

(SMP) 02/03/2021



CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD)

**SUBJECT: INVITATION TO TENDER FOR SUPPLY OF TWO (2) UNITS OF
MOTOR VEHICLES (TOYOTA LAND CRUISER HARDTOPS) AND MOTORCYCLE
(YAMAHA)**

PERIODS OF ADVERTISEMENT: 10 WORKING DAYS

OPENING DATE: 2nd MARCH 2021

CLOSING DATE: 17th MARCH 2021

TIME: 5:00 PM

**CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT OFFICE LOCATION AT
HAI MALAKAL, PLOT 19, BLOCK XIII, P.O.BOX 7**

JUBA, SOUTH SUDAN.



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1.0 INTRODUCTION

CAFOD is the official aid agency of the Catholic Church in England and Wales. We are part of the global Caritas Internationalis family and we work in more than forty (40) Countries worldwide. In South Sudan, we are a registered international non-governmental organization. We work across South Sudan with local communities and with our partners, in areas of poverty eradication, assistance in humanitarian emergencies, awareness and promotion of social justice.

CAFOD is looking for competent and reputable suppliers to submit their proposal for Supply of two (2) units of **Motor Vehicles (Toyota Land Cruiser Hardtop HZJ78L-R-RKMRS-S13, Long Wheelbase 3 doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.**

2.0 INVITATION FOR TENDERS

Tender reference No:

1. **PRF-467-21-IDHEMG**
PRF-468-21-IDHEMG
PRF-459-21-IDHEMG

Tender Name: Tender for Supply of Two (2) Units of Motor Vehicles (Toyota Land Cruiser Hardtop HZJ78L-R-RKMRS-S13, Long Wheelbase 3 Doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.

CAFOD invites expression of interest for supply of Two (2) units of Motor Vehicles (Toyota Land Cruiser Hardtop HZJ78L-R-RKMRS -S13, Long Wheelbase 3 Doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.

A complete set of tender documents may be downloaded by interested candidates from NGO Forums website, www.southsudanngoforums.org

Prices quoted should be net inclusive of all taxes, must be in USD and shall remain valid for 120 days from the closing date of tender.

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Completed tender documents are to be enclosed in plain sealed envelopes marked only with reference number and deposited in the tender box at CAFOD's office in Juba, Hai Malakal

Tenders will be opened internally thereafter the closing of advert and because of existing of COVID-19 Pandemic diseases the participation of supplier representatives is/are not requires.

3.0 VENDOR DETAILS

Name of firm:

Location:

Date of Incorporation:

Telephone:

Email:

Delivery period:

Terms of trade:

Registered Dealers for Selling Motor Vehicles: Yes No



4.0 GENERAL INSTRUCTION

- a. You are requested to provide all the general information as requested.
- b. Incorrect information in any respect will render the bid ineligible.
- c. Subcontracting is not permitted.
- d. The tender bid document should be **spiral-bound**, all pages numbered, countersigned, and stamped.

5.0 MANDATORY REQUIREMENTS FOR THE TENDER

The tenderers shall be required to attach the following applicable mandatory documents.

- a. Company profile (updated)
- b. Certificate of Registration/incorporation (valid)
- c. Tax registration certificate
- d. Tax clearance certificate (tax compliances certificate valid)
- e. Letter of no objections
- f. Copy of valid membership of South Sudan Chamber of Commerce
- g. Operation licence/trade licences (valid)
- h. Letter of recommendation as an authorise dealers for motor vehicles sellers.

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- i. Letter of recommendation from the banker/s indicating bank, branch, and bank account. Also attach at least six (6) month's bank statement.
- j. Latest (2018-2020) Trade References and Letters of Recommendation for the relevant goods (motor vehicles).
- k. All tenderers should neatly fill and duly stamped the filled CAFOD Policies in Appendix 1

6.0 TENDER REFERENCE NOTES

CAFOD invites tender applications under reference number:

2. PRF-467-21-IDHEMG

PRF-468-21-IDHEMG

PRF-459-21-IDHEMG



Supply and Delivery of Two (2) Units of Motor Vehicles (Toyota Land Cruiser Hardtop HZJ78L-R-RKMRS -S13, Long Wheelbase 3 Doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.

