BID DOCUMENT
FOR
PROCUREMENT OF
MOTOR VEHICLES
MOTORCYCLES
BICYCLES
LAPTOPS
1. INTRODUCTION

Development Aid from People to People (DAPP) Malawi is a local, non-governmental non-profit organization, which works to promote social and economic development through health, education and training, agriculture and food security, fundraising and environmental projects and programs.

The organization serves the people of Malawi and empowers them to take an active role in improving their life and the lives of others.

DAPP provides individuals and communities with the opportunity to help themselves and solve their problems. DAPP envisions a society in which communities are self-sustained and reliant through increased capacity and skills among the population in which the quality of life has improved and people has improved and people have control of their health, environment and future.

BACK GROUND

DAPP Malawi is implementing a project called ‘Loto Langa, (‘My Dream’ -Project LoLa), in response to the CDC Request for Applications (RFA) for Strengthening Access to High Quality and Comprehensive Services Targeting Adolescent and Young People in Malawi through Determined, Resilient, AIDS-Free Mentored and Safe (DREAMS) Program under PEPFAR in Chiradzulu and Blantyre district.

Project Objective

- The project aims to significantly reduce HIV incidence among AGYW, improve their socio-economic status, and increase favorable attitudes towards gender equity.

Specific objectives of the project

- Empower AGYW to reduce HIV and sexual violence risk through social and health services.
- Strengthen families with social protection through support in parenting program and socio-economic activities.
- Strengthen communities for normative behavior change focusing on HIV and violence prevention.
1. INVITATION OF TENDER BIDS

DAPP is currently seeking to purchase Motor Vehicles, Motor Cycles, Bicycles and Laptops. DAPP is therefore inviting interested organizations, companies and individuals to express interest through submission of comprehensive and competitive bids for the above mentioned items.

2. BIDDER'S INFORMATION

All prospective bidders are required to take note of the information below and use it accordingly

I. Eligibility;

This tender is open to all bidders whether it is a company, partnerships or individuals as long as specifications set out in this document are met.

All interested bidders have the right to bid for all lots 1,2,3 and 4. They also have the right to bid for either lot 1, 2, 3 or 4 only. However bidders MUST clearly specify the lot they are bidding for and quote prices separately in case the bid is for all lots.

II. Supplying Period and place

All successful bidders are expected to supply items within the stated period below. Note that the period might be extended at the discretion of DAPP Malawi.

III. Delivery of items

All items will be delivered to DAPP OFFICES in Chiradzulu and Chiradzulu

Successful bidders will cater for the cost of delivering the items, therefore prices to be quoted should include transport cost for the deliveries.

IV. Right to accept any tender bid

The procurement committee reserves the right to accept or reject any tender bid without any obligation to disclose reasons for rejection or acceptance.
Successful bidders are expected to display a high sense of integrity and ethics in the course of doing business with the procurement committee, DAPP staff and community structures. Bidders indulging or attempting to indulge in a corrupt practices shall risk being removed from the list by procurement committee.

DAPP reserves the right to disqualify, where the bidder has been found by a national or an international entity to have engaged in corrupt or fraudulent practice to declare that such Bidder as disqualified to be awarded any contract. In pursuance of this DAPP understands for the purpose of this procurement the terms set forth below as follows;

a) **Corrupt Practice**: means of offering, giving, receiving or soliciting, directly or indirectly anything of value to influence the action of responsible officers in the procurement process.

b) **Fraudulent Practice**: Means of deliberate misrepresentation or omission of facts in order to influence a procurement process or the execution of the contract

c) **Coercive Practices**: means of harming or threatening to harm, directly or indirectly persons or their property to influence their participation in a procurement process or affect the execution of the contract.

d) **Collusive Practices**: Means of a scheme or arrangement between two or more bidders with or without the knowledge of DAPP, designed to establish prices at artificial non-competitive levels.

e) **Conflict of interest**: This is a situation in which an officer in a position of trust has competing professional and or personal interests. Such competing interests can make it difficult to fulfill his or her duties fairly. Even if there is no evidence of improper actions. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly. A conflict of interest can exist whether or not money is involved and whether the conflict is actual or perceived.

