

**Invitation to Tender (ITT) for the supply of**

**1(One) brand new 4x4, 13-seater capacity, fully registered and licensed motor vehicles, with ability to drive on rough terrain all season, closed hard top of zero mileage under a National Competitive Bidding (NCB)**

**REF: BT-X-1284**

|  |
| --- |
| **GOAL is completely against fraud, bribery and corruption**  **GOAL 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** [**speakup@goal.ie**](mailto:speakup@goal.ie)  **Please provide as much detail as possible with any reports** |

# About GOAL

GOAL is an international humanitarian agency, currently operating in 13 countries worldwide, dedicated to alleviating the suffering of the poorest of the poor. We are a non-denominational, non-governmental and non-political organisation. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org)

This procurement shall benefit the people of Malawi

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | ITT published | 21st/February/2020 |
| 2 | Closing date for clarifications | 16th /March/2020 (17:00 PM - GMT +2 Central Africa Zone Time) |
| 3 | Extended closing date for clarification | 30th / March / 2020 (17:00 PM - GMT +2 Central Africa Zone Time) |
| 4 | Closing date and time for receipt of Tenders | 23rd /March/2020 (17:00 PM - GMT +2 Central Africa Zone Time) |
| 5 | Extended closing date time for receipt of Tenders | 3rd / April / 2020 17:00 PM - GMT +2 Central Africa Zone Time) |
| 6 | Tender Opening Location | GOAL MALAWI BLANTYRE OFFICE |
| 7 | Tender Opening Date and time | 6th /April/2020 |

# Overview of requirements

## Supply Specification

GOAL invites prospective suppliers to submit tenders for supply and delivery of (1) One 4x4, 13 seater capacity motor vehicle with agile ability to drive on rough terrain all season, the technical parameters must meet or exceed minimum specification requirements outlined below.

## The service being offered must be in line with Appendix 4 Technical Offer

# Terms of the Procurement

## Procurement Process

### This competition is being conducted under GOALs Open National Tender Procedure.

### The Contracting Authority for this procurement is GOAL

### This procurement is funded by GOAL and any contracts or agreements that may arise from it are bound by the regulations of this entity.

## Clarifications and Query Handling

### GOAL 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 GOAL will be final. GOAL will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

### Requests for additional information or clarifications can be made up to the deadline noted in section 2 above, and no later. Any queries about this ITT should be addressed in writing to GOAL via email on [clarifications@mw.goal.ie](mailto:clarifications@mw.goal.ie) and answers shall be collated and published online at <https://www.goalglobal.org/tenders> in a timely manner.

## Conditions of Tender Submission

### Tenders must be completed in English.

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

### 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.

### 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 GOAL. Any attempt to withhold any information that the tenderer knows to be relevant or to mislead GOAL and/or its evaluation team in any way will result in the disqualification of the tender.

### Tenders must detail all costs identified in this ITT. Additionally, tenders must detail any other costs whatsoever that could be incurred by GOAL 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.

### Any conflicts of interest (including any family relations to GOAL staff) involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

### GOAL will not be liable in respect of any costs incurred by respondents in the preparation and submission of tenders or any associated work effort.

### GOAL 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 GOAL.

### GOAL is not bound to accept the lowest, or any tender submitted.

### GOAL reserves the right to split the award of this contract between different bidders in any combination it deems appropriate, at its sole discretion.

### The Supplier shall seek written approval from GOAL before entering into any sub-contracts for the purpose of fulfilling this contract. Full details of the proposed subcontracting company and the nature of their services shall be included in the written request for approval. Written requests for approval must be submitted to the contract focal point identified in section 1.

### GOAL reserves the right to refuse any subcontractor that is proposed by the Supplier.

### GOAL reserves the right to negotiate with the Supplier who has submitted the lowest Bid that fully meets the technical requirements, for the purpose of seeking revisions of such Bid to enhance its technical aspects and/or to reduce the price.

### Information supplied by respondents will be treated as contractually binding. However, GOAL reserves the right to seek clarification or verification of any such information.

### GOAL reserves the right to terminate this competition at any stage.

### Unsuccessful tenderers will be notified.

### GOAL’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 GOAL.

### This document is not construed in any way as an offer to contract.

### GOAL 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 GOAL 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.

