



Tender Reference No: 597/23/IPPASE

19th May 2023

INVITATION TO TENDER

**SUPPLY AND DELIVERY OF ONE (1) UNIT OF MOTOR VEHICLE (TOYOTA LAND
CRUISER 79 DOUBLE CABIN PICK-UP).**

Tender Reference No: 597/23/IPPASE

Opening Date: 19th May 2023

Closing Date: 12th June 2023

**Catholic Agency for Overseas Development (CAFOD)
CAFOD Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

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CAFOD INVITATION TO TENDER FOR SUPPLY AND DELIVERY OF ONE (1) UNIT OF TOYOTA LAND CRUISER 79 DOUBLE CABIN PICK-UP.

Section 1: Background

The Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Church in England and Wales. We work with local partners across South Sudan, in areas of Sustainable Livelihood, Food Security, Emergency, and Peace Building programmes.

CAFOD is looking for competent and reputable Suppliers for the **Supply and Delivery of one (1) Unit of Motor Vehicle Toyota Land Cruiser 79 Double Cabin for project implementation.**

Please tender your proposal as per the specifications below:

Section 2: Specifications

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
Lot#1	Purchase of Toyota Land Cruiser 79 Double Cabin Pick-Up 6 Seater (HZJ79-DKMRS-S6) 4.2 Litres Diesel -4WD - 4 Doors -Manual transmission	piece	1		
	Year of Manufacture	2023			
Minimum Specifications		4 x 4 Vehicle			
Model Code		HZJ79-DKMRS-S6			
Assembly origin		Japan (Strictly in Japan)			
Engine Model		1HZ			
Drive		4x4			
Drive		Left-hand			
Seat Capacity		6 seat including driver seat			
Transmission		Manual			
Engine Type		6 cylinder			
Speed		5			
Displacement		4164			
Fuel Capacity		130			
Front suspension		Coil			
Rear suspension		Leaf			
Front brakes		Disc			
Rear brakes		Drum			
Number of doors		4			
Fuel Type		Diesel			
Seat Material		Vinyl			
Colour		White			

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Central Locking System (Automotive)	Yes
Tyres	285/65R17 Wheel Type (Steel)
Grand Total for Two Vehicles	\$

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
Toyota Land Cruiser Accessories for One (1) Vehicle					
1	Heavy duty Bulbar - TJM	Each	1		
2	Heavy Duty rear bar (back bumper)	Each	1		
3	Second Spare Wheel	Each	1		
4	Electric winch 1200 kg T-Max	Each	1		
5	Tow rope	Each	1		
6	Metallic Jerry Can 20 Litre capacity	Each	2		
7	Double Jerry can holder, mounted on Roof Rack	Each	2		
8	Roof Rack	Each	1		
9	Bottle Jack	Each	1		
10	First Aid Kit	Kit	1		
11	Warning Triangle	Set	1		
12	Fire Extinguisher	Each	1		
	Total for Two Vehicles Accessories				\$

Section 3: Other Information Pertaining of our Quotation are as follows.

Descriptions	Remarks
Payment Mode	
Payment Terms/Credit Period	
Delivery Lead Time.	
Validity of Quotation (Period).	
Preferred Currency of Quotation	
Location of Delivery	CAFOD Office, Hai Malakal, Plot 19, Block XIII, P.O.Box 7, Juba, South Sudan.

Section 4: Instructions to Suppliers

When submitting your tender proposal for Supply and delivery of one (1) unit of Motor Vehicle (Toyota Land Cruiser 79 Double Cabin Pick-Up, please include the following completed document: -

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- a. Signed and Stamped CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. Signed and Stamped CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.
- c. Signed and Stamped CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. Signed and Stamped CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation or equivalent depending on Country you're submitting your tender e.g attached the stamped copies indicating the renewal date, month, and year.
- f. Tax registration certificate
- g. Valid tax clearance certificate or equivalent depending on Country you're submitting your tender e.g electronic Tax Clearance Certificate.
- h. Valid operation licence or equivalent depending on Country you're submitting your tender.
- i. Bank Statements for the last six (6) months (1st November 2022 to 30 April 2023).
- j. Trade references (latest) from other INGOs or UN agencies and attached contract samples as evidence of your engagement for the Supply and Delivery of Motor Vehicles:
- k. Sales authorization agreement from Toyota Company authorizing your company as a Toyota dealer.

Section 5: Tender Instructions

CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure one (1) unit of Motor Vehicle for project implementation. The tender is open to eligible Suppliers as indicated in the instructions.

Section 6: Delivery Period

The bidders must state the exact date of delivery lead time.

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Section 7: Delivery Conditions

Delivered Duty Paid (DDP-Incoterms 2020) – CAFOD Office, Hai Malakal, Juba, South Sudan. Delivered Duty Paid (DDP) is a delivery agreement where the seller undertakes all the responsibility such as risks, and cost associated with the delivery of the one (1) unit of Motor Vehicle and its accessories to the buyer (CAFOD Office) location as stated in the above. All costs inclusive of shipments costs, import and export duties, transportation to Juba, South Sudan and taxes are borne by the seller.

