

Procurement of 6 4x4 Hard-Top Vehicles and 2 4X4 Vehicles

Program Name: USAID CASE-OVC
Country: Kenya
Authority: USAID Cooperative Agreement No. AID 615-A-17-00002
Source/Origin: Geographic Code 935

Background

CASE-OVC a 5-year USAID funded project implemented by Christian Aid supporting Orphans and Vulnerable Children in Kenya. The project will be implemented in Central, Eastern and parts of Rift Valley in the following counties: Nakuru, Kiambu, Turkana, Murang'a, Machakos, Narok, Makueni, Meru, Kajiado, Nyeri, Kitui, Nyandarua, Kirinyaga, Embu, Baringo, Laikipia, Tharaka Nithi and Samburu.

Purpose

Christian Aid is soliciting bids under the USAID CASE-OVC Program and has issued a Request for Quotation; Number RFQ 17-002 on 5th January 2018 for the procurement of 6 4x4 Hard Top Vehicles and 2 4x4 Vehicles.

No.	Description	Sitting Capacity	Engine capacity	Transmission	Quantity
Lot 1	(RHD) Heavy duty utility (4x4) Passenger Vehicle Hard Top	7 - 10	2700 – 5000 cc	Manual	6
Lot 2	(RHD) Heavy duty utility (4x4) Passenger Vehicle	7 - 10	2700 – 5000 cc	Manual	2

Heavy duty 4x4 motor vehicle suitable for transportation of personnel in rough terrain, arid and semi-arid areas.

Interested and eligible bidders are invited to access the bid documents below and from Christian Aid on the following site: <http://caid.org.uk/case-ovc>

Submissions should be sent to wwheeler@christian-aid.org

Submissions must be received by 5pm on Tuesday 23rd January 2018.

Note: For any further details vendors are advised to send questions or request for any clarifications to e-mail address provided for questions and RFQ submission above.

This RFQ shall not be misconstrued to be a commitment on the part of Christian Aid either financially or otherwise to award any form of contract to any respondent. It shall not entitle any organization to claim any indemnity from Christian Aid.

Procurement committee
Christian Aid Kenya

Annex A: Instructions

Requirements from the Bidders

Bidders are to take note of the following specifications and provide the following with their submissions.

Specifications

Lot 1 (RHD) Heavy duty utility (4x4) Passenger Vehicle, Hard Top

1. 5 – 6 Speed Manual Transmission Gear
2. Diesel Fuel
3. Engine Capacity 2700cc to 5000cc
4. 4WD option
5. Immobilizer and alarm system
6. AM/FM Radio and CD Player with Bluetooth option
7. Anti-lock braking system
8. Front air bags
9. Central Door Locking system
10. Long Wheel Base
11. Dual Auto air conditioner
12. Seven (7) seater to Ten (10) Seater

Lot 2 (RHD) Heavy duty utility (4x4) Passenger Vehicle

1. 5 – 6 Speed Manual Transmission Gear
2. Diesel Fuel
3. Engine Capacity 2700cc to 5000cc
4. 4WD option
5. Cruise control
6. Immobilizer and alarm system
7. AM/FM Radio and CD Player with Bluetooth option
8. Anti-lock braking system
9. Rear and Front Sensors
10. Front & Side air bags
11. Central Door Locking system
12. Long Wheel Base
13. Dual Auto air conditioner
14. Seven (7) seater to Ten (10) Seater

Other 4x4 Accessories

The following is a list of potential accessories for the 4x4 vehicles. Bidders must make it clear within their bid, which items are included with the vehicle as standard, and to then list accessories and their costs separately.

Security equipment

1. Locking wheel nuts
2. Remote control alarm with engine immobilizer and siren

Recovery Equipment and Towing

1. High lift jack
2. High lift jack platform
3. Heavy-duty jump leads
4. Winch recovery accessories
5. Basic safety pack
6. Front recovery point
7. Towing -Pintle hook
8. Winches - Electric 12V winch
9. Winch Recovery Accessory

Bull Bar

1. 4x4 extras
2. Pneumatic differential lockers

Protection Equipment

1. Extinguisher
2. Warning Triangle
3. Under body Protection
4. Steel skid plate
5. Under body protection kit

Engine Accessories

1. Turbo kit
2. Repair manuals & owner's manual

4x4 Equipment

1. Roof rack mounted 2nd spare wheel carrier
2. Suspension kits (1)
3. Tool kit
4. Heavy-duty tubeless tyre repair kit
5. Fog Lights
6. Fog lamps
7. Lighting
8. 65W round spot lights
9. Emergency vehicle power pack
10. Aluminium skid plate
11. Transmission lock
12. Security film

Delivery Terms

Vehicles are to be delivered to the port of Nairobi.

Bidders must provide an estimated delivery schedule and if possible to propose options for early delivery, such as if some of the items are available from stock and others may be provided at a later date.

Additional Information

Bidders must provide:

- i) the registered address of their organisation
- ii) the origin of the proposed vehicles (Lot 1 and Lot 2) and the accessories (if accessories originate from multiple points please provide the most common origin).

Basis of Award

An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The purchase order will be awarded to the responsible offer or whose proposal offers the lowest evaluated price that meets or exceeds the Acceptable requirements for technical/non-cost factors set forth in this RFQ.

Rejection & Acceptance of proposals

Christian Aid reserves the right to accept or reject any bid either in whole or in part without giving reasons for either rejection or acceptance.

RFQ Amendments

Christian Aid reserves the right to request clarification on any proposal or to ask bidders to supply any additional material deemed necessary to assist in the evaluation of the proposal. Christian Aid also reserves the right to change the RFQ schedule or issue amendments to the RFQ at any time and reserves the right to cancel or reissue the RFT.

