

**BID DOCUMENT
FOR
PROCUREMENT
OF
SMART PHONES AND
PUSH BIKES**

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 DPP 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 Smart Phones and Push bikes to support its activities.

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

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.

II. Supplying period and place

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

III. Delivery of the Smart Phones and Push Bikes

The items will be delivered to **DAPP HEAD OFFICE** (Blantyre, Chileka) .

Successful bidder will cater for the cost of delivering the Items, therefore prices to be quoted should include transport cost for the delivery.

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 bidder is 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 is 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

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 2024.

vii.

Conformity to specification: All bidders should clearly specify the type and other particulars and features of the vehicle as requested in this bid document.

viii. Pricing: Successful bidder shall be required to deliver items to Chilangoma in Blantyre district (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 supplier 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

LOT 1 : SMART PHONES			
ITEM	UNIT	QTY	DELIVERY PERIOD
SMART PHONES	1	206	1-2 weeks

SPECIFICATION FOR SMART PHONES

- 1. Processor**
 - Minimum Octa core 2.0GHz
- 2. Operating System**
 - Android 11 or above
- 3. RAM**
 - Minimum 4GB
- 4. Storage**
 - Minimum 64GB
- 5. Display**
 - Minimum 5.7” inch
- 6. Connectivity**
 - 4G VoLTE and above
- 7. Wi-Fi**
 - Yes
- 8. Warranty**
 - At least 2 years comprehensive onsite Warranty/Services
- 9. Bluetooth**
 - Yes
- 10. Battery Capacity**

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- Minimum 5000 mAH

11. Accessories

- Charger and Headsets

12. OEM warranty for both handset and battery

- Minimum 1 Year

13. Manufacturing Date

- Should not be order than 12 months from supply date
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LOT 2 : PUSH BIKES

ITEM	UNIT	QTY	DELIVERY PERIOD
PUSH BIKES	1	190	1-2 weeks

SPECIFICATION FOR THE PUSH BIKES

1. Frame

- Pure fix urban frame
- High tensile steel

2. Fork

- Pure fix straight fork
- High tensile steel

3. Headset

- Thread-less headset alloy and steel

4. Handlebars

- Alloy risers

5. Stem

- Promax four screw alloy

6. Grip

- Oury Grip

7. Saddle

- Pure fix saddles

8. Brakes

- Alloy back and front brakes

9. Pedals

- Pure fix platform pedals

6. BID DOCUMENT SUBMISSION AND OPENING

Tender bids for the supply of items in lot 1 and 2 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 1st September 2023.

Opening of Bids: All bids shall be opened in the presence of all interested bidders or representatives on 1st September 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.