7.0 TENDER INSTRUCTIONS

CAFOD based in Republic of South Sudan invites sealed tenders for the supply of two units (2) of Motor Vehicles (Toyota Land Cruisers Hardtop HZJ78-RKMRS -S13, Long Wheelbase 3 Doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.

NB. Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk. All enquiries will be responded to in writing within two working days.

A complete set of tender documents and policies in annex section are attached and CAFOD view it as a complete document published in South Sudan NGO Forum's www.southsudanngoforums.org.

Prices quoted shall be under Delivered Duty Paid (DDP -INCOTERMS -2010) to Juba, in USD and shall remain valid for 120 days from the closing date of tender.

Option 2: Suppliers are advised to Quote for Delivered Duty Paid (DDP) to Malakal for one unit (1) of Toyota Land Cruiser as per detailed specifications provided.

Completed tender documents are to be enclosed in plain sealed envelopes marked only with reference number and deposited in the tender box at CAFOD’s office in Hai Malakal, Juba South Sudan.

8.0 DESCRIPTION OF THE CONTRACT

The tender is for the Supply of two (2) units of Motor Vehicles (Toyota Land Cruiser Hard Top HZJ78L-r-RKMRS -S13, Long Wheelbase 3 Doors, Toyota Land Cruiser HZJ76L-R-RKMRS-S10, Long Wheelbase 5 doors), and one (1) unit of Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot.

9.0 DELIVERY LOCATION

The winner of the tender will deliver the **two units (2) of Motor Vehicles (Toyota Land Cruiser Hardtops) and one (1) unit of Motorcycle (Yamaha 125cc) to CAFOD Office as below;**

NO	DESCRIPTIONS OF GOODS	DELIVERY LOCATIONS
1.	Supply and Delivery of two (2) Units of Motor Vehicles (Toyota Land Cruiser Hardtops).	Delivered Duty Paid (DDP-INCOTERM -2010), for Supply of Goods to final destination in Juba, South Sudan. With option to deliver one (1) unit of one Motor Vehicle to CDoM, Malakal.
2.	Supply and Delivery of one (1) unit of Motorcycle (Yamaha 125cc).	Delivered Duty Paid (DDP-INCOTERM -2010), for Supply of Goods to final destination in Juba, South Sudan

A penalty of USD- 100 per day shall be levied for delivery made outside the agreed stipulated delivery period.

10.0 ELIGIBILITY

This invitation for tender is open to all interested and eligible firms or individuals who are duly registered in the Republic of South Sudan as an authorise dealers of Toyota sellers.

CAFOD employees, committee members and their relatives are not eligible to participate in the tender.

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Firms or individuals not registered in Republic of South Sudan but considering themselves to having fulfilled all other requirements and have the capacity to deliver as per this tender document are not invited to participate in tender exercise.



11.0 INFORMATION MEETING

There will be no meeting to provide information on tender.

Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk . All enquiries will be responded to in writing within two working days.

12.0 TENDER FORMS

The Tenderer shall complete the tender form and the appropriate price schedule.

A complete set of tender documents will be published and downloaded by the tenderers in South Sudan NGO Forums Website; www.southsudanngoforums.org.

13.0 TENDER PRICE

The currency for the Tender shall be USD.

The prices quoted shall be under Delivered Duty Paid (DDP – INCOTERMS 2010) Juba, South Sudan.

The tenderer shall indicate on the price schedule the unit price and total tender price.

The cost quoted for should include the cost of the vehicle plus all accessories to be fitted in the vehicle as per the specifications provided.

The validity period of the tender price shall be 120 days from the date of opening of the tender.

14.0 PERIOD OF IMPLEMENTATION OF TASK

The supply of the Motor vehicles and cycle shall be completed within 8 weeks after signing of the contract.

15.0 SUBMISSION OF THE TENDERS

Tender documents shall be submitted to the CAFOD in a sealed envelope marked: -

Tender for Supply of two (2) units of Motor vehicles and one unit (1) of Motorcycle

Tender No:.....

The CAFOD,

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Tender committee,

Catholic Agency for Overseas Development (CAFOD)'s Office

Hai Malakal, Plot 19, Block XIII, P.O.BOX 7

Juba, South Sudan.