3. **INSTRUCTIONS TO BIDDERS**

All bidders shall be required to satisfy the following qualification requirements.

i. **Tender document**: All bidders must buy the tender document selling at MK20,000.00 and only those bidders who have purchased the tender
document shall be eligible to submit and participate in the bidding process. Therefore all bidders are advised to collect an official receipt when buying the tender document. A copy of the receipt must be attached in the bid document to be submitted.

ii. **Registration:** All bidding companies, firms or individuals must have a proper business registration certificates which are valid from appropriate government authorities and evidence of tax compliance i.e. Tax registration certificate, Tax Clearance certificate and VAT registration certificate. These must be attached in the bid document.

iii. **Professional and Technical Capacity:** The bidders must have performed similar supplying business for the period of not less than two (2) years to reputable organizations. The experience should be verifiable i.e., all bidders must attach at least two trade references whom they have had direct business within the past 2 years.

iv. **Physical and postal business address:** Bidders must operate from physical business premises where they can easily be located. They should also provide their postal addresses, telephone numbers and email addresses where applicable. DAPP reserves the right to conduct a supplier location verification exercise to verify the existence of the supplier.

v. **Financial Capacity:** Applicants must demonstrate having the bid items in stock and capacity to deliver within a given period from the day of contract award.

vi. **Tax registration and remission:** Bidders must show their compliance to tax remission. Therefore the bidders MUST include in their bid document evidence of tax clearance by Malawi Revenue Authority for the fiscal year ending 31st March 2023.

vii. **Conformity to specification:** All bidders should clearly specify the type and other particulars and features of the items as requested in this bid document.
viii. **Pricing:** Successful bidders shall be required to deliver items to Chiradzulu and Blantyre district so the prices quoted MUST include such costs. The successful bidders shall further be required to pay all taxes arising out of this transactions.

- **Motor Vehicles and Motorcycles must be quoted duty free.**

ix. **Payment:** Successful suppliers will be paid within the period of 7 days from the date of all necessary payment documents i.e. supplier invoices, delivery notes and Goods Received Note (GRN)

4. **SPECIFICATION INFORMATION**

<table>
<thead>
<tr>
<th>LOT 1 : MOTOR VEHICLES</th>
<th>ITEM</th>
<th>UNIT</th>
<th>QTY</th>
<th>DELIVERY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Motor Vehicles</td>
<td>1</td>
<td>2</td>
<td>1-8 weeks</td>
</tr>
</tbody>
</table>

**SPECIFICATION FOR MOTOR VEHICLES**

**LAND CRUISER**

1. **Description**
   - Above 12 seater
   - Right hand-drive;

2. **Engine**
   - 4.2 Liters or above
   - Fuel tank minimum 90 Lts
   - Engine Mount

3. **Transmission**
   - Four wheel drive
   - 5 speed manual

4. **Safety / Security**
   - ABS
   - Immobilizers
   - Automatic or manual headlamp leveling

5. **Interior Features**
   - Electrical / Manual windows
   - Power steering

6. **Warranty**
   - The bidder shall warrant that the motor vehicles are new and unused.

7. **After-sales service**
• Provision of the reliable and regular after-sale service in conformity with the Technical Specifications and shall comply with his proposal to meet this obligation including the duration for which the service is guaranteed available.
• Above 50000km / 2 years
• Above 100000km / 3 years

8. **Accessories**
   - Spare Tyres
   - Triangle plates

9. **DEALERSHIP CERTIFICATION**

<table>
<thead>
<tr>
<th>LOT 2 : MOTOR CYCLES</th>
<th>UNIT</th>
<th>QTY</th>
<th>DELIVERY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Cycles</td>
<td>1</td>
<td>15</td>
<td>6 Weeks</td>
</tr>
</tbody>
</table>

