Invitation to Bid Letter

Date: 21/10/2026

Reference: INV/AUCTION/VEH/NG1/2026

Subject: Invitation to Bid for the Purchase of Used Vehicles
Médecins Sans Frontières (MSF) invites you/your company to submit a sealed bid for the purchase of one or more used vehicles, as detailed in the attached Annex A (Asset List) and Annex B (Pictures).
This bid is conducted under the Terms and Conditions of Sale attached herein.

Key Information:

- **Bid Submission Deadline: 5:00 PM, 2nd November 2026**
- **Bid Submission Address:** Médecins Sans Frontières (MSF)
  No 26, Olu Agabi Close, Life Camp, Gwarinpa District,
  Abuja, Nigeria (Supply Office)
- **Bid Opening Date:**3rd November 2026 **at** our Abuja Office.
- **Expected Award Notification date:** 18th November 2026 via email.
- **Award Criteria:** The vehicle(s) will be awarded to the highest valid bidder(s) per lot, provided all required documents are submitted. If two or more bidders submit the same highest bid for the same lot, the vehicle will be awarded to the bidder whose bid was received first by MSF.
- **Currency:** All bids and payments shall be in **NGN** (Nigerian Naira)
- **Submission Format:** Bids to be submitted by email on PDF format to msff-nigeria-tender@paris.msf.org
- **Required Documents:** Completed Bid Form, Copy of Valid national ID/Passport, Tax identification number, Company registration certificate (if bidding as a company)

TERMS AND CONDITIONS OF SALE (AS-IS, WHERE-IS)

1. **Definitions:**
   "MSF" refers to Médecins Sans Frontières.
   "Buyer" refers to the successful bidder.
   "Valid Bid" refers to a bid that is received by the Bid Submission Deadline, submitted in the Submission Format specified above, and accompanied by all Required Documents listed in the Key Information section
2. **Condition of Assets:** All assets are offered for sale in their present "as-is, where-is" condition, with all faults. MSF makes no representations or warranties, expressed or implied, of any kind.
3. **Location:** all vehicles are in Abuja
4. **Inspection:** To assist in the preparation of your bid, we strongly recommend that you inspect the assets in Abuja office either on ;
   - **29th October 2026 9am to 4pm**
   - **30th October 2026 9am to 4pm**

   To schedule an inspection, please contact either STL:

Supply Team Leader
Phone: +234 (0) 706 890 81 72
msff-abuja-stl@paris.msf.org

5. **Payment Terms:**
    - **Payment**: The successful bidder shall pay 100% of the purchase price within 7 (seven) calendar days of receiving the official award notification from MSF.
    - **Method**: Payment shall be made in **NGN** via bank transfer to a designated MSF account. Details will be provided in the award letter.

6. **Import Process:** These vehicles were imported into the country using our Import Duty Exemption Certificate. The Buyer is solely responsible for clearing all taxes, duties, and customs fees directly with the Nigerian Customs Service before the vehicle can be collected. MSF will release the vehicle to the Buyer only after the Buyer provides a copy of the official Customs clearance documents confirming that all applicable duties have been paid.

7. **Removal:** The Buyer is entirely responsible for all costs, activities and insurance associated with the transportation or use of vehicles. Removal must be completed within **14 (fourteen) calendar days** from the date of final greenlight from MSF (after the clearance process is finalized and proven).

8. **Risk & Title:** Title and ownership of the vehicle(s) will be passed to the Buyer only upon confirmation of full payment received by MSF. The risk of loss, theft, or damage to the asset(s) shall pass to the Buyer upon payment and transfer of title, or upon actual removal of the vehicle from MSF premises, whichever occurs first. Alternatively, if MSF wishes to shift risk earlier, this shall be conditional upon the Buyer providing proof of valid insurance coverage from the date of award notification.

9. **Default:** Failure to make payment within the stipulated timeframe will result in the cancellation of the award, and the bidder may be blacklisted from future MSF auctions.

10. **Governing Law:** This sale shall be governed by the laws of the Federal Republic of Nigeria.
11. **Eligibility & Conflict of Interest:** By submitting a bid, the bidder confirms that they are not affiliated with MSF and that no conflict of interest exists.

12. **Documents to Be Provided to the Buyer at Handover:**

Upon full payment and completion of the customs clearance process, MSF will provide the Buyer with the following documents at the point of vehicle collection:

- Original or certified copy of the vehicle logbook.
- VIN (Vehicle Identification Number) documentation.
- Copies of relevant customs paperwork.
- A Certificate of Sale formalizing the transaction, in accordance with MFM policy.

13. MSF reserves the right to cancel the auction process at any time or refuse an award.

ANNEXES

- Annex A: Asset list (table below with vehicle information)
- Annex B: Pictures of vehicles (to be shared on request via email)
- Annex C: Bid Submission Form (to be shared on request via email)

MOB NO.	MAKE	MILLAGE	FUEL TYPE	YEAR OF MANUFACTUER	NO, CYLINDER	CONDITION
MOB 49	TOYOTA LANCRUSIER (4X4, HZJ78)	90,490	DIESEL	2017	6	TWO BROKEN PISTON,Bad Engine,flooded
MOB 51	TOYOTA HIACE	195,269	DIESEL	2018	4	GOOD CONDITION
MOB 52	TOYOTA HILUX 4X4 (LAN) DOUBLE CABIN	277,694	DIESEL	2018	6	GOOD CONDITION
MOB 54	TOYOTA HILUX 4X4 (LAN) DOUBLE CABIN	337,422	DIESEL	2018	6	GOOD CONDITION
MOB 04	TOYOTA LANCRUSIER (VDJ)	190,662	DIESEL	2018	8	A/C NOT WORKING

We look forward to your participation,

Sincerely,

For Médecins Sans Frontières,

Dirian Mejia
Logistics Coordinator, MSF France
Nigeria Mission