

# **Diakonie** **Katastrophenhilfe**

## **REQUEST FOR BID FOR VEHICLE MAINTENANCE SERVICE PROVIDER.**

**Date of Issue:** 9/4/2025

**Bid Reference No:** N/A

**Deadline for Submission:** 30/4/2025.

### **1. INTRODUCTION**

Diakonie Katastrophenhilfe (DKH) South Sudan is the registered International Non-Governmental a humanitarian organization operating in South Sudan invites qualified and experienced service providers to submit bids for the provision of vehicle maintenance and repair services. The successful bidder will enter into a service agreement with Diakonie Katastrophenhilfe South Sudan to ensure proper maintenance of its fleets.

### **2. SCOPE OF WORK**

- Routine servicing (oil change, filter replacement, lubrication, etc.)
- Mechanical repairs (engine, brakes, suspension, transmission, etc)
- Tire replacement, balancing and wheel alignment.
- Bodywork and painting services (as needed).
- Emergency roadside assistance and towing services
- General vehicle diagnostics and performance checks.
- Mechanical repairs and diagnostics.
- Electrical system maintenance and repairs.
- Brake system inspection and repairs.
- Suspension and steering system maintenance.
- Air conditioning and cooling system repairs.
- Emergency breakdown services.



### **3. ELIGIBILITY REQUIREMENTS**

Valid business registration certificates

- Tax compliance certificate.
- Proof of experience (minimum of 5 years in vehicle maintenance).
- List of key personnel and their qualifications.
- Company profile with a list of major clients.
- Physical location and garage capacity (availability of equipment and tools).

### **4. BID SUBMISSION REQUIREMENTS**

Bidders should submit their bid containing the following;



## 1. Technical Proposal

- Company background and experience.
- List of available services and spare parts.
- Quality assurance measures.
- References from previous clients.

## 2. Financial Proposal

- Cost breakdown for routine maintenance and major repairs.
- Price list for commonly used spare parts.
- Payment terms and conditions.
- Payment Currency should be quoted in United State Dollars.

## 5. BID EVALUATION CRITERIA

- Compliance with eligibility requirements (10%).
- Experience and capacity (20%).
- Quality of services and spare parts (30%).
- Cost-effectiveness (40%).

## 6. CONTRACT TERMS & CONDITIONS

- The contract duration will be 1<sup>st</sup> May 2025 to 30<sup>th</sup> April 2026 (12months) renewable upon satisfactory performance.
- Payment will be made per service rendered.
- Diakonie Katastrophenhilfe South Sudan reserves the right to accept or reject any bid without obligation.

## 7. BID SUBMISSION DETAILS

**Submission Deadline:** 30/4/2025.

**Organization Address:** DKH office, NCA Compound Buluku Area Juba South Sudan

**Please Send your Application and Necessary documents in the below email address;**

[procurement.ken@diakonie-katastrophenhilfe.de](mailto:procurement.ken@diakonie-katastrophenhilfe.de)

**Telephone Conduct for Clarification:** 0925593687

Diakonie Katastrophenhilfe South Sudan looks forward to receiving competitive bids from qualified service providers.

