



## INTERNATIONAL TENDER NOTICE

**Self Help Africa tender reference:** SHA MH4 05 18

**Self Help Africa Office:** Supply to Self Help Africa Malawi

**Closing date and time for tender submission:** July 9, 2018  
5:00PM GMT +2 Central Africa Time

**Tender Opening Date and time:** July 10, 2018 10:00AM  
GMT +2 Central Africa Time

**Self Help Africa, an International NGO, invites sealed bids from eligible bidders for the supply of 12 x four wheel drive vehicles for its Self Help Africa Malawi office.**

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

1. All eligible suppliers who have valid business license and fulfills the requirements can obtain the bid document from **Self Help Africa - Malawi Country Office, Plot No 9/350, off Mchinji Road, Lilongwe 3, Malawi** starting from the first day this notice appeared on **The Daily Times Newspaper, Malawi** and from Self Help Africa website <https://www.selfhelpafrica.org/category/tenders>.
2. Bidders should submit their offers accompanied by copies of all appropriate documents.
3. Please send your offer in 1 of 2 ways:
  1. Electronically with your financial and technical offers in separate emails to [tenders@selfhelpafrica.org](mailto: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. to **Self Help Africa Dublin office**, 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.

No offer should be sent via personal or individual e-mails. Offers sent through personal e-mails and in any other manner will be disqualified.
4. Bids will be opened in the presence of bidders or their legal representatives who choose to attend on **Tuesday, 10 July at 10:00 AM GMT +2 Central Africa Time** at Self Help Africa Head Office, Kingsbridge House, 17-22 Parkgate Street, Dublin 8, Ireland.

5. Self Help Africa has set the following Essential and evaluation criteria as part of this bid:-

**A. Essential (exclusion) Criteria**

1. Evidence of origin
2. Service providers must meet the requirements in 3.1 of the Tender Document. 12 x RHD 4 wheel drive vehicles, diesel, 5 seat (min), 4 door, 6 gear, 2.4l (min) engine, ABS brakes, 2 airbags (min), central locking, immobilizer, AC, FM radio, manual, white.
3. Evidence of Dealership license
4. Ability to deliver to Lilongwe, Malawi

**B. Legal, Economic & Financial (Exclusion) Criteria**

1. Company details
2. Declaration re Personal & Legal Circumstances
3. Self-Declaration of finance and tax
4. Signed Self Help Africa Terms and Conditions
5. Audited accounts
6. Valid company registration
7. Valid tax clearance certificate
8. Previous experience in similar supplies
9. Two relevant references

**C. Evaluation Criteria**

- D. Price 80% (Price should be valid for a minimum of 90 days)
- E. Tender specification / Quality of Offering evaluation 20%

6. Self Help Africa reserves the right to accept or reject the bid fully or partially.

**Address: Self Help Africa Head Office, 17-22 Parkgate Street, Dublin 8, Ireland.**