

No. 2 Tomas Ribeiro,
Bairro COOP,
Maputo,
Mozambique.

03/07/2007

Dear Sir/Madam

Re: TENDER FOR AIR AND SEA FREIGHT SERVICES

These tenders are for eighteen months provision of

1. Air freighting and clearing services of vehicles from Johannesburg, South Africa to destination ports in Africa
2. Sea freighting and clearing services of vehicles from ports of origin to destination ports in Africa.

Jacana will be procuring approximately 5000 vehicles in the next five years for use by humanitarian aid and development organizations. The freighting services of our partners will form an integral part of the deployment of these vehicles through Jacana's Fleet Provision Project (FPP). The goal of the FPP is to facilitate humanitarian organizations' quick access to cost effective field transport solutions. FPP represents:

1. A rapid response solution for organizations needing quick vehicle deployment.
2. An efficient long-term alternative to purchase.
3. A fully outsourced vehicle procurement solution.
4. Better vehicle control and utilization.

Through FPP, organizations with medium-scale fleets share in the community's collective bargaining power, reducing their costs and increasing vehicle availability in emergencies.

Your input into this important project would be greatly appreciated.

Yours sincerely,

Tom Harding-Newman
Logistics Manager
Jacana, Maputo, Mozambique
Tel: +25821415735
Mobile: +258842737002
Email: tharding@jacanaworld.org



JACANA REAL WORLD DEVELOPMENT

INVITATION TO TENDER FOR PROVISION OF SEA FREIGHT SERVICES

TENDER REFERENCE NUMBER: JPS-002-2007

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1. TIMETABLE:

Issue of Tender:	4 th July 2007
Deadline for Reply:	24 th July 2007 at 17:00 GMT
Evaluation for Tender:	26 ^h July 2007
Issue of Contract (estimated):	5 th August 2007

2. ABOUT JACANA REAL WORLD DEVELOPMENT:

JACANA is an international NGO (Non Governmental Organization) supporting development. JACANA is a non-political and non-religious organization, working with people and other organizations on the basis of need. Please see www.jacanaworld.org for more information.

A. JACANA'S FOCUS

1. Empower individuals to wilfully impact the course of their own lives
2. Facilitate efficient access to appropriate resources for field operations.
3. Assist development organizations to improve logistical and operational functionality.

B. WHAT JACANA DOES

1. Individual empowerment projects.
2. Partnerships with development organisations to provide asset and commodities management, including not-for-profit procurement, importation, outsourcing, and contracting solutions.
3. Field operations and logistics training.
4. Fleet management and rural transport solutions
5. Consultative services in logistics and transport.

C. FLEET PROVISION PROJECT

The freighting will be carried out under the Fleet Provision Project (FPP) being run by Jacana. The goal of the FPP is to facilitate humanitarian organizations' quick access to the cost effective field transport solutions. FPP represents:

1. A rapid response solution for organizations needing quick vehicle deployment.
2. An efficient long-term alternative to purchase
3. A fully outsourced vehicle procurement solution
4. Better vehicle control and utilization

Through FPP, organizations with medium-scale fleets share in the community's collective bargaining power, reducing their costs and increasing vehicle availability in emergencies. During emergencies, vehicles are available, ready to use, and moving towards humanitarian operations as soon as they are needed.

3. INSTRUCTION TO BIDDERS

By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his own conditions of sale.

Please read carefully all instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in rejection of your bid.

4. SUBMISSION OF TENDERS

The tender must be in a sealed envelope bearing the Tender Reference Number: **JPS-002-2007**.

The tender must be delivered to the following address before the Deadline for Reply (See above):

Tendering Committee.
JACANA Real World Development
No. 2 Tomas Ribeiro,
Barrio da COOP
Mozambique
Tel: 00 258 21 415735
Tel: 00 258 21 417784

The envelope should be marked “Not to be opened before 16th July 2007”

Electronic Notification: **After** the Deadline for Reply has passed, please also email an electronic copy of your bid to logistics@jacanaworld.org. Electronic copies received **before** the Deadline for Reply will disqualify the Bidder. The electronic copy by email itself does not qualify as a Bid. Only tenders in a plain sealed envelope received at the address above will qualify as Bids. The Tender Reference Number (See above) is to be included in the Subject line of the email.