### **Terrorism and Sanctions:** GOAL 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. GOAL 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.

## Quality Control

3rd party companies may be contracted by GOAL to carry out random quality inspections of supplies delivered/supplied by the contracted party. The cost of the quality control inspections will be covered by GOAL.

In cases of supplier’s quality default in addition to Liquidated Damages section 21 of GOAL Standard Terms and Conditions the costs of the quality inspections will be charged to the supplier.

## 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@goal.ie](mailto:tenders@goal.ie) and in the subject field state:
   1. ***[PR - BT-X-1284]***
   2. ***Name of your firm with the title of the attachment***
   3. ***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 **BT-X-1284** with the words ‘*not be opened before the deadline as specified in section 2 of this ITT document 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 [Procurement department, GOAL Malawi, Smyth Road, Sunnyside, P.O Box 31807, Blantyre 3].

Envelopes may be sent through postal or courier services, or delivered by hand; and will be accepted during normal working hours for the country of submission. Please note that the GOAL office will not be open during weekends or public holidays.

Proof of sending is not proof of reception. Late delivery will result in your bid being rejected. Envelopes found open at the tender opening will be rejected. All information provided must be perfectly legible.

## Tender Opening Meeting

Tenders will be opened as per section 2 above, the following location:

**GOAL MALAWI**

**[Smyth Road, Sunnyside, P.O Box 31807, Blantyre 3]**

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: tenders@mw.goal.ie 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.

# Evaluation Process

## 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** |
| *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.* | | |
| 1 | **Administrative instructions** | 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 GOAL. Tenderers must note that GOAL is prohibited from accepting any proposals after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in section 4.5 of this document. GOAL will not accept responsibility for tenders delivered by any other method. Responses delivered in any other method may be rejected.   1. **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 GOAL. **Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.**   1. **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. |
| **2** | **Essential Criteria** | **Minimum mandatory requirements of specifications or contract performance.**  **Valid business registration certificate.**  **Certificate of Authorized motor vehicle dealer or proof of an equivalent.**  **Tax Registration certificate and/or up to date.**  **Full warranty of minimum of 36 months/100,000kms whichever comes first.** |
| *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* | | |
| **3** | **Legal, Economic & Financial Criteria** | In-depth review of financial accounts and other documents submitted; tenderer is judged to have requisite financial stability.   1. Copies of AUDITED financial accounts for the last 2 years, including details of profit and loss and cash flow. 2. Bank statement of last six months. |
| *Each proposal that conforms to the Essential and Qualification Criteria will be evaluated according to the Award Criteria given below by GOAL.* | | |
| **4** | **Award Criteria** | Tenders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.   1. Price 2. Delivery time 3. At least 4 referees of successfully completed supplies of a similar nature 4. Bid validity 5. Completeness and quality of the technical supply specifications (Review of the quality and content of the technical offer further to minimum requirements met) |
|  | | |
| **5** | **Post selection** | References and other checks are found to be clear and quality is assessed. |

## Tender Evaluation

GOAL will convene an evaluation team which may include members of the Finance, Logistics, Programmes, Donor 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.

## Award Criteria

All prices must be in MKW and a comprehensive and clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, packing fees 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):

**Scorevendor = 80 x (pricemin / pricevendor)**

Scores for the Financial Offer will be calculated by comprising maximum available marks (80) by inverse proportion: Offered by Tenderer price divided by the minimum price offered in this Tender.

|  |  |  |
| --- | --- | --- |
| **No** | **Qualitative award criteria** | **Weighting (maximum points)** |
| 1. | Completeness and quality of the technical supply specifications | 4 |
| 2. | Delivery time | 8 |
| 3. | Bid Validity | 4 |
| 4. | At least 4 references of successfully completed supplies of similar nature | 4 |
| 5. | Price | 80 |
|  | **Total number of points** | **100** |

# Response Format

## 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, GOAL may, at their sole discretion, reject the response.

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.