ANNEX B: Terms of Solicitation

1. Issuance of this RFQ does not constitute an award commitment on the part of Christian Aid, nor does it commit Christian Aid to pay for costs incurred in the preparation and submission of a bid.
2. Attached files are integral part of this RFQ.
3. Christian Aid may contact Offerors to confirm contact person, address, bid amount and to confirm that the proposal was submitted for this solicitation.
4. False Statements: Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.
5. Offerors must comply with the Code of Conduct for Suppliers.
6. Conflict of Interest Disclosure: Offerors must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Christian Aid having to re-evaluate selection of a potential Offerors.
7. Right to Select/Reject: Christian Aid reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Christian Aid also reserves the right to reject any or all proposals received without explanation; extend the time for submission of all RFQ responses after notification to all Offerors; terminate or modify the RFQ process at any time and re-issue the RFQ to whomever Christian Aid deems appropriate.
8. Issue an award based on the initial evaluation of offers without discussion.
9. Award only part of the solicitation.

Code of Conduct for Suppliers

ETHICAL STANDARDS

We strive to purchase and source goods, services and works which are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.

We look to work in partnership with suppliers to ensure that:

- 1) Employment is freely chosen
- 2) Freedom of association and the right to collective bargaining are respected
- 3) Working conditions are safe and hygienic
- 4) No exploitation of children
- 5) Living wages are paid
- 6) Working hours are not excessive
- 7) No discrimination is practiced
- 8) Regular employment is provided
- 9) No harsh or inhumane treatment is allowed

Specifically, we will not enter into any procurement relationship with companies that have:

- Significant Involvement in the arms trade
- Unacceptable levels of Third World debt
- Infringement of pharmaceutical marketing practices with essential drugs policies
- Tobacco marketing in the Third World
- Significant involvement in the alcohol industry
- Significant involvement in gambling
- Significant involvement in pornography

ENVIRONMENTAL IMPACT

We strive to purchase and source goods, services and works which have the least negative impact on the environment.

We look to work in partnership with suppliers to ensure that:

- 1) Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air and water pollution are adopted. In the case of hazardous materials emergency response plans are in place.
- 2) Undue and unnecessary use of materials is avoided and recycled materials used whenever possible.
- 3) Processes and activities are monitored and modified as necessary to ensure the conservation of scarce resources, including water, flora and fauna and productive land in certain situations.
- 4) All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimize harmful emissions.

We expect our suppliers to comply with all statutory and other legal requirements relating to the environmental impacts of their business. We encourage our suppliers to be accredited to the relevant ISO standards.

In the event that we work in partnership with a supplier in good faith but subsequently discover unacceptable practices either at the supplier or within the supplier's supply chain we will engage with the supplier constructively to address identified weaknesses.

ANNEX C: Conflict of Interest Disclosure

CHRISTIAN AID Code of Conduct & Ethics Policy: In accordance with the CHRISTIAN AID Code of Conduct and Ethics Policy, CHRISTIAN AID requires full and open disclosure when dealing with procurement. As such, CHRISTIAN AID employees must avoid any conflict of interest or the appearance of a conflict of interest. CHRISTIAN AID employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. CHRISTIAN AID employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

CHRISTIAN AID reserves the right to reject any or all quotes when considered to be in the best interest of the organization and/or the people it serves.

All parties submitting a proposal in response to this Request for Proposal are obligated to disclose the existence of any actual or possible conflict of interest relating to every country included within their proposal in the attached Conflict of Interest Declaration Form.

Failure to fully disclose such information could lead CHRISTIAN AID to reject a proposal.

“Conflict of Interest” means a situation in which an Offeror, or an Affiliate (as defined below), or a sub-contractor (if any) of an Offeror, has interests (financial, organizational, personal, reputational or otherwise) that would or may appear to make it difficult for an Offeror to fulfill its obligations to CHRISTIAN AID in its role as the vendor in an objective, independent and professional manner, or a situation in which it is reasonable to foresee that such an interest would arise.

A Conflict of Interest may arise in the following circumstances, which are not exhaustive:

- I. An Offeror has been, or is involved in the design of a proposal or request for funding that has been, or will be submitted to CHRISTIAN AID;
- II. An Offeror has been, or is involved in, or has provided advice in relation to the procurement of goods and/or services by a Principal Recipient and/or a Sub-recipient;
- III. An Offeror has been, or is involved in the provision of auditing services to a Principal Recipient and/or a Sub-recipient; or
- IV. An Offeror Controls or can control an Offeror; (ii) is controlled by, or can foreseeably be controlled by, an Offeror; or (iii) along with an Offeror, is controlled by, or can foreseeably be controlled by, the same third party.

Conflict of Interest Declaration Form

Tick <input data-bbox="217 506 316 600" type="checkbox"/>	The Offeror hereby declares that it has read and understood the Conflict of Interest rules set forth in the Request for Proposals (RFP) and warrants that no Conflict of Interest exists on the part of the Offeror or an Affiliate of the Offeror, with regard to the services to be performed under the RFP. The Offeror hereby agrees to comply with the Conflict of Interest rules set forth in the Request for Proposals (RFP).
Tick <input data-bbox="217 813 316 907" type="checkbox"/>	The Offeror wishes to disclose a real or potential Conflict of Interest situation(s) and propose mitigating action(s). Note: if this box is checked, please describe, in detail, the situation and present a proposed mitigation plan / arrangement for consideration by Christian Aid.

Offeror:

By: _____

Name: _____

Title: _____

Date: _____