Each tender document to be clearly marked with the tender details as indicated above.

The tender documents to be deposited in a tender box located in the Security Guard's Room.

16.0 DEADLINE FOR SUBMISSION OF TENDERS

The submission of the bids shall be closed at **5.00 pm on 17th March 2021**. Tenders received after the deadline will not be considered and shall be treated as noncompliance to the instruction provided by the bid committee.

17.0 LANGUAGE OF TENDER

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

18.0 THE TENDER DOCUMENT

The Tender document comprises the documents listed below: -

- a. Invitation to Tender.
- b. Technical specification
- c. Price schedule
- d. The company profile.
- e. The Country (Republic of South Sudan) valid legal registration certificates.

The tenderer is expected to examine all instructions, form, terms, and specifications in the tender documents.

19.0 FORMAT AND SIGNING OF TENDER

The tender document shall be typed, forms shall be written clearly and shall be stamped with the firm's rubber stamp and signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract.

All pages of the tender document shall be initialled by the person or persons signing the tender.

20.0 CLARIFICATION OF TENDERS

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.



Any effort by the tenderer to influence CAFOD in the tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers' tender.

21.0 PRELIMINARY EXAMINATION

CAFOD will examine the tenders to determine whether they are complete, whether any computational errors have been made and whether the tenders are generally in order.

22.0 CONTACTING CAFOD

No tenderer shall contact CAFOD on any matter related to its tender, after the tender deadline any attempt will lead to blacklisting of such a company.

Any effort by a tenderer to influence CAFOD in its decisions on tender, evaluation, tender comparison, or contract award shall result in the rejection of the bidder tenders.

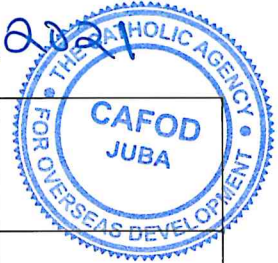
23.0 MANDATORY REQUIREMENT DOCUMENTS

The contract will be awarded to the cheapest offer that meets quality, specification, delivery period, terms of payment.

No	Mandatory Requirement Documents	Document Submitted (Yes/No)
1.	Company profile	
2.	Copy of Valid Certificate of incorporation/registration	
3.	Tax registration certificate	
4.	Copy of valid tax clearance certificate (Tax Compliance Certificate)	
5.	Copy of Valid Membership certificate (Member of South Sudan Chamber of Commerce)	
6.	Copy of valid Operation Licence (Trade Licence)	
7.	Copy of Letter of no objection	
8.	Evidence Of physical Registered office– Please attach tenancy agreements with the name of the firm.	

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9.	Financial position-Positive audited Accounts/Bank statements and the firm financial health performance (current audit).	
10.	Financial statement for the last six (6) months in the name of the firm i.e. (July 2020-December 2020)	
11.	Latest (2018-2020) Trade References and Letters of Recommendation for the relevant goods from INGOs/UN Agencies (Attached Copies of Purchase Orders/Contracts of similar trade as an evidence of your firms as an authorised dealers of Motor Vehicles and Motorcycle).	
12.	All tenderers should neatly fill and duly stamped the filled CAFOD Policies in Appendix 1.	

24.0 CRITERIA OF AWARDING THE CONTRACT

CAFOD will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, meeting stipulated specifications, shortest delivery period and good terms of credit.

25.0 CAFOD'S RIGHT TO VARY QUANTITIES AND RENEGOTIATE PRICES

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

CAFOD reserves the right to renegotiate the prices with the selected bidder.

CAFOD reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the CAFOD's action. CAFOD reserves the right to retender where the bids failed to meet the stipulated requirements.

26.0 NOTIFICATION OF AWARD

CAFOD shall notify the successful tenderer in writing that its tender has been accepted once CAFOD has completed with internal evaluation of different bidder proposals.



27.0 COMMENCEMENT OF CONTRACT

The contract shall come into force on issue of the Purchase Order and signed by both parties.

The parties to the contract shall have it signed within 5 working days from the date of notification of contract award unless there is an administrative review request.

28.0 CORRUPT OR FRAUDULENT PRACTICES

CAFOD requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows;

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a CAFOD staff in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of CAFOD and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial noncompetitively levels and to deprive CAFOD of the benefits of free and open competition.