## 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 | Appendix 1- Company Details: Contact Details (1), Professional Or corporate Memberships (1.1), Profiles (1.2), References (1.3). | Complete, sign & stamp, scan and save as ‘Company Details’ | Complete, sign, stamp and submit. |  |
| 3 | Appendix 2 – Declaration of Personal and Legal circumstances. | Complete, sign & stamp; scan and save as ‘Declaration of Personal and Legal circumstances’ | Complete, sign, stamp and submit. |  |
| 4 | Appendix 3 - Self Declaration of finance and Tax. | Complete, sign & stamp; scan and save as ‘Self declaration of finance & tax’ | Complete, sign, stamp and submit. |  |
| 5 | Appendix 4 - Technical Offer. | Complete, sign & stamp, scan and save as ‘Technical Offer’ and also submit in excel format | Complete, sign, stamp and submit. |  |
| 6 | Appendix 5 - Financial Offer | Complete, sign & stamp, scan and save as ‘Financial Offer’ | Complete, sign, stamp and submit. |  |
| 7 | Appendix 6 - GOAL Terms and Conditions | Sign, scan and save as ‘GOAL Terms and Conditions’ | Sign, stamp and submit. |  |
| 8 | Appendix 7 - GOAL GDRP Terms and Conditions | Sign, scan and save as ‘GOAL GDRP 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  1. These must be audited by an external independent party (either a company or an Independent Accountant)  2. Bank statement of last six months | Attach copies of audited accounts, Bank statement of last six months and save as ‘Financial Accounts’ | Submit copies of audited accounts. |  |
| 10 | Valid business registration certificate. | scan and save as ‘Valid business registration certificate’ | Submit copy of Valid business registration certificate |  |
| 11 | Certificate of Authorized motor vehicle dealer or proof of an equivalent. | scan and save as ‘Certificate of Authorized motor vehicle dealer or proof of an equivalent’ | Submit copy of Certificate of Authorized motor vehicle dealer or proof of an equivalent |  |
| 12 | Tax Registration certificate and /or tax clearance certificate. | scan and save as ‘Tax Registration certificate’ | Submit copy of Tax Registration certificate |  |
| 13 | At least 4 references/copies of successfully completed supplies’ contracts of a similar nature | scan and save as | Submit copy of At least 4 references/copies of successfully completed supplies’ contracts of a similar nature |  |

# Appendix 1 - Company details

# 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 | 🞏 Company  🞏 Partnership | | 🞏 Joint Venture  🞏 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 (GOAL 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** | 🞏Yes 🞏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 |  |  | |

## 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 |  |  |  |

## 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 four 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 USD** | **Offered Goods Turnover USD** |
| **2019** |  |  |
| **2018** |  |  |
| **2017** |  |  |
| 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 |  | |

## 

## References

At least 4 (Four) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be GOAL personnel or related to a GOAL 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 |  |

## 

# Declaration of 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 bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations | |  |  |
| 2 | The Tenderer is 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 been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business | |  |  |
| 4 | The Tenderer has not 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, a Director or Partner has been found guilty of fraud | |  |  |
| 6 | The Tenderer, a Director or Partner has been found guilty of money laundering | |  |  |
| 7 | The Tenderer, a Director or Partner has been found guilty of corruption | |  |  |
| 8 | The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation | |  |  |
| 9 | The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency | |  |  |
| 10 | The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application | |  |  |
| 11 | The Tenderer has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of GOAL staff and/or members of their family | |  |  |
| 12 | 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 | |  |  |
| 13 | The Tenderer has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. | |  |  |
| 14 | Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), GOAL is firmly committed to the international fight against terrorism, and in particular, against the financing of terrorism. It is the policy of GOAL 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 | |  | | |

# self-declaration of finance and tax

|  |  |  |
| --- | --- | --- |
| **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** |
| **2019** |  |  |
| **2018** |  |  |
| **2017** |  |  |
| Include a short narrative below to explain any trends year to year | | |
|  | | |
| **2. GOAL operates within the law of the country of operation and within international legal requirements. GOAL 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 GOAL’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 4 - Technical Offer

Please provide the following information, referring to the instructions below for clarity

Supply of 1 (Brand new) 4x4, 13 seater capacity motor vehicles, fully registered and licenced, with ability to drive on rough terrain all season, closed hard top with Zero Mileage.

Please ensure you have signed and stamped your Technical Submission.

At least 4 references (copies) of successfully completed supplies’ contracts of similar nature.

The motor vehicles being offered must meet the technical specifications below.