5. SELECTION CRITERIA:

When analyzing the Bids, JACANA will take into account the following criteria:

1. Pricing.
2. Sailing times and frequency.
3. Supplier Information.

6. INFORMATION REQUIRED

All Sections below must be completed and included in the Bid. Failure to provide all of the information requested may invalidate the bid.

A. SUPPLIER INFORMATION

Please provide the following information:

1. Company Name.
2. Address.
3. Phone and fax.
4. Contact person with email.

B. SPECIFICATION OF ITEMS

Please give a full description of the goods/services being offered (see Section 10 for further information)

C. PRICING:

1. Prices must be expressed in US Dollars.
2. Prices should be quoted excluding taxes, duty and excise, but any chargeable taxes, duty and excise must be indicated transparently.
3. Prices will be fixed terms for eighteen months. Any change in prices must be submitted in writing for approval. Price changes must be for a valid and transparent reason, and must follow an externally traceable index (for example, oil/fuel prices).
4. Any discount offered to JACANA must be clearly indicated as a percentage of the overall price.

D. LEAD AND DELIVERY DETAILS

Terms of reference for execution will be negotiated with the successful supplier, with details of lead times and schedules.

E. SIGNED COPY OF THIS DOCUMENT

Please print off and sign a copy of this document (see section 9) to indicate that you have read and understood the contents. Please also sign section 11 to vouch for the prices provided. Please return the whole document (with the two signatures and the your pricing) to the above address (section 4).

7. PAYMENT TERMS

Payment will be made to the vendor by cheque or bank transfer within 30 days from receipt by JACANA of an appropriate invoice for goods/services delivered as described herein.

8. CONDITIONS OF TENDER

1. JACANA reserves the right to deal with any tender of its choice or any or all parts of the tender and to purchase items from various tenders. JACANA is not bound to accept the lowest offer or any offer.
2. The winner of the contract will be an exclusive supplier unless unable to provide the required goods/services at the right time. In such cases, the second preferred supplier will be contacted, and so on.
3. Prices quoted must be valid for the full eighteen-month period. Any change in prices must be submitted in writing for approval. Price changes must be for a valid and transparent reason, and must follow an externally traceable index (for example, oil/fuel prices).
4. The contract will be subject to review after twelve months.
5. This request for tender is not a contract or an offer into a contract, but is a request for a quotation for the goods/services indicated in this document. However, a contract will be established on the basis of the tender decision.
6. JACANA does not pay in advance of delivery.
7. Respondents are bound by their offer for a period of 60 days as from the closing date of bids.
8. JACANA is in no way responsible for any costs associated with preparing the tender response.
9. JACANA reserves the right to alter the dates of the tender timetable.
10. Opening of tenders is open to the public. JACANA will inform each respondent to the tender of the decision on their offer through a letter of engagement if successful, or otherwise by email. JACANA is not obliged to justify or explain selection to any respondent. Respondents are encouraged to contact JACANA for any information required to submit a competitive bid.
11. Ethical Purchasing Considerations. JACANA supports the ethical procurement policy developed by Oxfam (www.oxfam.co.uk/about_us/suppliers/ethicalpurchasing.htm), which commits JACANA to strive to purchase goods and services that are produced and developed under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment. This policy statement is supported by a Code of Conduct that details core labour standards, based on the conventions of the International Labour Organization: Employment is freely chosen, freedom of association and the right to collective bargaining are respected, working conditions are safe and hygienic, no child labour/protection of children is ensured, living wages are paid, working hours are not excessive, no discrimination is practiced, regular employment is provided, no harsh or inhumane treatment is allowed. If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is in breach of this code
12. JACANA does not do business with companies that meet any of the following criteria. If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company is in breach of any

of the provisions below. A contract clause confirming this will be included in an eventual contract based on this request.

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
 - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - They have been the subject of a judgement that has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
 - Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
13. In addition to the ineligibility criteria applied by JACANA, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by JACANA as a condition of participation in the contract procedure, or fail to supply all of the information requested.
14. Any queries about this tender should be addressed in writing to the Operations Manager at logistics@jacanaworld.org. All questions asked by potential tenders and all responses from JACANA are available on request from JACANA.
15. The tender process will be conducted according to the JACANA procurement procedures, which are available on request.

9. BIDDER’S SIGNATURE.

I have read and understood this document.

Signed..... Date.....
 Name:
 Position:
 Organisation:

10. GOODS/SERVICES REQUIRED.

A. PURPOSE AND AMPLIFYING INFORMATION:

This tender is for the provision of sea-freighting and clearing services (if available) of vehicles from ports of origin to destination ports in Africa for eighteen months.

