



## TENDER NOTICE

### INTRODUCTION.

Organic Farming Advisory Organizations (OFAO) is nonprofit making and national organization (NNGO) with vast expertise in promoting organic and sustainable agriculture in South Sudan, OFAO is currently implementing a consortium project title: Community Driven Rural Development (CDRD II), particularly in Yei River county of Yei town payam in the Bomas of Pakula Boma, Gimunu boma and Minyori boma of central equatorial state. OFAO is registered with South Sudan Relief and Rehabilitation commission (SSRRC) with registration Number.1060 under Chapter 3, section10 of the 2013 South Sudan NGO –Acts. We have been in existence since 2015 up to date in South Sudan.

**The subject of the tender:** supply of Toyota Hilux Double Cabin, Year 2018, Engine Size 2.4cc, Fuel, Diesel, Seating 05, Color, White Color, , And Transmission, Manual, steering. Left hand, Derivation, 4WD, Mileages/KM, 29000KM, Body Types, Pickup Double Cabin, Condition. Used. Weights maximum in kgs: 1900Kgs and the Toyota Hilux double cabin vehicle should bear or fixes common spares part.

### Tender Re- Announcement.

**Venue:** Organic Farming Advisory Organization (OFAO) South Sudan.

**Tender Reference Number.** OFAO/SS/CE/YEI/004

**Tender issuance date:** 15<sup>th</sup>/November /2024.

**Deadline for submission:** 15<sup>th</sup>/December /2024.

**Type of supply:** OFAO wish to invite potential and reputable Vendors/Bidders who are interested in applying for the following tender Technical description Toyota Hilux double cabin models, year 2018, Condition. Used.

### TECHNICAL SPECIFICATIONS.

Item	Description	Unit	Quantity	Total Amount
1	<b>1-Vehicle type:</b> Toyota Hilux double cabin, <b>2-Year:</b> 2018, Engine size:2.4cc, <b>3-Fuel:</b> Diesel, <b>4-Seating:</b> 5, <b>5-Color:</b> white Color. <b>6-Transmission:</b> manual, steering: Left hand , <b>Derivation:</b> 4WD, <b>7-Mileage/KM.</b> 29000Km <b>8-Body Type:</b> Pick up double cabin, <b>9-Condition:</b> Used. <b>10-Weights maximum in kgs:</b> 1900kgs. <b>11-Front bumper with a flag arrow of 1.5 meters.</b>	Pc	1	



## **INSTRUCTIONS TO BIDDERS.**

### **A.1. Acknowledgement**

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond and offer best quotations.

### **A.2. General**

The vehicle to be purchased is for use by the Contracting Authority-(OFAO) in its increased access in implementing the Community Driven Rural Development-CDRD II Project, an intervention funded by the German Federal Ministry for Economic Co-operation and Development (BMZ) and The Kingdoms of the Netherlands and supported by Gesellschaft for international Zusammenarbeit (GIZ) GMBH, through CACH. Therefore; an interested supplier can submit a quotation.

### **Cost of quotation**

The supplier shall bear all costs associated with the preparation and submission of his quotation and the Contracting Authority-(OFAO) will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

### **A.3. Eligibility and qualification requirements**

Suppliers are not eligible if they are in one of the situations list of any compliances registration certificates/ documents as required by the contract authority-(OFAO) for the General Terms and Conditions for Supply Contracts.

In the Quotation Submission Form suppliers shall attest that they meet the above eligibility criteria. If required by the Contracting Authority-(OFAO), the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority-(OFAO) of its eligibility through certificates issued by competent authorities in its country of establishment or operation or, if such certificates are not available, through a sworn statement.

Suppliers shall also be requested to certify that they comply with the General Terms and Conditions for Supply Contracts and with the Code of Conduct for Contractors. To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority-(OFAO).

