

INVITATION TO TENDER

FRAMEWORK AGREEMENT (FWA) TO SUPPLY VEHICLE PARTS, LUBRICANTS, TYRES AND TRANSPORT SERVICES.

PART I: TENDER INFORMATION

1. Introduction

Samaritan's Purse is a nondenominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through his Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ. For further information, we encourage you to visit <https://www.samaritanspurse.org>

Samaritan's Purse International Relief in South Sudan is inviting submissions of tenders for a Framework Agreement (FWA) to supply Vehicle Parts, Lubricants, Tyres and Transport services as per the following categories for a **period of 1 (one) year**;

1. **FWA08-19-001SS – Toyota Land cruiser parts.**
2. **FWA08-19-002SS – Motorbike Parts.**
3. **FWA08-19-003SS – Quadbike Parts.**
4. **FWA08-19-004SS – New Holland Tractor parts.**
5. **FWA08-19-005SS – Massey Ferguson Tractor parts.**
6. **FWA08-19-006SS – Lubricants.**
7. **FWA08-19-007SS – Tyres.**
8. **FWA08-19-008SS – Road Transportation and customs clearance services from Nairobi, Kenya to Juba, South Sudan.**
9. **FWA08-19-009SS – Road Transportation and customs clearance services from Kampala, Uganda to Juba, South Sudan.**

2. Our Intentions and Goals of the FWA

Samaritan's Purse may at its sole discretion enter into multiple FWA;

- To partner with professional suppliers that are highly skilled and responsive, with effective customer service representatives.
- To achieve the most advantageous tender outcome, while receiving the highest level of quality and value for money.

3. Provisional timetable

<u>Activity</u>	<u>Due Date</u>
Tender Notice – Issuance of Invitation to Tender	5th August 2019
Submission of Bids (Tender Closing Date)	30th August 2019
Supplier Evaluation, Vetting and Selection	25th October 2019
FWA Award and Signoff	15th November 2019
FWA Start Date	1st December 2019

4. Item Specification

- 4.1. Genuine (original) and quality Vehicle Parts, Lubricants, Tyres and Transport services as detailed in the attached Price List and detailed technical specification.

See the attached Price List for part numbers and detailed technical specification.

4.2. The following information must be included in your tender response /price quotation;

- 4.2.1. Price per unit of each item
- 4.2.2. Delivery lead time for each item
- 4.2.3. Quote validity period – Quote must be valid for a minimum period of 3 months
- 4.2.4. Payment terms offered
- 4.2.5. Delivery terms (i.e. ex-works or Duty Delivered Paid (DDP) – Juba, South Sudan)

5. Supplier Selection Criteria

The following categories will form part of the selection criteria for each supplier with maximum scores per category as shown in the following table. You are therefore advised to provide very clear information related to the 5 categories.

Note that: The possible indicators listed for each category are not all required, but these and similar indicators will be considered by the tender committee for each category when deciding which supplier to select.

Category	Description
Statutory obligations	<p>The supplier has met all statutory obligations to operate legally in its country/countries of operation.</p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> • The supplier is registered with relevant authorities • The supplier's tax compliance certificate is up to date • The supplier has a valid import/export license (if applicable)
Operational capacity	<p>The supplier demonstrates adequate operational capacity to supply large orders within acceptable lead times.</p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> • Size of the company: number of locations, shop size, warehouse size etc. • Number of employees • Number of years the company has been in operation • Amount of stock on hand • The supplier has successfully supplied similar large orders to a variety of clients in the past
Technical capacity	<p>The supplier demonstrates adequate technical competence to supply the correct type and quality of items requested.</p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> • The supplier has provided the correct technical specifications in their quote as requested in the ITT.