**SPECIFICATION**

1. Description
   - Standard Two Seat Motor cycle

2. Type of Use
   - Both female and Male

3. Dry Weight
   - Maximum 107

4. Ground Clearance
   - Minimum 260 mm

5. Engine
   - Model 125 2 stroke

6. Fuel Tank Capacity
   - Minimum 10 Litres

7. Starter
   - Kick

8. Transmission
   - 6 Speed

9. Other Features
   - full front and rear mudguards; big foot side stands; brake locks; chain cover; engine guard; skid plate; lever guard

10. Accessories:
    - Helmets - high quality, well-padded with eye cover protector (1 HELMENT FOR EACH MOTORCYCLE)
    - Standard accessories set of catalogues, manuals of instructions for each motorcycle
    - Manufacturer Warranty Certificates - 3000 km or 12 months
Basic tool kit required for the day to day operational maintenance for each motorcycle.

Full after sales service including availability of all spare parts and tyres must be available from a recognized dealer in Malawi for a period of two years.

Free motorcycle rider's training with a minimum duration of one day in operating and maintaining the motorcycle.

LOT 3: BICYCLES - BUFFALO

<table>
<thead>
<tr>
<th>ITEM</th>
<th>SPECIFICATION</th>
<th>UNIT</th>
<th>QTY</th>
<th>DELIVERY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buffalo Bicycles</td>
<td></td>
<td>1</td>
<td>242</td>
<td>4 weeks</td>
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</table>

**FRAME, FORK AND CARRIER**
- 15 gauge, TIG welded in precision jigs More than 10x stronger
- 5mm plate steel Strength & durability
- Over 100kg Increased load capacity
- Universal frame fits and appeals to all riders

**DRIVETRAIN**
- Caged
- Coaster brake internal hub Predictable, powerful,
- 2.8mm thick
- Front Brakes

**WHEELS AND TIRES**
- Rim : 18 gauge
- Spoke :13 gauge
- Spoke nipple: Steel
- Tire casing : 4-ply nylon Fewer punctures

**COCKPIT**
- Pedals - High-impact, nylon body
- Pedal bearings - Forged, heat-treated axle, precision bearing surfaces Strength & durability
- Saddle - Strong plastic frame, quality foam top

**HARDWARE AND ACCESSORIES**
- Nuts and bolts -High quality standard metric hardware with nylon nuts and spring washers
- Mud flap -Included
- Full operating brakes
LOT 4 : LAPTOPS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>UNIT</th>
<th>QTY</th>
<th>DELIVERY PERIOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laptop</td>
<td>1</td>
<td>26</td>
<td>2-3 Weeks</td>
</tr>
</tbody>
</table>

SPECIFICATION
- HP
- Intel Core i5 8th Gen.
- Quad Core, 1.6 GHz Clock Speed.
- 8 GB DDR4 RAM.
- 1 TB Hard Disk.
- 256 GB SSD.
- 2 GB Intel Graphics Card.
- 14 inches
- Windows 10 OS.

5. BID DOCUMENT SUBMISSION AND OPENING

Bid documents in English can be downloaded from DAPP website – www.dapp-malawi.org/contact and interested bidders must deposit of **K20,000.00** non-refundable deposited into DAPP Account no. **9100000882833**, Standard Bank, Corporate Banking Centre Branch. The deposit slip should be attached to the tender document.

TENDER FOR THE SUPPLY OF MOTOR VEHICLE, MOTORCYCLES, BICYCLES AND LAPTOPS

Tender bids for the supply of items in lot 1, 2, 3 and 4 must be submitted in a properly bound document sealed in envelopes quoting prices for each category and be deposited in the tender box located outside our DAPP offices situated at Maselema, Opposite Polypack in Limbe.

All tender bids must clearly be marked on the envelope and addressed it to:

**The Chairman**  
**Internal Procurement Committee**  
**Development Aid From People to People (DAPP)**  
**P.O Box 2732,**  
**Blantyre.**

All tender bids **MUST** be submitted not later than 9:00hrs on 28th October, 2022.

**Opening of Bids:** All bids shall be opened in the presence of all interested bidders or representatives on 28th October, 2021 at 10:00 Hrs. at the same venue where the tenders bids shall be deposited.

DAPP reserves the right to reject any or all applications and assumes no responsibility to disclose reasons for the rejection or acceptance.