### **A.4. Exclusion from award of contracts**

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:



- (b) Are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

**A.5. Documents comprising the Request for Quotation**

The Supplier shall complete and submit the following document with his quotation:

1. The attached Quotation Submission Form
2. Suppliers technical specifications
3. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before) -(OFAO).
4. References that we may contact for further background information of your company. (Shall only be submitted if you have not delivered to the Contracting Authority before) -(OFAO)

**A.6. Price**

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract. Price shall be quoted in USD.

All prices must include all the applicable Government taxes as per the Republic of south Sudan National Directorate of Taxation ACT, Transportation custom clearance, Importation fees and delivery cost to Yei OFAO office at Hai Gabat Residential Area ,Yei River county central equatoria state south Sudan.

All handling, Road Blocks, security clearance and transport cost from the location of the supplier/Manufacture to Juba office of OFAO at hai Tarawa Residential Area, Juba county Central equatoria state south Sudan will be the responsibility of the successful bidder or vendor.

**A.7. Validity**

Quotations shall remain valid and open for acceptance for **60** days after the closing date.

**A.8. Closing date**

Quotation must be received by the Contracting Authority-(OFAO) as specified on **page 1** not later than the closing date and time. Any quotations received after that will not be considered.

**A.9. Award of Contract and Criteria**

The Contracting Authority--(OFAO) will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively .

The Contracting Authority-(OFAO) aims to purchase vehicle that minimise the environmental impact. Therefore, OFAO reserves the right to choose a Supplier based on environmentally sustainable criteria such as durability, availability of spare parts, etc. over quotations that do not meet these standards.

The Contracting Authority-(OFAO) reserves the right to accept all or part of your quotation, whichever is in its best financial interest.

**A.10. Signature and entry into force of the Contract**

Prior to the expiration of the period of the quotation validity, the Contracting Authority-(OFAO) will notify the successful supplier in writing.

Within five (05) days of receipt of the Contract, not yet signed by the Contracting Authority-(OFAO), the successful supplier must sign and date the Contract and return it, to the Contracting Authority-(OFAO). On the date of signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority-(OFAO).

If the successful supplier fails to sign and return the Contract and within the five (05) days stipulated, the Contracting Authority-(OFAO) may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

**B.2. Payment**

**Payment of 100%** will be made through bank transfer to the successful supplier's account, after delivery of Toyota Hilux double cabin pick up model, Year 2018, condition used vehicle, Engine size 2.4cc, Fuel, Diesel, Seating 5, Color White, And Transmission: Manual, Steering, Left hand, And Derivation, 4WD, Mileages/KM 29000KM, Weights Maximum in kgs: 1900Kgs, **Front bumper with a flag arrow of 1.5 meters.** Body Type: pickup double cabin, And the Toyota Hilux double cabin vehicle should bear or fixes common spares part to the needs of Contracting Authority (OFAO) south Sudan, upon receipt of the following documents and **within 10 days** after receipt of the vehicle.

- (a) Invoice (one original copies)
- (b) Proof of delivery / Signed - Waybill / Delivery Note / Goods Received Note / Packing list)  
(one original copies)
- (c) Warranty Certificate (one original copies)
- (d) Pre-shipment inspection Certificate (one original)
- (e) Any other document/certificate required for import/export of supplies
- (f) Prepayment guarantee 100%
- (g) Company payments account details including Bank Names.
- (h) Certificate of inspection or Road certificate worthiness (one original).

**Demonstration of Responsibility:**

To be deemed a responsible and responsive Supplier-Vendor, the Supplier-Vendor's bid shall include all of the following in accordance with the instructions and terms and conditions of the RFQ:



**Mandatory Submission Requirements. (A proposal without any of this documents will be disqualified automatically)**

<b>S/NO</b>	<b>Documents included for vendor set up as a COMPANY Eligible Criteria Mandatory Documents required to be submitted</b>
1	The company profile
2	Past work experience and letter recommendations
3	Valid Tax identification number
4	Valid Tax clearance certificate
5	Valid Registration certificate from the Ministry of Justice
6	Valid importing license
7	Valid-First page of memorandum and articles of association and the page with shares allocation/board of directors
8	A copy of void cheque of the bank account provided to OFAO or evidence of Bank Statement or Bank Account number with Bank Details