	<ul style="list-style-type: none"> • The supplier specializes in the category of items specified in the ITT. • The supplier is an official dealer/importer/manufacturer of the specified items. • The supplier adheres to other recognized standards (e.g. ISO certifications, etc.) that demonstrate technical competence
Financial capacity	<p>The supplier demonstrates adequate financial capacity to supply high-value orders with minimal risk (e.g. of financial loss or non-delivery) to the purchaser. Indicators may include:</p> <ul style="list-style-type: none"> • The supplier has significant annual sales • The suppliers payment terms are favorable (e.g. 100% advance vs. 50% advance vs. payment after delivery) • The supplier accepts preferred payment methods (e.g. wire transfer or Cheque vs. Cash payment)
Price and lead time	<p>The supplier offers competitive prices and commits to acceptable lead times. Indicators considered may include:</p> <ul style="list-style-type: none"> • The prices the supplier quotes are competitive compared to other vendors considered • The supplier offers short lead times which meet the needs of the purchaser
Other Value-adds	<p>The supplier offers other benefits to the purchaser. Indicators considered may include:</p> <ul style="list-style-type: none"> • The supplier offers after-sale services or discounts • The supplier is able to provide warranties or guarantees on the products it supplies • The supplier is able to stock supplies for the purchaser (on request) for up to 2-3 months prior to final delivery • The supplier is able to offer quotes for multiple delivery terms (i.e. both ex-works and DDP Juba)

NOTE:

1. Samaritan's Purse reserves the right to revise the above conditions as may be necessary.
2. Samaritan's Purse reserves the right to accept part of a tender, to reject all tenders, or to cancel the entire tender process.
3. Samaritan's Purse reserves the right to reject bids /tenders based on any discovered links to terrorist activities (using Watch-Dog Pro and/or www.sam.gov)
4. Samaritan's Purse reserves the right to visit bidders to evaluate capacity to supply

6. Conditions of the ITT

You must agree to the following conditions if you choose to respond to Samaritan's Purse South Sudan regarding this Invitation to Tender (ITT)

6.1. General Conditions

1. All responses and supporting documentation regarding this tender shall become the property of Samaritan's Purse International Relief and will not be returned.
2. Samaritan's Purse International ultimately reserves the right throughout this process to select any supplier that best meets its business requirements.
3. Neither issuance of this ITT nor receipt of bids represents a commitment on the part of Samaritan's Purse International Relief.
4. Samaritan's Purse International Relief will not be responsible for, or in any way liable for, any costs incurred by the supplier in the preparation of any responses relating to this ITT.
5. Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.
6. Prospective bidders must respond to all the Questions in the Tender Response Form attached.
 - a. The Questions are mandatory for Suppliers to complete if they wish to be considered for Samaritan's Purse International business.
 - b. You may use separate sheets if required to provide answers to the questions.
7. Prospective bidders must sign the SP Tender code of conduct also attached.
8. Enquiry regarding quantity information and any other information related to this tender should be sent to sstender.response@samaritan.org.
9. Samaritan's Purse South Sudan Procurement Committee will review the bids and vet the bidders to determine, in accordance with the Selection Criteria above, whether they will award the contract to any one of them.

6.2. Information to include in your Bid

The bidder must provide sufficient information in the tender to demonstrate compliance with the requirements set out in each section of this ITT. The tender shall therefore include, as a minimum:

1. Complete Tender Response form
2. Registration certificates/documents
 - Certificate of incorporation
 - Tax Compliance Certificate from Country of Operation
 - License from the government authority to operate as a Supplier /Distributor / Manufacturer etc.
 - Import /Export License if applicable
3. Pricing structure (financial offer/quote/price list)
 - *Unit price as per attached Price list*
 - *If Quoting Duty Delivered Paid (DDP) Juba, please indicate the Freight & Clearance cost separately*
 - *If Quoting Free on Board (FOB /Ex-works, please provide Unit Price)*
4. Written references (3 preferable) and a list of references and contacts
 - *References from NGOs/Humanitarian institutions an added advantage*
5. Latest financial statements.