

**VSF GERMANY  
ADDIS ABABA, ETHIOPIA**



**Vétérinaires  
Sans Frontières  
Germany**

**Tender Reference No.  
VSFG/VEH/BHA/USAID/2023/02**

**Tender for Supply of two units Motor Vehicle**

**August, 2023**

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**Invitation for Tender**

VSF Germany invites expression of interest for supply of two units Toyota land Cruiser for a project donated by German Foreign Office.

**VSFG/VEH/GFO/2023/01 - Land Cruiser 76 Hardtop 4X4 – Model code: HZJ76-RKMRS: Model Year 2023 (2 Units) left hand drive (white Color), diesel engine, 4164cc as per African standard specification.**

**Name of firm:** .....

**Location:** .....

**Date of Incorporation:** .....

**Telephone:** .....

**Email:** .....

**Delivery period:** .....

**Terms of trade:** .....

**Dealer:**    Yes                       No

**General Instruction**

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

**Mandatory Requirements for the tender**

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

1. Company profile
2. Certificate of Registration/incorporation renewed for the current year
3. Operating Licenses (if any) renewed for the current year
4. Local Tax registration certificate
5. Letter of recommendation from the banker/s indicating bank, branch and bank account. Also attach at least two month's bank statement
6. Trade References and Letters of Recommendation

## Tender reference Notes

VSF Germany invites tender applications under reference numbers:

**VSFG/VEH/BHA/USAID/2023/01-** Land Cruiser 76 Hardtop 4X4 – Model code: HZJ76-RKMRS: Model Year 2023 (2 Units New) left hand drive (white Color), diesel engine,

## Tender Instructions

**VSF Germany, Ethiopia country office in Addis Ababa invites sealed tenders for the supply of Land Cruiser 76 Hardtop – Model code: HZJ76-RKMRS: Model Year 2023 (2 Units, New) left hand drive (white Color), diesel engine, 4164cc fitted with CD/radio, as per African standard specification.**

- 1.0 Interested eligible bidders may obtain further information from VSF Germany's Ethiopia Country office in Addis Ababa, Yeka Sub city, Woreda 7, House no. 749, Tel +251116662451 or +251911164089 during working hours.
- 1.2 A complete set of tender document may be obtained by interested candidates from VSF Germany's office in Addis Ababa or by email: [Ethiopia@vsfg.org](mailto:Ethiopia@vsfg.org) during working hours or down loaded from VSF Germany's website [www.vsfg.org](http://www.vsfg.org).
- 1.3 Prices quoted shall be duty free, in USD and shall remain valid for 90 days from the closing date of tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked only with reference number and deposited in the Tender Box at VSF Germany's office in Addis Ababa
- 1.5 Tenders will be opened on the **Tuesday 29<sup>th</sup> of August 2023 at 10:00am** in the presence of the candidates or their nominated representatives at VSF Germany's office in Addis Ababa.

## 1.0 Description of the contract

The tender is for the supply of Toyota Land Cruiser 76 Hardtop – Model code: HZJ76-RKMRS: Model Year 2023 (2 Units New), 4X4 left hand drive (white Color), diesel engine, 4164cc fitted with CD/radio as per African standard specification.

## 2.0 Delivery Location

2.1.0 The winner of the tender will deliver the vehicle to VSF Germany's office in Addis Ababa.

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

## 3.0 Eligibility

3.1.0. This invitation for Tender is open to all interested and eligible firms or individuals who are duly registered in the Federal Democratic Republic of Ethiopia.

3.1.1 VSF Germany employees, committee members and their relatives are not eligible to participate in the tender

3.1.1 Firms or individuals not registered in Ethiopia but considering themselves to having fulfilled all other requirements and have the capacity to deliver as per this tender document are also invited to tender.

## 4.0 Information Meeting

4.1.0 There will be no meeting to provide information on tender.

4.1.1 Enquiries on the tender will be made in writing to the chairman of the tender committee using [ethiopia@vsfg.org](mailto:ethiopia@vsfg.org). All enquiries will be responded to in writing within two working days.

## 5.0 Tender forms

5.1.0 The Tenderer shall complete the Tender Form and the appropriate Price schedule.

5.1.1 The tender documents can be collected from VSF Germany's office in Addis Ababa, Yeka Sub-city, Woreda 7, House No. 749, **Tel +251116662451/+251911164089** or via email : [Ethiopia@vsfg.org](mailto:Ethiopia@vsfg.org) .The tenderer shall be required to collect the documents during working hours. These documents/forms can also be downloaded from VSF Germany's website [www.vsfg.org](http://www.vsfg.org)

## 6.0 Tender Price

6.1.0. The currency for the Tender shall be USD.

- 6.1.1 The prices quoted shall be Cost Insurance Freight (CIF) Addis Ababa.
- 6.1.2. The Tenderer shall indicate on the price schedule the unit price and total tender price.
- 6.1.3. 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.