S/NO.	Evaluation criteria	Weighing/po ints score	Scoring methods and documents required.
1	Price	50 %	<p>The price proposal will constitute 50 percent weights/points. Points for the price proposals will, therefore, be calculated according to the following formula:</p> $\text{Points} = (A/B) * 50$ <p>Where A = lowest price among all the Vendors/bidders And B = price proposed by the Vendor/Bidder</p>
2	Delivery period. Required Preferable within one month from the date of issue of PO.	20 %	<p>The time proposal will constitute 20 percent weights/points. Points for the time proposals will, therefore, be calculated according to the following formula:</p> $\text{Points} = (A/B) * 20$ <p>Where A = shortest time among all the Vendors/bidders And B = Time proposed by the Vendor/Bidder</p>
3	Meeting all technical specifications as per shared call for tender	30 %	<p>Technical specifications will constitute 30 percent weighing/points. The points will be calculated according to the following formula.</p> $\text{Points} = (A/11) * 30.$ <p>Where, A= Score for technical specifications by the vendor/Bidder. 11= Total number of score for technical specifications.</p> <p>1- Vehicle type: Toyota Hilux double cabin, 2- Year: 2018, Engine size:2.4cc, 3- Fuel: Diesel, 4- Seating: 5, 5- Color: white Color , 6- Transmission: manual, steering: Left hand , 7- Derivation: 4WD, 8- Body Type: Pick up double cabin, Condition: Used. 9-Mileage/Km.29000 Km. 10-Weights maximum in kgs: 1900Kgs. 11-Front bumper with a flag arrow of 1.5 meters.</p>

Suppliers are requested to complete the technical specifications description above. They are compulsory as minimum standard and will be the only basis for the Contracting Authority-(OFAO), to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority-(OFAO). And interested companies with reputable experience are requested to submit their quotations to OFAO to the procurement department to this email [ofao-procurement@ofao.org.ss](mailto:ofao-procurement@ofao.org.ss)

### **For Hard copy Submission.**

- 1- The envelop must be SEALED with tender reference number written on the envelop and Dropped into OFAO Tender Box in Juba or Yei office.
- 2- Vendor must sign in the SEAL quotation Submission tracking sheet.

Manufacturers' names, catalogue numbers and model designations appearing in the list are for reference only. Quotations for above Technical specifications description that is equal in function, quality and performance to that listed Item will be given full considered.

**NB: Please provide the Toyota Hilux Double Cabin Model, Year 2018, Conditions Used, fuel .Diesel, seating, and 5, Color, White Color, And Transmission: Manual, Steering left hands, Derivation, 4WD, Mileage/KM, 29000Km, Front bumper with a flag arrow of 1.5 meters. Body Type, Pick up double cabin, And the Weights maximum in kgs: 1900kgs And the Toyota Hilux double cabin Vehicle should bear or fixes common spare parts to the needs of contracting Authority OFAO –South Sudan which you are going to offer.**

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through below.

After having read this Request for Quotation on behalf of my company/business, I hereby:

- a) Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts.
- b) Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or item at the price offered and deliver same to the designated points within the delivery time stated above.
- c) Certify and attest that we meet the eligibility criteria stated in the Instructions.
- d) Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.



<b>The Contact</b>	
Name of the Company.	
Name of the contact person	Address.
Company Address.	
Telephone no.	
Email.	
Date.	

**Note.**

Any error identified in this document, OFAO should be notified immediately through the stated submission email addresses.

Prepared by Mawq Isaac Date 15/11/2024 Sign [Signature]

Reviewed by Wary paul Date 15/11/2024 Sign [Signature]

Authorized by Mbali Peto Date 15/11/2024 Sign [Signature]

Approved by Hakim James Date 15<sup>th</sup> 11/2024 Sign [Signature]