JACANA Real World Development will be procuring approximately 5000 vehicles in the next five years for use by humanitarian aid and development organizations. In partnership with the Fleet Provision Project (FPP), JACANA will be assisting in the logistics and deployment of vehicles during normal operations and surge missions using both sea and airfreight.

The vehicles will be:

Vehicle types	Dimensions (lhxwx)	Engine Size	Gross Weight
Single Cab pick-up truck	5095x1957x1770mm	4.1L	2095kg
Double Cab Pick-up truck	5128x1753x1810mm	2.5L Turbo/2.9L	2726kg
Jeep	4890x1925x1940mm	4.1L	2250kg
Sedan	3815x1395x1610mm	1.4L	1270kg

Please see over the page for price matrices.

Please provide pricing information to fill the matrices below:

B. CONTAINER FREIGHT

The 20' container will contain one vehicle. Please include vaning charges.

20' Container	Origins	Port Elizabeth South Africa	Yokohama Japan	Laem Chabang Thailand	Gibraltar
Destinations	INCO TERMS	EXW	EXW	EXW	EXW
Maputo, Mozambique	CIP				
	DDP				
Beira, Mozambique	CIP				
	DDP				
Mombasa, Kenya	CIP				
	DDP				
Nairobi, Kenya	CIP				
	DDP				
Juba, Sudan	CIP				
	DDP				
Kigali, Rwanda	CIP				
	DDP				
Dar Es Salaam, Tanzania	CIP				
	DDP				
Kampala, Uganda	CIP				
	DDP				
Durban, South Africa	CIP				
	DDP				

The 40' container will contain two or three vehicles, depending on vehicle type (see above for vehicle types). Please include vanning charges.

40' Container – 2 vehicles	Origins	Port Elizabeth South Africa	Yokohama Japan	Laem Chabang Thailand	Gibraltar
Destinations	INCO TERMS	EXW	EXW	EXW	EXW
Maputo, Mozambique	CIP				
	DDP				
Beira, Mozambique	CIP				
	DDP				
Mombasa, Kenya	CIP				
	DDP				
Nairobi, Kenya	CIP				
	DDP				
Juba, Sudan	CIP				
	DDP				
Kigali, Rwanda	CIP				
	DDP				
Dar Es Salaam, Tanzania	CIP				
	DDP				
Kampala, Uganda	CIP				
	DDP				
Durban, South Africa	CIP				
	DDP				

40' Container – 3 vehicles	Origins	Port Elizabeth South Africa	Yokohama Japan	Laem Chabang Thailand	Gibraltar
Destinations	INCO TERMS	EXW	EXW	EXW	EXW
Maputo, Mozambique	CIP				
	DDP				
Beira, Mozambique	CIP				
	DDP				
Mombasa, Kenya	CIP				
	DDP				
Nairobi, Kenya	CIP				
	DDP				
Juba, Sudan	CIP				
	DDP				
Kigali, Rwanda	CIP				
	DDP				
Dar Es Salaam, Tanzania	CIP				
	DDP				
Kampala, Uganda	CIP				
	DDP				
Durban, South Africa	CIP				
	DDP				

C. ROLL-ON-ROLL-OFF FREIGHT

Roll-on-Roll-off	Origins	Port Elizabeth South Africa	Yokohama Japan	Laem Chabang Thailand	Gibraltar
Destinations	INCO TERMS	EXW	EXW	EXW	EXW
Maputo, Mozambique	CIP				
	DDP				
Beira, Mozambique	CIP				
	DDP				
Mombasa, Kenya	CIP				
	DDP				
Nairobi, Kenya	CIP				
	DDP				
Juba, Sudan	CIP				
	DDP				
Kigali, Rwanda	CIP				
	DDP				
Dar Es Salaam, Tanzania	CIP				
	DDP				
Kampala, Uganda	CIP				
	DDP				
Durban, South Africa	CIP				
	DDP				

D. ADDITIONAL INFORMATION REQUIRED:

1. Schedule of routes and steaming time between ports.
2. Whether your organization is capable of clearing containers at the above destinations.
3. Any other known port costs/fees at each port.
4. Any other known costs.

11. AUTHORISATION OF PRICES

The prices given in this bid are a true representation of contract prices.

Signed.....

Date.....

Name:

Position:

Organisation: