- Remote power door locks
- Power mirrors
- 4 one-touch power windows
- Reverse tilt dual mirrors provides curb view when vehicle in reverse
- Heated mirrors
- Remote window operation

Instrumentation

- Clock
- Trip computer
- Low fuel level warning
- Tachometer
- External temperature display
- Compass

Convenience

- Cruise control
- Front and rear cup-holders
- First aid kit
- Retained accessory power
- Speed-proportional power steering
- 12V front and 12V rear power outlet(s)
- Audio and cruise controls on steering wheel
- Front console with storage
- Front and rear door pockets
- Remote trunk release
- Front seatback storage
- Universal remote transmitter (for garage door, security system, etc.)
- Tilt and telescopic steering wheel
- Automatic self-closing door feature

Comfort

- Interior active charcoal air filter
- Trunk light
- Wood trim on dash
- Front and rear reading lights
- Leather and wood steering wheel
- Electro-chromatic inside rear-view mirror
- Memorized settings for 3 drivers
- Dual zone climate controls - driver and passenger
- Leather trim on centre console
- Leather and wood trim on doors
- Leather and wood trim on shift knob
- Front and rear floor mats
- Dual illuminating vanity mirrors
- Memorized settings includes steering wheel

NB: The schedule above represents a standardised listing of features provided with the Lexus LX570 & GS 350 for informational purposes only. The vehicles are being sold "as-is-where-is". It is the tender's responsibility to verify the features available and functional on each Lot prior to the submission of their tender.

In Car Entertainment

- Diversity antenna
- 178 watts stereo output
- Speed sensitive volume control
- Radio data system
- 7 total speakers
- AM/FM/Cassette/in-dash 6 CD player stereo
- 1 subwoofer(s)

Telematics

- Pre-wired for phone

Exterior Features

Roof and Glass

- Variable intermittent rain sensing wipers
- Power rear sunshade
- Rear defogger
- Power glass sunroof

Tires and Wheels

- Alloy wheels
- Alloy spare wheel
- Inside mounted spare tire
- 18" Mag Wheels
- 245/45R18 tyres.

Safety Features

- 4-wheel ABS
- Dual front side-mounted airbags
- Remote anti-theft alarm system
- Front and rear ventilated disc brakes
- Daytime running lights
- Front fog/driving lights
- Dusk sensing headlamps
- 2 front headrests
- Rear centre 3-point belt
- Stability control
- Electronic brakeforce distribution
- Front multi-adjustable headrests
- Adaptive headlights
- Tire pressure monitoring
- Front and rear head airbags
- Child seat anchors
- Emergency braking assist
- Rear door child safety locks
- Engine immobilizer
- Auto delay off headlamps
- Xenon high intensity discharge headlamp
- 3 rear headrests
- Front seatbelt pretensioners
- Traction control
- Emergency interior trunk release
- Rear multi-adjustable headrests
- Self-levelling headlights

NB: The schedule above represents a standardised listing of features provided with the Lexus LX570 & GS 350 for informational purposes only. The vehicles are being sold "as-is-where-is". It is the tender's responsibility to verify the features available and functional on each Lot prior to the submission of their tender.

TENDER SUBMISSION SCHEDULE

TENDER #: MV5/2024

In addition to meeting other requirements in this tender, the below-listed documents must be submitted with your tender along with this schedule as a cover page:

TICK (✓) TO CONFIRM SUBMISSION

- () Tenderer's Declaration
- () Tender Form
- () Price Schedule

TENDERER'S PARTICULARS

Name of Tenderer: _____

ID No.: _____

Mailing Address: _____

Business Address: _____

Email Address: _____

Telephone Number: _____

Alternate Telephone Number: _____

TENDERER'S DECLARATION

TENDER #: MV5/2024

I, Mr/Ms/..... of
address..... having
read and agreed to the above conditions, do hereby submit my bid in the attached "TENDER FORM"

Signed:..... Date:

In the capacity of:
(Designation if applicable)

Company/Individual stamp (if applicable)

TENDER FORM
TENDER #: MV5/2024

Date: _____

Procurement
Caribbean Court of Justice (CCJ)
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 and collect Used Motor Vehicle in conformity with the said tender documents for the sum of:

TTD

State bid in figures here

.....
.....
State bid in words here

2. I undertake, if my Tender is accepted, to collect the Motor Vehicle in accordance with the terms of the contract.
3. If my Tender is accepted, I will pay to the Caribbean Court of Justice the sum of the amount indicated for each Lot, in a Certified Banker's Draft.
4. I agree to abide by this Tender for a period of nine (9) business days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon me and may be accepted at any time before the expiration of that period.
5. I understand that you are not bound to accept the highest or any tender you may receive.

Dated this _____ day of _____ 20__.

.....
(signature)

PRICE SCHEDULE
TENDER #: MV5/2024

LOT	REGISTRATION	VEHICLE MAKE	BID PRICE (TTD)
1	PDH 22353	Toyota Lexus	
2	PBX4906	Toyota Lexus	

Tenderer's Name (Please Print):

Tenderer's Signature:

Date: