

## INVITATION TO TENDER

### FRAMEWORK AGREEMENT (FWA) TO SUPPLY VEHICLE PARTS, LUBRICANTS, TIRES AND TRANSPORT SERVICES

#### PART 1: TENDER INFORMATION

##### 1. Introduction

Samaritan's Purse International Relief 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, Tires and Transport Services as per the following categories for a **period of 1 (one) year**;

1. *FWA09-21-001SS* – **Land Cruiser parts.**
2. *FWA09-21-002SS* – **Motorbike parts.**
3. *FWA09-21-003SS* – **Quadbike parts.**
4. *FWA09-21-004SS* – **New Holland Tractor parts.**
5. *FWA09-21-005SS* –
6. *FWA09-21-006SS* – **Lubricants.**
7. *FWA09-21-007SS* – **Heavy Truck tires.**
8. *FWA09-21-008SS* – **Land Cruiser tires.**
9. *FWA09-21-009SS* – **Tractor tires.**
10. *FWA09-21-010SS* – **Quadbike tires.**
11. *FWA09-21-011SS* – **Motorbike tires.**
12. *FWA09-21-012SS* – **Isuzu parts.**
13. *FWA09-21-013SS* – **6 MT Charters from Juba to Yida and Juba to Maban**
14. *FWA09-21-014SS* – **8.5 MT Charters from Juba to Yida and Juba to Maban**
15. *FWA09-21-015SS* – **Ground Transportation from Juba to Yida**
16. *FWA09-21-016SS* – **Courier Service (per Kg) from Nairobi, Kenya to Juba, South Sudan**
17. *FWA09-21-017SS* – **Courier Service (per Kg) from Kampala, Uganda to Juba, South Sudan**
18. *FWA09-21-018SS*-**Clearence And Forwarding Services**

**\*Please include the reference # of the tender you're applying for in the subject line of your email bid.**

## 2. Our Intentions and Goals of the FWA

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

- 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.
- **NOTE:** The estimated quantities to be purchased in 2022 are an estimate based on quantities purchased in previous years. The actual amount purchased in 2022 could be greater or lesser than the estimate provided.

## 3. Provisional timetable

<u>Activity</u>	<u>Due Date</u>
Tender Notice – Issuance of Invitation to Tender	<b>8<sup>th</sup> September 2021</b>
<b>Deadline for Submission of Bids (Tender Closing Date)</b>	<b>30<sup>th</sup> September 2021 5:00PM South Sudan Time</b>
Supplier Evaluation, Vetting and Selection	<b>31<sup>st</sup> October 2021</b>
FWA Award and Signoff	<b>30<sup>th</sup> November 2021</b>
FWA Start Date	<b>13<sup>th</sup> December 2021</b>

## 4. Item Specification

**4.1** Genuine (original) and quality Vehicle Parts, Lubricants, Tires and Transport services as detailed in the “*FWA Price List & Specifications*” and “*FWA Specifications for Transportation Services*” documents.

**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 clear information related to the 5 categories. **The failure to meet certain minimum standards outlined below may result in the rejection of your tender.**

