

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

04/07/2007

Dear Sir/Madam

Re: TENDER FOR VEHICLE SUPPLY

These tenders are for eighteen months provision of

1. Station wagons
2. Single cab pick-ups
3. Double cab pick-ups
4. City cars

Jacana will be procuring approximately 5000 vehicles in the next five years for use by humanitarian aid and development organizations. The vehicles will form the central part of 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 VEHICLES

TENDER REFERENCE NUMBER: JPS-004-2007

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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 th 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 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-004-2007**.

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. Lead times and availability.
3. Models offered.
4. Supplier Information.

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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.

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. ACCEPTANCE OF CONDITIONS.

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 vehicles to fulfil the demands of the Fleet Provision Project.

JACANA will be procuring approximately 5000 vehicles (of a variety of types) over 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.

B. PRICING

The below vehicles will be used as utility vehicles and so should be the base model to meet the specifications. Price will be a heavily weighted factor in the decision. Other factors are listed in section 5.

Vehicles will be used in Sudan (southern), Kenya, Tanzania, Democratic Republic of Congo, Mozambique, Uganda, and Rwanda. Vehicle specifications must be suitable to these countries, by manufacturer standards:

1. Vehicles must be suitable for heavy-duty use in tropical, desert, and extreme environments.
2. Vehicles must be homologated for use in these countries.
3. Vehicle warranties must be valid for these countries.
4. Vehicles must be mechanically simple and durable.
5. Vehicle specifications must be supported by dealers in these countries.
6. Vehicles must be available in left and right hand drive versions.

Please itemize all costs. Prices should be EXW. Please specify the EXW location.

B.1 4x4 UTILITY VEHICLES

Spec	Station wagon	Single cab pick-up	Double cab pick-up
Drive train	4x4 with L4	4x4 with L4	4x4 with L4
Seats	>9	3	3
Doors	>2	2	4
Fuel tank capacity	>120l	>70l	>70l
Fuel type	Diesel	Diesel	Diesel
Engine displacement	>3L	>2.4L	>2.4L
Cylinders	4-6	4-6	4-6
Seat belts	For all seats	For all seats	For all seats
Transmission	5 speed, manual	5 speed, manual	5 speed, manual
Ground Clearance	>200mm	>200mm	>200mm
Paint colour	White	White	White

		Station wagon	Single cab pick-up	Double cab pick-up
Recommendation 1	Make			
	Model			
	Normal price			
	Jacana price			
Recommendation 2	Make			
	Model			
	Normal price			
	Jacana price			

Options common to all above (itemize pricing):

1. Left and right hand drive variants.
2. Extra spare wheel.
3. Bull bars.
4. Roof rack (where applicable).
5. Air cleaner (with snorkel).
6. Compact first aid kit (list contents).
7. 1 year spare parts kits.
8. 2 year spare parts kits.
9. Codan (NGT VR with auto tuning whip antenna).
10. VHF Radio (Motorola GM360 with whip antenna).

B.2. CITY CAR:

Spec	City car
Drive train	4x2
Seats	5
Doors	5
Fuel tank capacity	>40L
Fuel type	Petrol
Engine displacement	<1.5L
Cylinders	Unspecified
Seat belts	For all seats
Transmission	5 speed, automatic (preferred)
Paint colour	Unspecified

		City Car
Recommendation 1	Make	
	Model	
	Normal price	
	Jacana price	
Recommendation 2	Make	
	Model	
	Normal price	
	Jacana price	

Options for above (itemize pricing):

1. Left and right hand drive variants.
2. Compact first aid kit (list contents).
3. 1 year spare parts kits.
4. 2 year spare parts kits.

C. ADDITIONAL INFORMATION REQUIRED

1. Provide full specifications of all recommended vehicles, including standard equipment.
2. Availability:
 - a. How many vehicles can be held in stock on one weeks' notice.
 - b. Lead time for twenty vehicles at EXW.
3. Credit terms.
4. At least two references from both the humanitarian and the vehicle sector.
5. Details of dealers/servicing centres in countries listed above.

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6. Warranty periods for each model recommended.
7. Freight handling capacities.
8. Availability and details of pre-delivery inspection.

11. AUTHORISATION OF PRICES

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

Signed..... Date.....

Name:

Position:

Organisation: