PRACTICAL ACTION – RWANDA PROGRAM

TENDER TO SUPPLY A 4X4 DOUBLE CABINE VEHICLE

TENDER REFERENCE NUMBER: PA-RWA-KGL-2022-002

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1. **TIMETABLE:**

   Issue of Tender: **Friday 19th August 2022.**
   Deadline for submission: **Friday 9th September 2022 at 4:30 PM.**

2. **ABOUT PRACTICAL ACTION:**

   Practical Action is an international development charity based in the United Kingdom (Charity Commission Registration Number: 247257), also registered in Rwanda as an International Non-Government Organisation (Registration Number: 102/RGB/18) that aims to transform the way technology is used to improve the lives of women and men living in or vulnerable to poverty in Africa, Asia, and Latin America.

   Practical Action (PA) in partnership with UNHCR have been implementing a four-year Renewable Energy for Refugees (RE4R) project Phase I and now Implementing Phase II in 5 refugee camps in Rwanda, namely: Nyabiheke, Mahama, Kigeme, Mugombwa and Kiziba.

3. **BACKGROUND FOR THIS TENDER**

   PRACTICAL ACTION is a registered INGO in Rwanda; PA seeks to Acquire a 4X4 double cabin (pick-up) to facilitate in implementation of RE4R Phase II from reputable company in this category.
   The identified company should demonstrate the ability to provide after sale service to PRACTICAL ACTION.

4. **INSTRUCTIONS TO BIDDERS**

   1. Participation is open on equal conditions to all qualified entities specialized in the field.
   2. By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his/her own conditions of sale.
   3. Please carefully read 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. Order of requested documents in your bid document:
      a. Letter of Introduction
      b. RDB registration (minimum 3 years registered as a business)
      c. Copy of recent valid tax clearance document (notarized not required)
      d. References of related past work (at least 3 provided)
      e. One Financial **(All taxes and clearing cost included)** and technical proposals for the item to be supplied plus delivery lead-time and validity of the offer.
      f. Signed Section 10 Bidder’s Signature
5. **SUBMISSION OF TENDERS**

The tender document must be in one (1) PDF file:
Tender Reference Number as **PA-RWA-KGL-2022-002 in the subject line**
Activity: Supply of 4x4 double cabin Vehicle.
The tender must be submitted to the address: re4rtender@practicalaction.or.ke
by **Friday 9th September 2022 at 4:30 PM**.

The Chairman
PRACTICAL ACTION Rwanda Tender Committee
KG 596St, No 18,
Gasabo - Kacyiru
Kigali - Rwanda

6. **SELECTION CRITERIA:**

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

- Financial offer provided.
- Proven work experience and references (at least 3 year’s experience)
- Review of requested documents/ Administrative Requirements
- Technical proposal
  - Methodology to deliver
  - Organization Capabilities
- Financial Proposal
- Validity of the offer

7. **INFORMATION REQUIRED**

All Sections below must be completed and included in the Bid.

**A. SPECIFICATION OF ITEMS**

Please carefully read the technical specifications in section 11 being offered for guidance in bidding.

**B. PRICING:**

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**Big change starts small**

Practical Action is a Registered as an International NGO in Rwanda Reg. 102/RGB/18 and is affiliated to Practical Action Registered Charity No. 247257, England
1. Prices or rates must be expressed only in Rwandan francs;
2. Any VAT and customs duties (if applicable) must be included in the prices quoted and clearly indicated;
3. Any discount offered to PRACTICAL ACTION must be clearly indicated as a percentage of the overall cost.

C. DELIVERY DETAILS

Please provide a detailed proposed delivery lead-time. This information will be contained in the contract with the successful bidders.

8. PAYMENT TERMS

1. Payment will be made by bank transfer within 30 days after delivery of the vehicle to PRACTICAL ACTION, documentation, an associated invoice, in accordance with the contract and delivery lead-time.
2. No advance payments will be given.
3. Failure to adhere to the agreed delivery schedule may result in penalties of up to 1/1000 of the total value of the contract for each day of delay.

9. CONDITIONS OF THE TENDER

1. PRACTICAL ACTION is not bound to accept the lowest offer or any offer.
2. Submit both financial and technical proposals in one PDF Document.
3. PRACTICAL ACTION reserves the right to select and deal with any Bidder(s) necessary to provide PRACTICAL ACTION with the best value for money.
4. This request for tender is not a contract or an offer into a contract, but a request for a quotation for the products indicated in this document.
5. PRACTICAL ACTION is not responsible for any costs associated with preparing the tender response.
6. PRACTICAL ACTION reserves the right to alter the dates of the timetable.
7. Canvassing of PRACTICAL ACTION staff in relation to this tender will result in disqualification of that Bidder.
8. PRACTICAL ACTION will inform each Bidder of the outcome of the selection as it relates to their specific submission.
9. PRACTICAL ACTION does not do business with companies or individuals that are public offenders as per the following criteria:
   • 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.

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 or yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by PRACTICAL ACTION, 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 PRACTICAL ACTION as a condition of participation in the contract procedure, or fail to supply all the information requested.

Queries regarding this tender must be addressed in writing via email to re4rtender@practicalaction.or.ke

Denise UMUBYEYI
Country Manager
10. **BIDDER’S SIGNATURE.**

I have read and understood this document

Signed: ........................................ Name: ........................................

Date: ................................. Company/ Organization: .................................

Position: ................................. Contact Telephone: .................................
11. TECHNICAL SPECIFICATIONS FOR 4X4 DOUBLE CABIN (PICK-UP) VEHICLE

1. Introduction
PRACTICAL ACTION Seeking a reputable company to supply a 4x4 double cabin to support the implementation of his 4 years project in 5 refugee camps.

2. Scope of Work and Deliverables
The successful Bidder shall demonstrate the ability to provide the after-sale service, Warranty, and any related service such clearing etc....
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**DESCRIPTION**

- POWER WINDOWS
- CENTER LOCKING

**Big change starts small**
- COOL AND HOTBOX - GLOVE
- FABRIC SEATS

TYRES : 265 / 60 R18 ALL TERRAIN
HEADLAMP-LED W/ AUTO LEVELLING
MUFLER CUTTER (OE)
MULTI INFO DISPLAY-W/ TFT TYPE
RADIATOR GRILLE- BLACK + CHROME
REAR FOG LAMP
REAR WINDOW
SAFETY KIT

EXTRA SERVICES

• REGISTRATION ASSISTANCE AND TAX CLEARING INCLUDING IN THE PRICE
• AFTER SALES SERVICE

INTERIOR DESIGN

• AUX AUDIO IN
• AIR CONDITIONING
• BLUETOOTH SYSTEM
• PARKING SENSOR REAR
• POWER LOCKS
• POWER WINDOWS
• TUNER/RADIO
• REAR CAMERA
• USB
• HILL DESCENT CONTROL

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Big change starts small
EXTERIOR FEATURES

- FOG LIGHTS
- FUEL TANK CAPACITY LTRS-80
- ADVENTURE PACKAGE: BUMPER/GRILLE/OVERFENDER/FOG LAMP/18"
- ALLOY/DECK BAR/BEDLINER/ADVENTURE EMBLEM/SPORTY SEATS/BLACK
- DOOR HANDLES & MIRRORS/BLACK INTERIOR
- HOOD LIFT ASSIST
- IR CUT GLASS (FR+SIDE+RR)
- HEADLAMP-LED W/ AUTO LEVELLING
- MUFFLER CUTTER (OE)
- MULTI INFO DISPLAY-W/ TFT TYPE
- RADIATOR GRILLE- BLACK + CHROME
- REAR FOG LAMP
- REAR WINDOW
- SAFETY KIT

SECURITY & ENVIRONMENT

- 4WD
- ABS
- AIRBAGS (FRONT AND SIDE)
- LED HEADLIGHTS
- TYRE PRESSURE WARNING SYSTEM

DIMENSIONS AND WEIGHT

DIMENSIONS LX WX H MM-5325 X 1900 X 1815
DECK DIMENSIONS LX WX H MM 1520 X 1575 X 480
WHEEL BASE MM-3085
GROUND CLEARANCE MM-310
KERB WEIGHT (KGS)-2015-2110
GROSS VEHICLE WEIGHT (KGS)-2910
GEARBOX: ANY

FUEL: DIESEL