

**Subject: TENDER NOTICE (4 x 4 Vehicle)**

Dear Esteemed Supplier,

We are delighted to extend this invitation to interested bidders for submission of proposals for supply of one 4x4 vehicle. Enclosed herewith, you will find all necessary documents pertaining to this bid opportunity:

A. Bid details and Instructions to Bidders

Annex 1: General Criteria for Supply Contracts

Annex 2: Technical Specifications Data Form (to be completed by the Bidder)

Annex 3: Bid Submission Requirement and Form (to be completed by the Bidder)

For your convenience, Microsoft Word copies of the Bid Submission Form and Technical Data Form can be provided upon request to facilitate easy completion. Please adhere strictly to the original text as provided in the Word format document, as alterations in the printed text are prohibited.

ZOA Dorcas reserves the right to accept or reject any bid and to annul the bidding process without incurring any liability to Bidders.

Should you require further information or clarification regarding the bid process, please do not hesitate to contact us.

Warm regards,



**ZOAC**  **Dorcas**  
South Sudan

**Procurement Unit**

**ZOA Dorcas South Sudan**

**Country Office**

**Hamza Inn, Juba Town, Juba**

**South Sudan**

Email: [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo)

**A: BID DETAILS**

Date of Issue: 16/09/2024

Bid Reference Number: ZD/SSD2403/01/2024

Procurement Title: SUPPLY OF A NEW VEHICLE (4 x 4)

Bid Document Receiving Deadline: 30th September, 2024 at 4:00 PM (Juba time)

Bid Opening: 1st October, 2024 at 4 PM (Juba time)

Contracting Organization: ZOA Dorcas South Sudan Country Office, C/O Hamza Inn, Juba Town, Juba

Email: [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo)

**B: INSTRUCTION TO BIDDERS**

By submitting a bid, the bidder acknowledges full acceptance, without reservation, of the special and general conditions governing this contract as the sole basis of this bidding procedure. Bidders are expected to meticulously review and adhere to all instructions, forms, contract provisions, and specifications contained within this dossier. Failure to submit a complete bid document by the specified deadline will result in rejection.

I: SCOPE OF SUPPLY AND RELATED SERVICES

The contract entails the supply and delivery of one new 4x4 vehicle to ZOA Dorcas office at Hamza Inn, Juba, South Sudan.

II: SPECIFICATIONS

Suppliers must fully comply with the technical specifications outlined in the bid dossier and adhere to all instructions. Deviations from the specifications may only be considered if deemed to be in the best interest of the Contracting Organization.

III: COST OF BID

The bidder is responsible for all costs associated with the preparation and submission of their bid.

IV: ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Potential bidders must meet specific eligibility criteria to participate in the bid process.

V: EXCLUSION FROM AWARD OF CONTRACTS

Bidders will be disqualified from receiving contracts under certain conditions.

VI: LANGUAGE OF BIDS

All communications must be conducted in English.

VII: DOCUMENTS COMPRISING THE BID

Bidders are required to submit various documents as outlined in the bid instructions.

VIII: ELIGIBILITY CRITERIA (MINIMUM REQUIREMENTS)

Bidders must meet specified minimum requirements (see details)

IX: PRICING

The price quoted by the bidder remains fixed and is not subject to adjustments.

X: VALIDITY

Bids shall remain valid for a minimum of 90 calendar days after the bid closing date.

XI: SUBMISSION OF BIDS AND CLOSING DATE

Bids must be hand-delivered by the specified closing date and time. Email submissions will not be accepted.

Please find the complete bid document attached for your reference.

Thank you for your interest in partnering with ZOA Dorcas.

**Annex 1: Eligibility Criteria**

Bidders must meet the following minimum requirements:

- a) Bid for all items listed in Annex, ensuring quotations for all items within the chosen lot.
- b) Provide transportation to the ZOA Dorcas office in Juba.
- c) Submit valid certificates and documents as specified in the table below.
  - Registration of business/company in South Sudan
  - Valid Operation License
  - Tax Clearance\Compliance Certificate from South National Revenue Authority.

