



24th March 2023

Request for Quotation For:

Provision For Vehicles Repair and Maintenance Works.

Service Location: CTP -Juba, and CDoR-Yirol

RFQ Reference No: 585/23/IPPASJ/E

Opening Date: 24th March 2023

Closing Date: 31st March 2023

**CAFOD & Trocaire in Partnership (CTP)
CTP Office Plot 19, Block XIII, P.O. Box 7, Hai Malakal
Next to Save the Children International
Juba, South Sudan**

CAFOD Request for Quotation for Provision of Vehicles Repair And Maintenance Works to CTP – Juba, and CDoR – Yirol.

Section 1: Background

Catholic Agency for Overseas Development (CAFOD) is the official aid and development agency of the Catholic Churches 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 supplier for the provision of **Vehicles Repair and Maintenance works**, and the successful bidder will enter into framework agreement with CAFOD for one (1) calendar year.

Please tender your proposal as per specifications below:

Section 2: Specifications

Item	Description	Unit	Qty	Unit Price (\$)	Total Price (\$)
Toyota Land Cruiser Model 78, and 79					
A	Service A @3,000KM				
1	Oil Filter	Pcs	1		
2	Engine Oil 15W40	Litres	1		
3	Fuel Filter Element	pcs	1		
4	AC Air Filter	pcs	1		
5	Air Cleaner Element	pcs	1		
6	Grease	kg	1		
7	Radiator Coolant	Litres	1		
8	Gear Oil	Litres	1		
9	Hydraulic Oil	Litres	1		
10	Labour Cost	Lot	1		
	Subtotal Cost for A				\$
B	Service B @6,000KM	Set	1		
1	Brake pads front	Set	1		
2	Brake shoes	Set	1		
3	Shock absorbers front	Set	1		
4	Shock Absorbers rear	pcs	1		
5	Radius arm bushes	pcs	1		
6	Control arm bushes	pcs	1		
7	Stabilizer 'd; bush front & rear	pcs	1		
8	A.C Gas refilling	Unit	1		
9	Stabilizer links front & rear	pcs	1		
10	Gear box mounting	pcs	1		
11	N70 dry cell battery (one battery at a time)	pcs	1		

12	Bumper rubbers	pcs	1		
13	Leaf spring bushes	pcs	1		
14	Exchange of rims & tyres	pcs	1		
15	Universal joint FR & RR	pcs	1		
16	Differential seal front & rear	pcs	1		
17	V-belts	pcs	1		
18	Wheel balancing	pcs	1		
19	Wheel alignment	pcs	1		
20	Knuckle kit	Set	1		
21	Knuckle bearing	pcs	1		
22	Knuckle seals inner & outer	pcs	1		
23	Main bearings	pcs	1		
24	Tie rod ends	Set	1		
25	Steering Damper	pcs	1		
26	Labour cost	Lot	1		
	Subtotal Cost for B				\$
C	Service C @9,000KM				
1	Clutch plate	Pcs	1		
2	Pressure plate	Pcs	1		
3	Release bearing	Pcs	1		
4	Clutch master cylinder	Pcs	1		
5	Brake master cylinder	Pcs	1		
6	Injector pump kit	Pcs	1		
7	Rotor head	Set	1		
8	Glass windshield	Pcs	1		
9	Comprehensive wiring	Unit	1		
10	AC fringe	Pcs	1		
11	Head lamp	Pcs	1		
12	Tail light	Pcs	1		
13	Battery terminal	Set	1		
14	Seat belt	pcs	1		
15	Brake fluid	Litre	1		
16	Differential bearing	Pcs	1		
17	Pinion and crown bearing	pcs	1		
18	Gearbox overhaul	Unit	1		
19	Crank shaft	Pcs	1		
20	Camshaft	Pcs	1		
21	Radiator assy	Pcs	1		
22	Exhaust mounting	Pcs	1		
23	Steering cv joint	Pcs	1		
24	Rear brake drum	Pcs	1		
25	Front brake disc	Pcs	1		
26	Fuel system cleaning	Unit	1		
27	Injector nozzles	Pcs	1		
28	Power steering pump	Pcs	1		
29	Tyres	Pcs	1		
30	Control locking assy	Pcs	1		
31	Labour cost	Lot	1		
	Subtotal for C				\$

D	Other Costs – Labours and Assessments				
1	Labour Cost/Charges per Hour-Juba Office's Vehicles.	Hour			
2	Labour Cost/Charges per Hour - Yirol Field Office's Vehicles.	Hour			
3	Assessment Cost Per Day for Major Repair and Maintenance Services - Yirol Field Office 's vehicles	Day			
3	Assessment Cost Per Day for Minor Repair and Maintenance Services - for Juba Office's vehicles.	Day			
	Subtotal for D				\$
	Grand Total Cost for A, B, C & D				\$

Note: Service Provider will provide list and price of their stocks for Spare Parts for Toyota Land Cruiser 78, and 79 respectively.