#### **7.0 Period of Implementation of Task**

The supply of the vehicle and accessories shall be completed within 45 days after signing of the contract.

#### **8.0 Submission of the Tenders**

- 8.1.0. Tender documents shall be submitted to the Chairman in a sealed envelope marked:-

Tender for Supply of Motor vehicle

**Tender No: VSVG/VEH/BHA/2023/02**

**The Chairperson,**

**Tender committee,**

**Veterinaires Sans Frontieres (VSF) Germany,**

**Yeka sub-city, Woreda 7, House no. 749**

**Addis Ababa, Ethiopia.**

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

#### **9.0 Deadline for submission of tenders**

- 9.1.0. The submission of the bids shall be closed on **Monday, 28<sup>th</sup> of August, 2023 at 4 :30pm**. Tenders received after the deadline will not be considered.
- 9.1.1. VSF Germany may, at its discretion, extend this deadline for submission through an advert in the press and/or on VSF G website, [www.vsf.org](http://www.vsf.org)

#### **10.0 Tender Opening Session**

- 10.1.0. The tenders shall be opened at VSF Germany's office in Addis Ababa on **Tuesday 29<sup>th</sup> of August 2023 at 10:00am** and evaluated within 10 days after the closing date for submission of bids. All tenderers or their representatives are invited to attend the session.

- 10.1.1. The Tenderers or their representatives shall sign an attendance register before the opening of the documents.
- 10.1.2. The tenderer's names, tender prices and the presence or absence of requisite tender documents shall be announced at the opening.
- 10.1.3. VSF Germany shall prepare minutes of the tender opening. A list of tender bids received will be prepared and shall be made available upon request.

**11.0 Language of Tender**

- 11.1.0. Tender bids, all correspondences and documents relating to the tender exchange by the tenderer and VSF Germany, shall be written in the **English language**.
- 11.1.1. Any document that is not in **English** shall have a translated version.

**12.0 The Tender Document**

The Tender document comprises the documents listed below:-

- i. Invitation to Tender
- ii. Technical specification
- iii. Price schedule
- iv. The company profile
- v. The documents requested

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

**13.0 Format and Signing of Tender**

- 13.1.0. The tender document shall be typed or written in indelible ink

**14.0 Clarification of Tenders**

- 14.1.0. To assist in the examination, evaluation and comparison of tenders VSF Germany may, at its discretion, ask the tenderer for a clarification of its tender. 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.
- 14.1.2. Any effort by the tenderer to influence VSF Germany in the tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers' tender.



## **15.0 Preliminary Examination**

15.1.0. VSF Germany 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.

15.1.1. Arithmetical errors will be rectified on the following basis:

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total Price shall be corrected.
- If the candidate does not accept the correction of the errors, its tender will be rejected.
- If there is a discrepancy between words and figures the amount in words will prevail.

## **16.0 Currency**

The tender prices shall be submitted in USD.

## **17.0 Evaluation and Comparison of Tenders**

17.1.0. The tender evaluation committee shall evaluate the tender within 10 days from the date of opening the tender.

## **18.0 Contacting VSF Germany**

18.1.0. No tenderer shall contact VSF Germany on any matter related to its tender, from the time of tender opening to the time the contract is awarded.

18.1.1. Any effort by a tenderer to influence VSF Germany in its decisions on tender, evaluation, tender comparison, or contract award shall result in the rejection of the Bidders tender.

## **19.0 Selection and Award Criteria**

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

**Scoring & Evaluation Form**

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Weight %</b>
<b>Delivery Lead terms &amp; Availability</b>	Refers to Bidder providing the most advantageous and realistic delivery timeline from contract signing to delivery of all vehicles. Demonstrate vehicles availability.	10%
<b>Payment terms</b>	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice. The payment method is Bank Transfer.	5%
<b>Warranty and After Sales Service</b>	Bidder provides the most favorable Warranty period covering the Vehicle and After Sales Services.	10%
<b>Technical Evaluation</b>	Conformance with specification: Country of Origin of the Vehicles, Spare parts, Transmission type, Vehicle Model, Make & year, window type, Color type, Engine type, Fuel Tank Capacity warning Lights, Drive Type etc..	35%
<b>Financial Proposal</b>	Offer as per Price list	40%
<b>Total</b>		<b>100%</b>

*NB: For the Applicant to Qualify, they must obtain a score of at least 60 points*

**20.0 Award of Contract**

*Award Criteria*

VSF Germany 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.

*VSF Germany's Right to Vary Quantities and Renegotiate Prices*

VSF Germany 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.

VSF Germany reserves the right to renegotiate the prices with the selected bidder.

### *VSF Germany's Right to accept or Reject any or All Tenders*

VSF Germany 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 VSF GERMANY's action. VSF Germany reserves the right to retender where the bids failed to meet the stipulated requirements.

### **21.0 Notification of Award**

21.1.0. VSF Germany shall notify the successful tenderer in writing that its tender has been accepted at least two days from evaluation of bids.