Section 8: Language of Tender

All the information requested for tender process shall be provided in the English language.

Section 9: Experience

Prospective Suppliers must have carried out successful supply and delivery of similar goods to INGOs and UN Agencies with same magnitude or more.

Section 10: Terms and Conditions – Appendix clause 21

Eligible and interested Suppliers shall be required to read and willing to abide to the CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Appendix Clause 21**.

Section 11: Eligible Suppliers

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in the tender process.

Section 12: Submission and Deadline for tender documents

A sealed hard copy of tender application containing all the requirements shall be submitted to address provided above clearly marked with the tender reference number.

Email submission is also accepted with the condition that the suppliers will submit the prescribe documents in form of Portable Document Format (PDF) through CAFOD Official Supply email; ctpsupply@cafod.org.uk

Section 13: Questions Arising from Tender Documents

Questions and clarification that may arise from the tender documents should be addressed to the email address; ctpsupply@cafod.org.uk on or before **29th May 2023**. Responses to the questions and clarifications shall be uploaded into the **NGO FORUM website on 1st June 2023**.

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Section 14: Additional Information

CAFOD reserves the right to request the submission of additional information from prospective Suppliers.

Section 15: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notify the successful bidder/Supplier for the tender for Supply and Delivery of one (1) unit of Motor Vehicle (Toyota Land Cruiser 79 Double Cabin Pick Up) outcome in writing, and this will be done three (3) weeks after the closure of the tender deadline.

Section 16: Tender Guidelines/Regulations and Criteria

i. Incomplete Application

The application forms which are not filled and duly stamped and submitted in the prescribed manner will not be considered by the reviewing committee mandated to carry out this exercise.

ii. The Tender Data

It is understood and agreed that the tender data of the prospective Supplier is to be used by CAFOD in the selection of a prospective Supplier to perform the contract in respect of items as described by the client in **clause 2** in this document.

iii. Tender Requirements

Prospective Suppliers will not be considered qualified unless in the judgment of CAFOD they possess the capability, experience, qualified personnel, available and sustainable equipment, and net current assets or working capital enough to satisfactorily execute the contract.

Section 17: Essential Criteria for Tender

i. Experience

The prospective bidder shall have at least three (3) years' experience in the supply of similar goods. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations.

ii. Financial Condition

The supplier's financial condition will be determined by Bank statements for the last six (6) months from 1st November 2022 to 30th April 2023. Potential Suppliers will be awarded based on the satisfactory information given.

iii. Declaration

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Applicants MUST include a declaration Appendix section certifying the accuracy of the information given.

iv. Withdrawal of Tender

CAFOD has the right to reject the tender from a selected firm, should a condition arise between the time the firm has tendered and the bid opening date which in the opinion of the CAFOD could compromise the performance and but not limited to bankruptcy, change in ownership or new commitment.

Section 18: Appendix Section

(Failure to provide this information shall lead to disqualification from the exercise)

Having studied the tender information for the above Invitation to tender we/I hereby state:

- a. Have read and understood the terms and condition for CAFOD.
- b. Have not been debarred from participating in procurement by anybody, institution, or person.
- c. That in case of being qualified we acknowledge that this grants me/us the right to supply the require items in due time as per our commitment made in our supply lead time indicated in our tender response.
- d. If the legal, technical, financial conditions or the contractual capacity of the firm changes for this call for Tenders, we commit ourselves to inform you and acknowledge your right to review the tender made.
- e. We enclose all the required documents and information required for the tender evaluation.
- f. That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding procurement anywhere.
- g. That I/ We are not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- h. We are not associated with any other Tenderer participating in this Tender.
- i. That I/We do hereby confirm that all the information given in this tender is accurate, factual, and true to the best of our knowledge.

Date

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Applicant's Name

Represented by

Signature

Designation

(Full name and designation of the person signing and stamp or seal.).

Section 19: Notification of the results

Only the successful and competitive bidder will be notified. Therefore, if you do not receive an email communication within three weeks (3 Weeks) of the expiry of the deadline, your bid has not been successful.

We, the undersigned, hereby accept in full the CAFOD General Terms and Conditions and hereby offer to contract the items listed above in conformity with the requirements of CAFOD as per details provided above.

Name of Company:	
Address:	
Tax Identification Number	
Active Phone Number	
Email:	

Section 20: Disclaimer

This is only a call for tender and CAFOD reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD shall accept no liability whatsoever. The potential bidder is wholly responsible for all costs related to the preparation and submission of tender dossiers. The decision of the CAFOD Procurement Evaluation Committee (PEC) shall be final and the PEC are exercising the right vested into them by the CAFOD Supply Chain Manual.

Section 21: Appendix – CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct



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3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy