



**Self Help
Africa**

**Invitation to Tender (ITT) for the supply of
12 x 4-wheel drive vehicles**

ISSUED BY: SELF HELP AFRICA,

International Open Tender No.:

SHA/MH4/05/18

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Self Help Africa is completely against fraud, bribery and corruption.

Self Help Africa does not ask for money for bids. If approached for money or other favours, or if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email selfhelpafrica@expolink.co.uk Please provide as much detail as possible with any reports

INVITATION TO TENDER FOR THE SUPPLY OF 12 x 4-WHEEL DRIVE VEHICLES FOR THE 'BETTER EXTENSION TRAINING TRANSFORMING ECONOMIC RETURNS' (BETTER) PROGRAMME

1. About Self Help Africa (SHA)

Self Help Africa is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. We have 50 years of experience working with smallholder farmers, farmer associations, cooperatives and agribusinesses across Africa to help farmers grow and sell more food, improve diets, diversify incomes and make their livelihoods more sustainable and resilient to external shocks. We also work to build awareness of issues affecting smallholders and represent their interests at policy and institutional level. Our sectors of expertise include, Food and nutrition security, Sustainable rural livelihoods, Access to finance, Farming as a business, Value chain development, Climate resilience, Natural resource management, Water and Sanitation and Policy influencing. SHA has been operating in Malawi since 1994.

Self Help Africa is the lead agency in the BETTER Programme and is implementing it in collaboration with Action Aid, Evangelical Association of Malawi, Plan International and ADRA, with funding from the European Union. BETTER is a five year programme that aims at increasing the resilience, food, nutrition and income security of 402,000 smallholder farmers in 10 districts of Malawi. BETTER is part of the KULIMA (Kutukula Ulimi m'Malawi) Programme.

2. Proposed Timelines

ITT Published	Friday 9 May, 2018	
Closing date for clarifications	Friday 25 June, 2018	5.00PM GMT
Closing date and time for receipt of tenders	Monday 9 July, 2018	5.00PM GMT
Tender Opening Location	Kingsbridge House, 17-22 Parkgate Street, Dublin 8, Ireland	
Tender Opening Date and time	Tuesday 10 July, 2018	10.00AMGMT

3. Overview of Requirements

3.1 Supply Specification

Self Help Africa invites prospective suppliers to submit tenders for supply of 12 x 4-wheel drive vehicles to be included in the SHA Malawi Fleet.

The specification must meet the below essential specifications:

Type:	12 in number of - 4 x 4 Double cabin pick up, right hand drive
Engine:	Diesel
Number of seats:	5 min
Number of doors:	4 min
Number of gears/cylinders:	6
Engine capacity	2.4L min
Brakes	ABS
Airbags	2 min
Central locking	Required
Immobiliser	Required
Air conditioning	Required
Radio	FM
Transmission:	Manual
Colour:	White

The following specification are desirable:

- **Bull bar**
- **Roll Bar**
- **Spare Tyre**
- **Hard canopy**
- **Emergency Triangle**
- **1kg fire extinguisher**
- **CD Player**
- **Tool kit**

3.2 Executive Summary of Proposal

The executive summary of your proposal must be concise, precise and less than 2 pages long. It must summarise how you will approach and execute this supply from a management and logistical perspective.

3.3 Added Value Features

Give details of any additional services or functionality may enhance your proposal (limit to one page)

4 Terms of the Procurement

4.1 Procurement Process

4.1.1 This competition is being conducted under Self Help Africa's International Tender Procedure.

4.1.2 The Contracting Authority for this procurement is Self Help Africa

4.2 Clarifications and Query Handling

4.2.1 SHA has taken care to be as clear as possible in the language and terms it has used in compiling this ITT. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, the meaning and interpretation attributed to that word or term by SHA will be final. SHA will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

4.2.2 Requests for additional information or clarifications can be made up to 10 working days (as outlined in section 5.2) before the deadline, and no later. Any queries about this ITT should be addressed in writing to SHA via email on procurement@selfhelpafrica.org and answers shall be collated and published online <https://www.selfhelpafrica.org/category/tenders> in a timely manner.

4.3 Conditions of Tender Submission

4.3.1 Tenders must be completed in English.

4.3.2 Tenders must respond to all requirements set out in this ITT and complete their offer in the Response Format.

4.3.3 Failure to submit tenders in the required format will, in almost all circumstances, result in the rejection of the tender. Failure to resubmit a correctly formatted tender within 3 (three) working days of such a request will result in disqualification.

4.3.4 Tenderers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, tenderers must provide details of any implications they know or believe their response will have on the successful operation

of the contract or on the normal day-to-day operations with SHA. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead SHA and/or its evaluation team in any way will result in the disqualification of the tender.

- 4.3.5 Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by SHA in the usage of services and/or the availing of options that may not be explicitly identified/requested in this ITT. Tenderers' attention is drawn to the fact that, in the event of a Contract/ Framework Agreement being awarded to them, the attempted imposition of undeclared costs will be considered a condition for default.**
- 4.3.6 Any conflicts of interest (including any family relations to SHA staff) involving a tenderer must be fully disclosed to SHA particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.**
- 4.3.7 SHA will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.**
- 4.3.8 SHA will conduct this tender, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. Tenders will be opened by at least three designated officers of SHA.**
- 4.3.9 SHA is not bound to accept the lowest, or any tender submitted.**
- 4.3.10 Information supplied by respondents will be treated as contractually binding. However, SHA reserves the right to seek clarification or verification of any such information**
- 4.3.11 SHA reserves the right to terminate this competition at any stage.**
- 4.3.12 Unsuccessful tenderers will be notified.**
- 4.3.13 SHA's standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by SHA.**
- 4.3.14 This document is not construed in any way as an offer to contract.**
- 4.3.15 SHA and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this ITT may be financed by multiple donors and those donors and/or their agents have rights of access to SHA and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list**

here. Submission of an offer under this ITT assumes Service Provider acceptance of these conditions.

4.3.16 Terrorism and Sanctions: SHA does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. SHA shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

4.4 Quality Control

3rd party companies may be contracted by SHA to carry out random quality inspections of work carried out by the contracted party. The cost of the quality control inspections will be covered by SHA.

In cases of supplier's quality default in addition to Liquidated Damages section 22 of SHA Standard Terms and Conditions the costs of the quality inspections and loading surveyor will be charged to the Service Provider.

Sub-contracting: note section II in SHA Standard Terms and Conditions (Appendix 3). SHA may choose to visit vendors, including sub-contractors (if any) as per of the evaluation process.

4.5 Submission of Tenders

Tenders must be delivered in one of the following two ways:

1. Electronically with your financial and technical offers in separate emails to tenders@selfhelpafrica.org and in the subject field state:

(a) *SHA/MH4/05/18_Purchasing of 12 x 4-wheel drive vehicles for Self Help Africa Malawi Fleet.*

(b) *Name of your firm with the title of the attachment*

(c) *Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.*

2. If electronic bid submission is not possible please submit in a sealed envelope marked **SHA/MH4/05/18 Purchasing of 12 x 4-wheel drive vehicles for Self Help Africa Malawi Fleet** with the words '*not to be*

opened before the deadline 9th July, 2018 - 5:00PM GMT by the Tender Committee' with your financial and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer to the Private Tender Box c/o Compliance Unit, Self Help Africa Head Office, Kingsbridge House, 17-22 Parkgate Street, Dublin 8, Ireland.

If you wish to attend the Tender Opening Meeting then you must submit a separate envelope marked Bid Opening Attendance containing the details of your representative and their contact details.

4.6 Tender Opening Meeting

Tenders will be opened on 10th July 2018 at 10:00 AM at the following location: *Kingsbridge House, 17-22 Parkgate Street, Dublin 8, IRELAND.*

One authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail at least 48 hours in advance to the following e-mail address: procurement@selfhelpafrica.org. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

Suppliers are invited to attend the Tender Opening Meeting at their own cost.

4.7 Suppliers Code of Conduct

SHA expects all of its suppliers to respect the following Code of Conduct:

- Employment is freely chosen.
- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons including - but not limited to – children, women, minority groups etc
- The rights of staff to freedom of association are observed.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- Regular working hours are provided.
- No discrimination is practiced.
- Local labour laws are complied with.
- Social rights are respected.

- Suppliers comply with all statutory and other legal requirements relating to the environmental impacts of their business.

5 Evaluation Process

5.1 Evaluation stages

Tenderers will be considered for participation in the Contract subject to the following qualification process:

Phase #	Evaluation Process Stage	The basic requirements with which proposals must comply with
<p><i>The first phase of evaluation of the responses will determine whether the tender has been submitted in line with the administrative instructions and meets the essential criteria. Only those tenders meeting the essential criteria will go forward to the second phase of the evaluation.</i></p>		
1	Administrative instructions	<p>1. Closing Date: Proposals must have met the deadline stated in section 2 of these Instructions to Tenderers, or such revised deadline as may be notified to Tenderers by SHA. Tenderers must note that SHA is prohibited from accepting any proposals after that deadline.</p> <p>2. Submission Method: Proposals must be delivered in the method specified in section 4.5 of this document. SHA will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.</p> <p>3. Format and Structure of the Proposals: Proposals must conform to the Response Format laid out in section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Tenderers by SHA. <u>Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.</u></p> <p>4. Confirmation of validity of your proposal: The Tenderers must confirm that the period of validity of their proposal is not less than 90 (ninety) days.</p>
2	Essential Criteria	<p>5. Minimum mandatory requirements of specifications or contract performance.</p> <ul style="list-style-type: none"> • Evidence of origin of vehicle • Must meet the essential specifications laid on section 3.1 • Evidence of Dealership license • Must be able to deliver to Lilongwe, Malawi.
<p><i>The second stage of the evaluation will involve an assessment of the Tenderer's personal and legal circumstances, economic and financial standing, to fulfil the obligations of the contract</i></p>		
3	Legal, Economic & Financial Criteria	<p>1. In-depth review of financial accounts submitted; tenderer is judged to have requisite financial stability.</p>

Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by SHA.

4	Award Criteria	<p>Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.</p> <ol style="list-style-type: none"> 1. Price (CIF – DAP Incoterms Lilongwe as applicable) 2. Technical Specification / Quality 3. Delivery time <p>See section 5.3 for more details.</p>
5	Post selection	<p>References and other checks are found to be clear and quality is assessed.</p>

5.2 Tender Evaluation

SHA will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Compliance and Internal Audit, as well as 3rd Party technical input. During the evaluation period clarifications may be sought by e-mail from Tenderers. Clarifications may include testimonials from customers in support of particular aspects of a tender, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Tender or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from Tenderers will not be entertained during the evaluation period.

5.3 Award Criteria

5.3.1 Price

All prices must be in EURO. A clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, etc. must be shown separately.

Prices offered will be evaluated on full cost basis (including all fees and taxes).

Marks for cost will be awarded on the inverse proportion principle (shown below):

$$\text{Score}^{\text{vendor}} = \text{maximum score} \times (\text{price}^{\text{min}} / \text{price}^{\text{vendor}})$$

Scores for the Financial Offer will be calculated by comprising maximum available marks () by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

5.3.2 Technical Specification /Quality

This is a combination of three elements that will be highlighted in the Technical section but also from responses to the mandatory parts of the submission as follows:

- 1. Previous experience in similar suppliers to other organisation with confirmed references for that experience – including details of the numbers of vehicles supplied over specific time period.**
- 2. Warranty: 100,000 Km or 3 years warranty including after sales service in-country**
- 3. The tenderer should demonstrate evidence of being able to deliver supply within a realistic time frame.**
- 4. Overall quality and any “added value” parts to the proposal**

5.3.3 Delivery time

This is the amount of time that it will take for the vehicles to arrive in Liliongwe, Malawi.

6 Response Format

6.1 Introduction

All proposals must conform to the response format laid out below.

Where a tender does not conform to the required format the Tenderer may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this ITT, each Tenderer is required to accept the terms and conditions of this ITT and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a Tenderer not comply with these requirements, SHA may, at their sole discretion, reject the response.

The Tenderer shall provide a response to this ITT document on a paragraph-by-paragraph basis, in the order presented in this document. If the Tenderer wishes to supplement their Response to any section of the ITT specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

6.2 Submission Checklist

Line	Item	How to submit		Tick attached
		Electronic submission	Physical submission	
1	This checklist	Ticked, scan and save as 'Checklist'	Tick and submit.	
2	Company Details (appendix 1)	Complete, sign & stamp, scan and save as 'Company Details'	Complete, sign, stamp and submit.	
3	Declaration re Personal & Legal Circumstances (appendix 1)	Complete, sign & stamp; scan and save as 'Declaration re Personal and Legal Circumstances'	Complete, sign, stamp and submit.	
4	Evidence of origin of supplies	Attached copy of evidence of origin of supply	Submit copy of evidence of origin of supply	
5	Evidence of Dealership license to trade in tendered Product	Attached copy of evidence of dealership license to trade in tendered product	Submit copy of distributors licence for brand quoted	
6	Self-declaration of finance and tax (appendix 1)	Complete, sign & stamp; scan and save as 'Self declaration of finance & tax'	Complete, sign, stamp and submit.	
7	Financial Offer (Appendix 2)	Complete, sign & stamp, scan and save as 'Financial Offer'	Complete, sign, stamp and submit.	
8	SHA Terms and Conditions (Appendix 3)	Sign, scan and save as 'SHA Terms and Conditions'	Sign, stamp and submit.	
9	Copies of the last financial years' AUDITED financial accounts, including details of profit and loss and cash flow. These must be audited by an external independent party (either a company or an Independent Accountant)	Attach copies of audited accounts and save as 'Financial Accounts'	Submit copies of audited accounts.	
10	Previous experience in similar supplies to other organisation	Attach copies of previous contract, delivery docket and references	Submit copies of previous contract, delivery docket and references	
11	Valid company registration	Attach copy of valid company registration	Submit copy of valid company registration	
12	Valid company tax clearance Certificate	Attach copies of valid company tax clearance certificate	Submit copies of evidence of tax clearance certificate	

Appendix I - Company details

I.1 Contact Details

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

Name of the prime Tenderer		
Registered address of the prime Tenderer		
Company Name		
Address		
Previous Name(s) if applicable		
Registered Address if different from above		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="checkbox"/> Company <input type="checkbox"/> Partnership	<input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (specify):
VAT/TVA/Tax Registration Number		
Directors names and titles and any other key personnel		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract (SHA compliance matter)		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per Contact Details	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Primary Contact	Secondary Contact
Name		
Current Position in the Organisation:		
No. of years working with the Organisation:		
Email address		
Telephone		
Mobile		
Other Relevant Skills:		
Institution (Date from – to)		
Degrees or Diplomas		

1.2 Professional or Corporate Memberships

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

No	Name of the body	Year of registration	Membership Number
1			
2			
3			
4			

1.3 Profile

Tenderers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages

No	Description	Response		
1	An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature			
2	Provide details of two contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)			
3	The number of years the Tenderer has been in business in its present form			
4	A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table:	Year	Overall Turnover EURO	Offered Goods Turnover EURO
		2016		
		2015		
		2014		
5	Where the Supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria			

6	Any other relevant information	
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I.4 References

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be SHA personnel or related to a SHA contract. Respondents should supply this information for each of the references in the following format:

1	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
2	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
3	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	
4	Name	
	Organisation	
	Address	
	Phone	
	Fax	
	Email	
	Nature of supply	
	Approximate value of contract	

2 - Declaration re Personal and Legal circumstances

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE TENDERERS' ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation		Yes	No
1	The Tenderer is not bankrupt or is not being wound up or its affairs are not being administered by the court or has not entered into an arrangement with creditors or has not suspended business activities or is not in any analogous situation arising from a similar procedure under national laws and regulations		
2	The Tenderer is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations		
3	The Tenderer, a Director or Partner, has not been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata, nor been guilty of grave professional misconduct in the course of their business		
4	The Tenderer has fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located		
5	The Tenderer is not engaged in any corrupt, fraudulent, collusive or coercive practices		
6	The Tenderer has not been subject to an administrative penalty referred to in Article 96(1) of the European Commission Financial Regulation		
7	The Tenderer has not been subject to a conflict of interest in accordance with Article 94(a) of the European Commission Financial Regulation		
8	The Tenderer, a Director or Partner has not been found guilty of fraud or corruption, or money laundering.		
11	The Tenderer, a Director or Partner has not been convicted of being a member of a criminal organisation or any other illegal activity detrimental to the European Communities financial interests		
12	The Tenderer has not been found guilty of serious misrepresentation in providing information to a public buying agency		
13	The Tenderer has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application		
14	The Tenderer has not colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has not had improper contact or discussions with any member of SHA staff and/or members of their family		
15	The Tenderer is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations		
16	The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards.		
17	Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), SHA is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of SHA to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, the Tenderer undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism.		

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.
I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Date	
Name	
Position	
Telephone number	
Signature and full name	

3 Self-declaration of finance and tax

1. Turnover history

Turnover figures entered into the table must be the total sales value before any deductions

'Turnover of related products' is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender.

Trading year	Total turnover	Turnover of related products
2016		
2015		
2014		

Include a short narrative below to explain any trends year to year

2. **SHA** operates within the law of the country of operation and within international legal requirements. **SHA** expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to **SHA's** attention.

Please continue on a separate sheet if necessary.

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of

inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: (Director)

Date:

Print Name:

Company Name:

Address:

Appendix 2 - Financial Offer

Appendix 3 - SHA terms and conditions