BID DOCUMENT

FOR

PROCUREMENT OF

MOTOR VEHICLES
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 Malawi is currently seeking to purchase Motor Vehicles (either New or Second hand)

DAPP Malawi is therefore inviting interested organizations, companies and individuals to express interest through submission of comprehensive and competitive bids for the above mentioned items.

3. 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 suppliers whether it is a company, firm or individuals as long as specifications set out in this document are met.

II. **Supplying Period and place**

All successful suppliers will supply items within the period and location stated in the table 1. On clause no.: 5. Note that the period might be extended at the discretion of DAPP Malawi.

III. **Delivery of items**

The vehicle will be delivered to the DAPP Nhq office in Chileka.

IV. **Procurement of Motor vehicles**

The procurement committee reserves the right to accept or reject any tender bid without any obligation to disclose reasons for rejection or acceptance.

Successful suppliers 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. Suppliers indulging or attempting to indulge in a corrupt practices shall risk being removed from the list by procurement committee.

DAPP reserves the right, where the supplier has been found by a national or an international entity to have engaged in corrupt or fraudulent practice to declare that such supplier 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 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.

**4. 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 MK 25,000.00 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 firms or individuals must have a proper business registration certificates from appropriate government authorities and evidence of tax compliance. These **must** be attached in the bid document.

iii. **Professional and Technical Capacity**: The applicants 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 years.
iv. **Physical and postal business address:** Applicants 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:** Applicants must show their compliance to tax remission. Therefore the suppliers **MUST** include in their bid document evidence of tax clearance by Malawi Revenue Authority for the fiscal year ended 31st March 2022.

vii. **Conformity to specification:** All suppliers 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 DAPP NHQ OFFICES CHILEKA so the prices quoted **MUST** include such costs. The successful bidders shall further be required to pay all taxes arising out of this transactions.

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)

5. **SPECIFICATION INFORMATION**

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**SPECIFICATION FOR MOTOR VEHICLES**
4X4 Double Cabin Vehicle (Pick-up Truck)

1. **Description**
   - 5-6 seats; 4 doors
   - Right hand-drive;

2. **Engine**
   - 2.4-2.8 Litres
   - Fuel tank minimum 75 Litres
   - Engine Mount

3. **Transmission**
   - Four wheel drive
   - 6 speed manual
   - Fuel Injection

4. **Safety / Security**
5. **Interior / Exterior Features**
   - Electrical / Manual windows
   - Power steering
   - Mug rims

6. **Warranty**
   - The supplier shall warrant that the supplies 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.
   - Provide specify the address of the distributor or manufacturer that will ensure the after sales service.
   - Above 50000km / 2 years
   - Above 100000km / 3 years

8. **DEALERSHIP CERTIFICATION**

   **IF SECOND HAND OR DEMO VEHICLES**
   - Mileage not more than 50,000KM

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6. **BID DOCUMENT SUBMISSION AND OPENING**

Tender bids for the supply of the vehicles must be submitted in a properly bound document sealed in envelopes quoting prices for each category must 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 address 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 7\textsuperscript{th} October, 2022

**Opening of Bids:** All bids shall be opened in the presence of all interested bidders or representatives on 7\textsuperscript{th} October 2022 at 14:30 Hrs at the same venue where the tenders bids shall be deposited.

**NOTE:** All bidders or representatives are required to put on the mask on the day of opening the bids.

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