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	Juba, South Sudan.

Section 4: Instructions to Suppliers

When submitting your tender proposal for Provision of Maintenance and Repair Works, please include a completed document: -

- a. CAFOD Terms and Conditions - attached in the appendix section of this document.
- b. CAFOD Supplier Code of Conduct - attached in the Appendix section of this document.

- c. CAFOD Safeguarding Policy – attached in the Appendix section of this document.
- d. CAFOD Antibribery Policy – attached in the Appendix section of this document.
- e. Valid certificate of incorporation e.g attached the stamp copies indicating the renewal date, month, and year.
- f. Tax registration certificate
- g. Valid tax clearance certificate e.g electronic Tax Clearance Certificate.
- h. Valid operation licence
- i. The latest bank Statement for the last **three** (3) months (1st December 2022 to 28th February 2023).
- j. Trade references (**latest Years 2021- 2022**) from other INGOs or UN agencies and attached contract samples as an evidence to your engagement for Provision of Maintenance and Repair Works:

Section 5: Tender Instructions

The CAFOD in South Sudan hereinafter referred to as “procuring entity” intends to procure Service for Provision of its Vehicles Maintenance and Repair Works. The Request for Quotation is open to eligible Service Providers as indicated in the instructions.

Section 6: Language of Request for Quotation

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

Section 7: Experience

Prospective Service Providers must have carried out successful Maintenance and Repair Works similar to this to INGOs and UN Agencies.

Section 8: CAFOD Policies annexes clause 19

Eligible and interested Service Providers shall be required to read and be willing to abide by CAFOD procurement terms and conditions, CAFOD Supplier Code of Conduct, CAFOD Safeguarding policy, and CAFOD Antibribery Policy as indicated in **Annexes Clause 19**.

Section 9: Eligible Suppliers

The procuring entity's employees and their relative (spouse and children) are not eligible to participate in this Request for Quotation process for Provision of Vehicles Maintenance and Repair Works.

Section 10: 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. The deadline for the submission of this quotation shall be on **Friday the 31st March 2023, at 4:00 pm Local Time.**

Section 11: Questions Arising from Tender Documents

Questions and clarification that may arise from the tender documents should be addressed to the email address email; ctpsupply@cafod.org.uk.

Section 12: Additional Information

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

Section 13: Notification of Successful and Unsuccessful Suppliers

CAFOD will only notified the successful bidder/Service Provider for the Request for Quotation outcome in writing for Provision of Vehicles Maintenance and Repair, and this will be done after three (3) weeks from date of Request for Quotation deadline.

Section 14: 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 mandate to carry out this exercise.

ii. The Tender Data

It is understood and agreed that the RFQ data of the prospective Service Providers are to be used by CAFOD in selection of prospective Service Provider to perform the contract in respect items as described by the client in **clause 2** in this document.

iii. RFQ Requirements

Prospective Service Providers 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 for goods.

Section 15: Essential Criteria for Tender

i. Experience

The prospective bidder shall have at least three (3) years' experience in provision of services. Past performance will be shown by way of attaching relevant local purchase order (LPO)/contract agreement, and letters of recommendations. Suppliers should further specify the area of specializations.

Prospective Service Providers should have special experience and capability to Spare Parts and Services at short notice.

ii. Financial Condition

The supplier's financial condition will be determined by latest bank statements submitted together with RFQ documents. Reference letters from the bank should also be provided as a proven of financial viability. Potential Suppliers will be awarded based on the satisfactory information given.

iii. Declaration – Appendix Section

Application MUST include a declaration certifying the accuracy for the information given.

iv. Withdrawal of RFQ

CAFOD has the right to reject the bid 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 16: Declaration

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

Having studied the tender information for the above Invitation for 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

Applicant's Name

Represented by

Signature

Designation

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

Section 17: Notification of the results

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

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

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

Section 18: Disclaimer

This is only a call for tender and CAFOD & Trocaire in Partnership reserves the right to either amend or cancel it at any time with or without notice. In such cases, CAFOD & Trocaire in Partnership 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 & Trocaire in Partnership Bid Evaluation Committee shall be final and the Bid Evaluation Committee are exercising the right vested into them by the CAFOD Supply Chain Policy.

Section 19: CAFOD Policies

1. Appendix A: CAFOD Terms & Conditions
2. Appendix B: CAFOD Supplier Code of Conduct
3. Appendix C: CAFOD Safeguarding Policy
4. Appendix D: CAFOD Antibribery Policy