### **22.1 Commencement of Contract**

***22.1.1. The contract shall come into force on issue of the Purchase Order.***

### **23.0 Corrupt or Fraudulent Practices**

23.1.0 VSF Germany 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 VSF Germany 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 VSF Germany, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial noncompetitive levels and to deprive VSF Germany of the benefits of free and open competition

23.1.1 VSF Germany 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.

23.1.2 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in VSF Germany’s procurement in Ethiopia

**24.0 Specification**

The tender is for the Supply of Toyota Land Cruiser Hard top whose specifications are as follows:-.

ITEM	Quantity	DESCRIPTION
<p><b>Land Cruiser 76 Hardtop – Model code: HZJ76L-RKMRS: Model Year 2023 ( 2 Units New) left hand drive ( white Color), diesel engine, 4164cc fitted with CD/radio as per African standard specification.</b></p>	<p><b>2 units</b></p>	<p><b>Model code: HZJ76L-RKMRS</b>            Drive- 4 x 4            Transmission: Manual            Drive: left hand drive            Speed: 5            Cylinders: 6            Front suspension: Coil            Rear suspension: Leaf            Front brakes: Disc            Rear brakes : Drum            Number of doors: 5            Number of seats : 10            Seat material: Vinyl            Colour: White            Propulsion-Diesel,            Fuel tank capacity: 130 ltr            YOM – 2023  <b>Other Accessories to be fitted:</b>            TJM Bull bar, Wrench plate and High lift jacking point, T – Max electric winch 11,000LBS, Tow Rope, Hi-Lift jack, 120cm, Heavy weight rack, Tanganyika jack, Ordinary jack; High lift jack, Accident reflectors, wheel spanner, std tool kit 50pcs, fire extinguisher 2kgs,first aid Kit, spare wheel kit, 2 spare tyres            Duty free,  <b>Standard Equipment on the vehicle</b>            Standard specifications.  <b>Other Accessories to be fitted:</b>            Bull bar, electric winch, Heavy weight rack, Tanganyika jack, Ordinary jack; High lift jack, Accident reflectors, wheel spanner, std tool kit, fire extinguisher; Extended fuel tank capacity, air conditioning, central locking, reinforced spare wheel mounting</p>

**25.0 Price Schedule**

The tenderer will indicate the prices for the quoted vehicle and the accessories in USD as follows:-.

**Vehicle**

No.	Item Description	Quantity	Unit Price, USD	Total price, USD
1	<b>Land Cruiser 76                      Hardtop: Model code:                      HZJ76-RKMRS, YOM:                      2023, diesel engine, left                      hand drive, 4164 cc                      fitted with CD/radio as                      per African standard                      specification</b>	2		

VSF Germany

**Vehicle specification**

**Price Control list**

**Land Cruiser 76 Hardtop: Model code: HZJ76-RKMRS, diesel engine, 4164 cc fitted with CD/radio, YOM ; 2023**

**Bidder's Name:**

No	Item Description	Quantity	Quantity Units	Units Price (USD)	Total In (USD)	
1	Land Cruiser 76 Hardtop: Model code: HZJ76-RKMRS, diesel engine, 4164 cc fitted with CD/radio, YOM ; 2023	2	pc			
<b>M/Vehicle Accessories</b>						
2	TJM BULL BAR W/WINCH PLATE AND HI-LIFT JACKING POINT	1	pc			
	T-MAX ELECTRIC WINCH 11,000LBS	1	pc			
	TOW ROPE	1	pc			
	HI-LIFT JACK, 120CM	1	pc			
	HI-LIFT JACK MOUNTING BRACKETS	1	pc			
	JACKING POINT , REAR HZJ76	1	pc			
	WARNING TRIANGLE	1	pc			
	CROSS WRENCH	1	pc			
	TOOL BOX KIT, 50 PCS	1	Kit			
	2ND IN LINE FUEL FILTER KIT	1	Kit			
	JUMP CABLE SET	1	Set			
	FIRE EXTINGUISER, 2KGS	1	Can			
	FIRST AID KIT	1	Kit			
	2ND SPARE WHEEL W/RIM	1	pc			
	SPARE WHEEL CARRIER ON FLAT BED W/LOC	1	pc			
	<b>Sub Total- Accessories</b>					
	SEA/INLAND TRANSPORT TO Addis Ababa	1				
	INSURANCE	1				
	<b>Total Cost</b>					

The Bidder should indicate whether a discount is being offered and specify the percentage .....or value in USD.....

**26.0 Credit Period**

Indicate the credit period being offered as .....days.

**27.0 Process Timetable**

No.	Task	Date
1.	Tender Advert	13/08/2023
2.	Receipt of tender bids	14/08/2023 to 28/08/2023
3.	Tender opening	29/08/2023
4.	Tender evaluation	29/08/2023 to 12/09/2023
5.	Notification of award	15/09/2023
6.	Informing of unsuccessful bidders	15/09/2023
7.	Issuing of PO	18/09/2023