CAFOD will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in CAFOD’s procurement in South Sudan.

29.0 SPECIFICATIONS

The tender is for supply of two (2) units of Motor Vehicles (Toyota Land Cruiser Long Base), and one (1) unit of Motorcycle (Yamaha DT125cc with accessories include: - Helmet, glove, and ridding boot whose specifications are as follows: -

No	Items Descriptions	Unit	Detail Specifications
1.	Land Cruiser 78L Hardtop 13 STR Model Code: HZJ78L – RJMRS-S13 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)	1	Model Code: HZJ78L-RJMRS-S13 Drive – 4 x 4 Transmission: Manual Speed: 5 Front Suspension: Coil Rear Suspension: Leaf Front brakes: Disc Rear brake: Drum Number of Doors:3 Number of Seats: 13


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			<p>Seat Materials: Vinyl Colour: White Propulsion: Diesel Year of Manufacture 2020 Delivered Duty Paid (DDP INCOTERMS -2010).</p> <p><u>Other Accessories to be fitted:</u> Heavy duty Bull bar – TJM, Heavy duty rear bar (back bumper), Electric winch 1,200 kg T-Max, Tow rope, Tirfor hand winch 1,600kgs include 20 meters wire rope, Tanganyika jack, Hi-lift jack 120cm, Roof rack mountable on vehicle, metallic jerrycans 20 LTR, Double jerry can holder mountable on roof rack, Warning triangle, STD Toolbox kit, Jump cable set (starter), Fire extinguisher 2 kgs, First aid kit, Second spare wheel W/RIM, Sea/inland transport to Juba and Insurance on transit.</p>
2.	<p>Land Cruiser 76L Hardtop 10 STR Model Code: HZJ76L – RJMRS-S10 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)</p>	1	<p>Model Code: HZJ76L-RJMRS-S10 Drive – 4 x 4 Transmission: Manual Speed: 5 Front Suspension: Coil Rear Suspension: Leaf Front brakes: Disc Rear brake: Drum Number of Doors:5 Number of Seats: 10 Seat Materials: Vinyl Colour: White Propulsion: Diesel Year of Manufacture 2020 Delivered Duty Paid (DDP INCOTERMS -2010)</p>
			<p><u>Other Accessories to be fitted:</u> Heavy duty Bull bar – TJM, Heavy duty rear bar (back bumper), Electric winch 1,200 kg T-Max, Tow rope, Tirfor hand winch 1,600kgs include 20 meters wire rope, Tanganyika jack, Hi-lift jack 120cm, Roof rack mountable on vehicle, metallic jerrycans 20 LTR, Double jerry can holder mountable on roof rack,</p>

(Signature)

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			Warning triangle, STD Toolbox kit, Jump cable set (starter), Fire extinguisher 2 kgs, First aid kit, Second spare wheel W/RIM, Sea/inland transport to Juba and Insurance on transit.
3.	Motorcycle (Yamaha 125cc) with accessories includes: Helmet, Glove and Ridding boot	1	Yamaha 125cc Colour: White

30.0 PRICE SCHEDULE

The tenderers will indicate the prices Delivered Duty Paid (DDP -INCOTERMS 2010) for the quoted vehicles in USD as follows: -

Motor Vehicle and Cycle

No.	Item Descriptions	Quantity	Unit price (USD)
1.	Land Cruiser 78 Hardtop 13 Seaters– Model Code: HZJ78 – R-RJMRS-S13 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)	1	
2.	Land Cruiser 76L Hardtop 10 STR Model Code: HZJ76L – R-RJMRS-S10 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)	1	
3.	Motorcycle (Yamaha 125cc) with accessories includes: Helmet, Glove and Ridding boot	1	

