

**BID DOCUMENT  
FOR  
PROCUREMENT  
OF  
MOTOR VEHICLE  
MOTOR CYCLES  
BICYCLES  
SCHOOL SHOES  
BACKPACK  
SEWING MACHINES**

## **1. INTRODUCTION**

Development Aid from People to People (DAPP) Malawi is a local, non-governmental 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 objective of DAPP Malawi is to promote social and economic development. Through a variety of development models, DAPP complements the government's effort in implementing the Malawi Growth and Development Strategy. The people engaged in the development initiatives of DAPP Malawi are trained and equipped with tools and knowledge enabling them to transform their dreams and wishes for a better life into practical actions.

**Presently, the DAPP projects are focused on four of the pressing development issues in Malawi:**

- Increasing access to inclusive quality education
- Improving food-security and economic growth through Climate Smart Agriculture among small holder farmers
- Improving children's conditions
- Combating HIV & AIDS, TB, Malaria, Malnutrition and Pandemics

DAPP is in its 2th year of creating long-term development in the country. Since its inception in 1995, DAPP has built up a sound institutional capacity and an impressive track record with the people of Malawi. The projects are carried out in close partnership with the National Government, local and district authorities and a range of national as well as international partners.

## **1. INVITATION OF TENDER BIDS**

DAPP is currently seeking to purchase Motor Vehicles, Motor Cycles, Bicycles, VSL Cash boxes, School Shoes, Backpacks and Sewing Machines

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 and legal documents required set out in this document are met.

All interested bidders have the right to bid for all lots 1, 2, 3, 4, 5, 6 and 7. They also have the right to bid for either lot 1, 2, 3, 4, 5, 6 or 7 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 Blantyre ,Chileka

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 deposit MK20,000.00 to DAPP account and download the tender document from DAPP Website.  
: [www.dapp-malawi.org/contact-us/contact-us](http://www.dapp-malawi.org/contact-us/contact-us)

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. **Public Procurement and Disposal Authority certificate (PPDA), 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 with 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

| <b>LOT 1 : MOTOR VEHICLES</b> |             |            |                        |
|-------------------------------|-------------|------------|------------------------|
| <b>ITEM</b>                   | <b>UNIT</b> | <b>QTY</b> | <b>DELIVERY PERIOD</b> |
| Motor Vehicles                | 1           | 1          | 1-8 weeks              |

#### **SPECIFICATION FOR MOTOR VEHICLES**

##### **LAND CRUISER**

##### **1. Description**

- Double Cabin
- Right hand-drive;

##### **2. Engine**

- 2.8cc or above
- Fuel tank minimum 90 Lts
- Engine Mount

##### **3. Ground Clearance**

- Min 300mm

##### **4. Transmission**

- Four wheel drive
- 6 speed manual

##### **5. Safety / Security**

- ABS
- Immobilizers
- Automatic headlamp leveling

##### **6. Interior Features**

- Electrical windows
- Power steering

##### **7. Warranty**

- The bidder shall warrant that the motor vehicles are new and unused

##### **8. 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

##### **9. Accessories**

- Spare Tyre
- Triangle plates
- Canopy
- Nudge Bar

10. DEALERSHIP CERTIFICATION

**LOT 2 : MOTOR CYCLES**

| ITEM         |  | UNIT | QTY | DELIVERY PERIOD |
|--------------|--|------|-----|-----------------|
| Motor Cycles |  | 1    | 5   | 6 Weeks         |

**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 4 stroke
6. Fuel Tank Capacity
  - Minimum 10Litres
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 MOTOCYCLE)
  - 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 : BUFFALO BICYCLES**

| ITEM     | SPECIFICATION | UNIT | QTY | DELIVERY PERIOD |
|----------|---------------|------|-----|-----------------|
| Bicycles |               | 1    | 234 | 4 weeks         |

**FRAME, FORK AND CARRIER**

- Carbon steel, heavy duty dropouts
- Carbon steel, 1" threaded w/internally tapered steerer
- 19", universal fit w/ dipping top tube

**WHEELS AND TIRES**

- Hubs - Front: steel, rear: freewheel
- Rims - 26", 36h, aluminum, ISO 559mm diameter
- Spokes - 13G high-carbon steel
- Tires - 26 x 1.95"
- Tubes -Butyl, Schrader valve

**DRIVETRAIN**

- Shifters - 6-speed index, Shimano SIS
- Rear Derailers - Shimano Tourney
- Crank - Steel, square taper, 44T, 170mm
- Pedals -Nylon body, cold forged spindle

**COCKPIT**

- Saddle - Strong plastic frame, quality foam top
- Seat post - 25.4mm\*350mm Steel sheet

**EXTRAS**

- Mud flap -Steel w/flares
- Carrier - Steel, rated to 20kg
- Stand - Steel side stand
- Reflectors - Attached to spokes and rear mudguard
- Other accessories -Bell, lock, pump, mini-tool, tire lever
- Full operating brakes



**LOT 4 : VSL CASH BOXES**

| ITEM           | UNIT | QTY | DELIVERY PERIOD |
|----------------|------|-----|-----------------|
| VSL Cash boxes | 1    | 440 | 4 Weeks         |

**SPECIFICATION**

- 35CM Square boxes
- Metallic 2.mm thickness
- Lockable section Middle and Left and Right
- Two compacted sections inside for safe keeping of Ledger Book, Ruler, Calculator and Cash savings
- Painted in grey.

**LOT 5 : SCHOOL SHOES**

| ITEM         | UNIT | QTY  | DELIVERY PERIOD |
|--------------|------|------|-----------------|
| School Shoes | 1    | 1000 | 2 Weeks         |

**SPECIFICATION**

- Original Leather
- Low heels
- Suitable for Primary and Secondary learners
- Toughees

**LOT 6 : SCHOOL BAGS**

| ITEM        | UNIT | QTY  | DELIVERY PERIOD |
|-------------|------|------|-----------------|
| School Bags | 1    | 1000 | 2 Weeks         |

**SPECIFICATION**

- Main Zip Compartments
- 2 Exterior Zip Pockets
- 2 Exterior Mesh Open Pockets
- 2 Pen Holders
- 2 Interior Open Pockets Specifications: - Lining: Full Material Lining
- Exterior: High Quality Polyester - Cushioning On Back, Back Straps And Handle
- Dimensions: Height Width Depth 53 cm x 35 cm x 24 cm

| <b>LOT 7 : SEWING MACHINES</b>  |  |             |            |                        |
|---|--|-------------|------------|------------------------|
| <b>ITEM</b>   |  | <b>UNIT</b> | <b>QTY</b> | <b>DELIVERY PERIOD</b> |
| Sewing Machines   |  | 1           | 2          | 2 Weeks                |
| - 1 post bed type   |  |             |            |                        |
| - 1 cylinder type   |  |             |            |                        |
| <p><b>SPECIFICATION</b></p> <ul style="list-style-type: none"> <li>• Type : Needle 1</li> <li>• Maximum speed 2500 stitches per min</li> <li>• Heady duty special for leather</li> <li>• Thread type – Maximum 6 ply</li> <li>• Switch adjustment – 1 pitch</li> <li>• Automatic reverse feed function – Lever</li> </ul> |  |             |            |                        |

## **6. BID DOCUMENT SUBMISSION AND OPENING**

Tender bids for the supply of items in lot 1,2, 3 , 4, 5,6 and 7 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 14: 00hrs on 06<sup>th</sup> April, 2023.

**Opening of Bids:** All bids shall be opened in the presence of all interested bidders or representatives on 06<sup>th</sup> April, 2023 at 14:30 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.