**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.

<b>Category</b>	<b>Description</b>
<b>Statutory obligations</b>	<p><b>The supplier has met all statutory obligations to operate legally in its country/countries of operation.</b></p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> <li>• The supplier must be registered with relevant authorities               <ul style="list-style-type: none"> <li>○ Provide <u>Certificate of Incorporation</u> indicating that the company is properly registered</li> <li>○ Provide up-to-date <u>tax compliance certificate</u></li> <li>○ Provide valid <u>import/export license</u> (if available)</li> <li>○ Provide document indicating all major shareholders [i.e. CR12 in Kenya, CR14 in South Africa and Zimbabwe]</li> </ul> </li> </ul>
<b>Operational capacity</b>	<p><b>The supplier demonstrates adequate operational capacity to supply large orders within acceptable lead times.</b></p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> <li>• The supplier <u>MUST</u> be operating from a fixed address with permanent structures.</li> <li>• Size of the company (number of locations, shop size, warehouse size etc.).</li> <li>• Number of employees.</li> <li>• Number of years the supplier has been in operation.</li> <li>• Amount of stock on hand and total warehouse capacity.</li> <li>• The supplier has successfully supplied similar large orders to a variety of clients in the past year.</li> </ul>
<b>Technical capacity</b>	<p><b>The supplier demonstrates adequate technical competence to supply the correct type and quality of items requested.</b></p> <p>Indicators considered may include:</p> <ul style="list-style-type: none"> <li>• The supplier has provided the correct technical specification in their quote as requested in the ITT.</li> <li>• The supplier specializes in the category of items specified in the ITT.</li> <li>• The supplier is an official dealer/importer/manufacturer of the specified items.               <ul style="list-style-type: none"> <li>○ [If so, provide evidence of official status]</li> </ul> </li> <li>• The supplier adheres to other recognized standards that demonstrate technical competence (i.e. ISO certifications, etc.).</li> <li>• The supplier has an established after service warrantee and support system.</li> <li>• The supplier possesses vehicle/truck ownership for road transportation services.</li> </ul>

	<ul style="list-style-type: none"> <li>○ [For road transportation services, provide evidence of ownership]</li> </ul>
<b>Financial capacity</b>	<p><b>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.</b> Indicators may include:</p> <ul style="list-style-type: none"> <li>• The supplier provides a bank statement not more than 3 months old.</li> <li>• The supplier can verify significant annual sales.</li> <li>• The supplier's payment terms are favorable (i.e. payment after delivery vs 50% advance vs 100% advance).</li> <li>• The supplier accepts preferred payment methods (i.e. wire transfer or cheque vs cash payment).</li> </ul>
<b>Price and lead time</b>	<p><b>The supplier offers competitive prices and commits to acceptable lead times.</b> Indicators considered may include:</p> <ul style="list-style-type: none"> <li>• The supplier quotes competitive prices compared to other vendors considered.</li> <li>• The supplier offers a realistic lead time which meets the needs of the purchaser.</li> </ul>
<b>Other Value-adds</b>	<p><b>The supplier offers other benefits to the purchaser.</b> Indicators considered may include:</p> <ul style="list-style-type: none"> <li>• The supplier <b>MUST</b> offer after-sale services in the provision of all technical services or goods.</li> <li>• The supplier offers any discounts.</li> <li>• The supplier is able to provide warranties or guarantees on the products it supplies.</li> <li>• The supplier is able to stock supplies for the purchaser (on request) for up to 2-3 months prior to final delivery.</li> <li>• The supplier is able to offer quotes for multiple delivery terms (i.e. both DDP Juba and ex-works).</li> </ul>

**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 International Relief 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 Relief 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. 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.

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## **7. How to Submit a Bid**

Questions regarding quantity information and any other information related to this tender should be sent to [SSFWAresponse@samaritan.org](mailto:SSFWAresponse@samaritan.org).

- **No bids should be sent to this email or they may be disqualified.**

- All bids should instead be sent to [SSRFQ@samaritan.org](mailto:SSRFQ@samaritan.org)
- The deadline for bid submission is **5:00PM on September 30<sup>th</sup>**.

You can also submit a **physical bid package** to the sealed bid lock box located at the back gate of Samaritan's Purse in Juba, South Sudan (*Hai Cinema, Addis Ababa Road, Juba*). Please include the **FWA reference number** written on the outside of your package or else the tender committee will not open your bid.

### **7.1. 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. Completed Tender Response form**
  - This should include a copy of your **largest purchase order** in the category in which you are trying to win to demonstrate your reliability and capacity.
- 2. Registration certificates/documents**
  - Certificate of Incorporation
  - Up-to-date 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
  - Company Profile clearly outlining the company's areas of specialization.
- 3. Pricing structure** (financial offer/quote/price list)
  - Unit price breakdown as per "**FWA Price List & Specifications**" document
    - 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**, including a bank statement, which are not more than 3 months old.

#### **Submitting Pricing Information in Excel:**

In addition to submitting your signed/stamped official quotation, it would be appreciated if you could also submit your pricing information in an Excel file to assist with our data entry process.



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