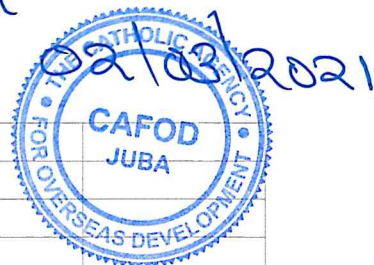
31.0 VEHICLE SPECIFICATIONS

PRICE CONTROL LIST 1

1. Toyota Land Cruiser 78 Hardtop: Model No: HZJ78 -R-RJMRS -S13

No	Item Description	Unit	Qty	Unit price (USD)	Total price (USD)
1.	Land Cruiser 78 Hardtop 13 Seaters– Model Code: HZJ78 – R-RJMRS-S13 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)	pcs	1		
Motor Vehicle Accessories					
	Heavy duty Bull bar-TJM	pcs	1		
	Heavy duty rear bar (Back Bumper)	pcs	1		
	Electric Winch 1200 Kg T-Max	pcs	1		
	Tow rope	set	1		
	Tirfor Hand Winch 1600kgs including 20 meters wire rope	pcs	1		
	Tanganyika Jack	pcs	1		

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Hi-Lift Jack, 120cm	pcs	1		
Roof Rack Mountable on vehicle	pcs	1		
Metallic Jerry can 20 LTR	pcs	2		
Double Jerry Can Holder	pcs	2		
Warning Triangle	Pcs	1		
Standard Toolbox Kit	Kit	1		
Jump Cable Set (starter)	Set	1		
Fire Extinguisher, 2kgs	pcs	1		
First Aid Kit	Kit	1		
Second Spare Wheel W/RIM	Pcs	1		
Sea/inland transport to Juba	Each	1		
Insurance on transit	Each	1		
Delivered Duty Paid (DDP INCOTERMS -2010) to Juba	Each	1		
Total Cost (Vehicle and accessories) in USD				

PRICE CONTROL LIST 2

2. Toyota Land Cruiser 76 Hardtop: Model No: HZJ76L -R-RJMRS -S10

No	Item Description	Unit	Qty	Unit price (USD)	Total price (USD)
1.	Land Cruiser 76L Hardtop 10 Seaters-- Model Code: HZJ76L – R-RJMRS-S10 Model Year 2020 (1 Unit New) Drive: Left Hand Drive (LHD)	pcs	1		
Motor Vehicle Accessories					
	Heavy duty Bull bar-TJM	pcs	1		
	Heavy duty rear bar (Back Bumper)	pcs	1		
	Electric Winch 1200 Kg T-Max	pcs	1		
	Tow rope	set	1		
	Tirfor Hand Winch 1600kgs including 20 meters wire rope	pcs	1		
	Tanganyika Jack	pcs	1		
	Hi-Lift Jack, 120cm	pcs	1		
	Roof Rack Mountable on vehicle	pcs	1		
	Metallic Jerry can 20 LTR	pcs	2		
	Double Jerry Can Holder	pcs	2		
	Warning Triangle	Pcs	1		
	Standard Toolbox Kit	Kit	1		
	Jump Cable Set (starter)	Set	1		
	Fire Extinguisher, 2kgs	pcs	1		
	First Aid Kit	Kit	1		
	Second Spare Wheel W/RIM	Pcs	1		
	Sea/inland transport to Juba	Each	1		
	Insurance on transit	Each	1		
	Delivered Duty Paid (DDP INCOTERMS -2010) to Juba	Each	1		



	Delivered Duty Paid (DDP INCOTERMS -2010) to Malakal	Each	1		
Total Cost (Vehicle and accessories) in USD					

PRICE CONTROL LIST 3

1. Motorcycle (Yamaha 125cc) with accessories includes: Helmets, Glove and Ridding boot.

No	Item Description	Unit	Qty	Unit price (USD)	Total price (USD)
1.	Motorcycle (Yamaha 125cc)	pcs	1		
Motorcycle Accessories					
	Helmets	pcs	2		
	Ridding Boot	pair	1		
	Hand Glove	pair	1		
Total Cost (Motorcycle and accessories) in USD					

32.0 CREDIT PERIODS

Indicate the credit periods being offered as ----- days.

33.0 FORCE MAJEURE

This process of tender and contract may terminate automatically by an event of Force Majeure. Force Majeure under this agreement shall include inaccessibility due to natural factors and insecurity in area of operations.

34.0 APPENDIX 1: CAFOD POLICIES

Appendix A: CAFOD Supplier 's questionnaire

Appendix B: CAFOD Supplier's Code of Code

Appendix C: CAFOD Terms and Conditions for supply of goods and service