- Valid Importers and Exporters Registration Certificate
- Bids must be valid for a minimum period of 90 days
- Bank statement for the last 3 months for the period

**Pricing Options:**

Bidders must provide price quotations according to one of the following options:

- For vehicles imported into South Sudan, tax exemption applies. Prices quoted should include delivery to the ZOA Dorcas office in Hamza Inn, Old Juba City, South Sudan, excluding all duties and import taxes as per the Republic of South Sudan National Directorate of Taxation Act.
- Tax exemption applies to the vehicle itself, excluding all applicable government taxes as per the Republic of South Sudan National Directorate of Taxation Act. Additionally, transportation and delivery costs to the ZOA Dorcas office in Hamza Inn, Old Juba City, South Sudan, should be covered in the quoted price.
- The successful bidder is responsible for covering all handling and transport costs from the supplier/manufacturer's location to the ZOA Dorcas office in Juba.
- All prices must be quoted in USD.

**Validity:**

Bids shall remain valid for a minimum of 90 calendar days after the bid closing date. By submitting the Bid, the Bidder affirms that it provides an irrevocable offer for the specified duration.

Should the need arise, the Contracting Organization may request written extensions to the validity period before its expiry. Bidders agreeing to the extension are not permitted to modify their Bids. Refusal to extend may result in termination of participation in the Bid process.

**Submission of Bids and Closing Date:**

Bids MUST be hand-delivered and placed in the Bid box at the reception area of the office address below by the specified closing date and time as outlined in the document. Bids may also be submitted electronically through [procurement.southsudan@zoadorcas.ngo](mailto:procurement.southsudan@zoadorcas.ngo) responding with all required documents. The submission date is no later than: 30th September, 2024 at 4:00 PM (Juba time)

Bids MUST be submitted in sealed envelopes clearly marked "Invitation to Bid – ZD/SSD2311/01/2024," with the following information:

Procurement Committee

ZOA Dorcas South Sudan

Hamza Inn, Juba, South Sudan

Bid no.: ZD/SSD2403/01/2024

Any deviation from the specified marking will result in the rejection of the bid.

Additional requirements and instructions for bid submission are outlined in the bid document. Late or incomplete submissions will not be considered.

Bidders must have a verifiable permanent office and/or warehouse/store in Juba, South Sudan. Bid documents from brokers will be rejected



**ANNEX 2: TECHNICAL SPECIFICATIONS (Minimum Requirement):**

Year of Manufacture: 2023 or 2024.

**ENGINE AND TRANSMISSION**

Engine	4.2L, 6 Cylinder Inline, 12 Valve, Ohc
Output Hp/rpm	129/3800
Torque Kg-m/rpm	29/2200
Transmission	5 Speed Manual

**DIMENSION, CAPACITIES & SUSPENSIONS**

Dimensions (mm)	Length 4730 X Width 1790 X Height 1955
Fuel Tank Capacity	130L
Seating Capacity	10 Seats
Transmission	5 Speed Manual
Front Suspension	Coil Springs
Rear Suspension	Leaf Springs
Tyres	7.50R16-8e 5.50f Steel

**INTERIOR FEATURES & SAFETY**

- Speedometer
- Fabric Seats
- Manual Air Conditioning
- Bench type Front Seat
- Power Steering
- Second Row Seat Transverse For 3 Passengers
- Tilt And Telescopic Steering Column (manual)
- Third Row Seat Parallel For 4 Passengers
- 4 Spoke Urethane Steering Wheel D380
- Glove Box
- Central Locking
- Cup Holders
- Power Windows

*SP*

- Audio/am/fm/cd, 2 Speakers
- Driver Airbag
- Rear Differential

#### EXTERIOR FEATURES

- Halogen Headlamps
- Rear Pintel Hook
- Mudguards (front & Rear)
- 16" Steel Wheels
- Back Door Mounted Spare Wheel with Lock
- Painted Rear Bumper with Reflector
- Square + Snorkel Air Filter Cleaner
- Chrome Plated Door Mirrors
- Heavy duty Roof rack
- Bull-bar
- Electric Winch
- 2 Metallic Jerrycans for emergency fuel storage.( installed on the roof rack)
- 1 Extra Spare Wheel with Tyre.
- High lift jack
- Heavy duty Rear Bar

#### Annex 3: Bid Submission Requirements and Forms:

Bidders are required to complete the provided template. The technical specifications outlined below act as a checklist, representing mandatory minimum standards. Evaluators will use these specifications to assess the technical compliance of the supplies in the Bid document. Any deviations from these specifications may be considered only if they are deemed to be in the best interest of ZOAC Dorcas South Sudan.