**Technical Specifications.**

|  |  |  |
| --- | --- | --- |
| **Feature** | **Essential specifications of Features** | **Compliance of specification offered (Please tick)** |
| **General** | The vehicle must be a wagon strong 4x4, factory new, carriage of personnel and suitable for the tropical environment and rough road condition |  |
| **Body type** | Three (3) doors |  |
| **Cab** | Front seating for driver plus two passenger, seats with one passenger headrests |  |
| Inertia seats belts for driver and two passengers |  |
| Driver and front passenger airbags |  |
| Seating capacity should not be less than 13 including driver and front passengers |  |
| Interior lighting provision |  |
| Heater/demister or defroster |  |
| Laminated windscreen |  |
| Inertia seat belts for all passengers on the back seat |  |
| Dual windscreen wipers, intermittent with washer |  |
| Interior rear view mirror |  |
| Fire extinguisher |  |
| Driver and passenger side sun visor in front only |  |
|  | Power operated doors and view mirrors |  |
| Lockable glove box |  |
| With air conditioner, non CFC |  |
| Mudguards/flaps front and rear |  |
| Dual airbag and curtain air bars system |  |
| Side impact bars |  |
| **Ground clearance** | Minimum 215mm |  |
| **Wheelbase** | Not less than 2750mm |  |
| **Chassis** | Rigid steel chassis with rust protection |  |
| **Engine Size** | Engine size: Minimum 4000cc litres electronic fuel injection or CRDI |  |
| 6 cylinder in line |  |
| The engine should be standard water cooled with heavy sump guard |  |
| Diesel propelled |  |
| **Transmission** | 4 wheel drive (part time plus differential lock) |  |
| Differential manual transmission, floor mounted |  |
| Five forward gears plus reverse, with synchromesh on all forward gears. |  |
| Limited slip function fitted on rear differential only |  |
| Transfer box protector |  |
| 5 speed transmission with high and low transfer case |  |
| **Suspension** | Front: double wishbone with tensional and stabilizer bar and shock absorbers |  |
| Heavy duty |  |
| Rear: axle semi-elliptic leaf springs and shock absorbers |  |
| **Steering** | Right hand driving side and power steering with adjustable steering wheel |  |
| **Brakes** | Hydraulic front disc and rear drum brakes |  |
| Mechanical parking brake operating on transmission or rear wheels |  |
| Brake system load sensing, proportioning and bypass |  |
| **Electric** | 12 volt alternator based system heavy duty battery |  |
| **Wheels and tyre size** | Manufacturers approved sizes |  |
| **Fuel tank capacity** | 90 + 90 |  |
| Lockable fuel tank lid |  |
| **Instruments** | Speedometer |  |
| Tamperproof odometer |  |
| Fuel gauge |  |
| Low fuel warning light |  |
| Engine temperature gauge |  |
| Oil pressure gauge |  |
| Tachometer/Trip meter fitted |  |
| Air conditioner |  |
| Digital clock |  |
| Alarm and immobilizer with panic button |  |
| **Keys** | Three sets |  |
| **Equipment and tools** | Fitted with FM & short wave radio, front loader CD with MP3 functionality, with two speakers and USB port |  |
| Manufacturers approved jack and tool kit |  |
| Two reflector red warning triangles |  |
| Owner’s manual in English |  |
| Approved Certificate of fitness |  |
| Mud flaps front and rear mudguards/flaps front and rear |  |
| Bumper and carrier on top |  |
| Front grill guard |  |
| Roof Rack |  |
| **Pre-delivery** | Front and rear reflective registration numbers |  |
| **Lighting** | Two adjustable headlights |  |
| Two parking lights |  |
| Two stop and tail light combination |  |
| Reverse lights |  |
| Indicators (amber) |  |
| Interior overhead light |  |
| Instrument panel light |  |
| **After sales services** | The supplier must have an authorized agent/ dealer in Malawi to cater for repairs and spare parts or indicate what arrangements he will put in place in case he is awarded the contract. |  |
|  | Free service up to 50,000km/2 years whichever comes first. After expiry of Free service, the tenderer shall be required to provide costed service and maintenance when necessary throughout motor vehicles’ life |  |
| **Warranty** | Full warranty of minimum of 36 months/100,000kms whichever comes first |  |

# Appendix 5 - Financial Offer

# Appendix 6 - GOAL terms and conditions

**Appendix 7 - GDRPs Terms and conditions**

  