##### 1: Check List

Item No.	Parameter, Description	Specifications (Contracting Organization's minimum requirement)	Comply (Yes/No)	Deviations (if any)
1	Brand New Vehicle	Engine	4.2L, 6 Cylinder Inline, 12 Valve, Ohc	
		Output Hp/rpm	129/3800	
		Torque Kg-m/rpm	29/2200	
		Transmission	5 Speed Manual	
		Dimensions (mm)	Length 4730 X Width 1790 X Height 1955	
		Fuel Tank Capacity	130L	

	Seating Capacity	10 Seats	
	Transmission	5 Speed Manual	
	Front Suspension	Coil Springs	
	Rear Suspension	Leaf Springs	
	Tyres	7.50R16-8e 5.50f Steel	
	Transmission	Manual	

2: Bid submission form (filled – in information)

Submitted by (name of company):	
Contact Person:	
Price and currency to be inserted by Bidder	
Description of Supplies	
Qty Required	1
Unit	1
Unit Price (USD)	
Total Price (Duty Free)	

3: Information required by the Contracting Organization:

Check list	YES / NO
Quotation validity (in days) (It must be at least 90 days)	
Transportation to ZOA Dorcas office in Juba	
Estimated delivery date: 31 <sup>st</sup> October, 2024	
ZOA DORCAS's mode of Payment is within 30 days after delivery and receipt of all items	
We certify availability of the vehicle (Yes/No) Delivery time to point of shipment (ZOA DORCAS/FOB): days	
Origin country of supply	

**Company Information:**

Parent company (legal name):

Street name and location/No:

City:

Postal code: (if available)

Country:

Phone no.:

Fax. no.:

E-mail:



Web-site:

Sales Manager (name):

Director (Name):

Other contact (Title & Name):

Subsidiaries, Associates, and/or Overseas Representative:

Countries with registered office:

Countries with representation (agent):

List of International quality assurance certification held by your company:

List of local and national quality assurance certification held by your company

International trade / professional organizations of which your company is a member:

Local trade / professional organizations of which your company is a member:

**Export and References:**

Please list countries your company exports to:

References:

Name & Country of Customer	
Type of Contract	
Value	
Contact Name	
Phone and Email	

Name & Country of Customer	
Type of Contract	
Value	
Contact Name	
Phone and Email	

**Acknowledgment and Commitment:**

Upon reviewing the Invitation to Bid no. ZD/SSD2311/01/2024 dated 16/09/2024 for the supply of Brand-New Vehicle, we, on behalf of our company/business, hereby affirm the following:

- We unconditionally accept all provisions in the Invitation to Bid, including the General Terms and Conditions for Supply contracts along with annexes.
- We commit to providing any or all items at the offered price and delivering them to the designated points within the specified delivery time.
- We certify our compliance with the eligibility criteria stated in the Instructions to Bidders.
- We certify and attest our adherence to the UN Convention on the Rights of the Child, confirming our commitment to refrain from using forced or compulsory labor, and ensuring the upholding of basic social rights and working conditions for our employees. Additionally, we confirm that we are not involved in the development, sale, or manufacture of anti-personnel mines and/or cluster bombs.
- We certify the nationality of our company/business.



C/o Hamza Inn,  
PO Box 381,  
Juba, South Sudan

- We certify the origin of the goods.
- We request payments under the contract to be made to the specified account.
- We declare that our Bid is valid for the required period.

Signature & stamp:

Signed by:

The Bidder:

Name of the company:

Address:

Telephone no.:

Email:

ZOA DORCAS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

Note: Only the successful bidder will be notified. If you don't receive a notification from ZOA DORCAS within one week after the closing date, consider your quotation unsuccessful.