



## Grassroot Initiative for Strengthening Community Resilience (GISCOR)

### TENDER FOR THE SUPPLY OF TRICYCLE (KEKE NAPEP)

Ref: 23-2/NG/MAI/GISCOR/RFP/001

## Section 1 Description of Good

### 1.1 Presentation of GISCOR:

Grassroot Initiative for Strengthening Community Resilience (GISCOR) is a national humanitarian and developmental organization that is non-governmental, non-profit, and non-political currently actively presence in the North-Eastern and Northwestern part of Nigeria geared towards strengthening the resilience of affected population due to conflict and natural disasters.

### 1.2 Description of tasks:

Our organization is currently seeking the services of a reputable and reliable supplier to provide high-quality Brandnew Tricycle (Keke Napep) - TVS King Deluxe. The objective of this tender is to identify a supplier who can offer the best quality tricycles at the best price.

Deatiled Specification of the Tricycle:

#### **Key Features**

Front Suspension ***Swing Arm with Hydraulic Damper & Coil Spring***

Rear Suspension ***Swing Arm with Hydraulic Damper & Coil Spring***

#### **Engine & Transmission**

Engine Type ***4 Stroke, Single Cylinder Air Cooled, Si-Engine***

Engine Capacity-***199.26 cc***

Torque-***14.5 Nm***

Power-***9 HP***

Fuel Type-***LPG***

Type-***Manual***

Clutch Type-***Constant Mesh Fork & Cam Type Shift Mechanism***

#### **Body & Suspension**

Body Type-***Fully Built***

Cabin Type-***Day Cabin***

Chassis-***Chassis with Cabin***

Suspension - ***Front Swing Arm with Hydraulic Damper & Coil Spring***

Suspension - ***Rear Swing Arm with Hydraulic Damper & Coil Spring***

No Of Seats *D+3*

Colour- *White/Yellow/Green (Prefereably White)*

### **Dimensions & Capacity**

Length-*2647 mm*

Width-*1329 mm*

Height-*1740 mm*

Kerb Weight *-386 Kg*

Wheelbase-*1990 mm*

Ground Clearance-*169 mm*

Fuel Tank Capacity-*20.6 Litre*

### **Wheels, Tyre & Brakes**

No of Tyres- *3*

Tyre Size (Front) *4.00 - 8,76F 6PR*

Tyre Size (Rear) *4.00 - 8,76F 6PR*

## **1.3 Place of Delivery**

The delivery will be done to the GISCOR head office in Maiduguri.

## **Conditions for bidding**

### **1.4 Eligibility criteria**

In order to be eligible for this call for tenders, the company must be a Nigerian structure which has a minimum experience of 01 years and which has demonstrated the capacity to Supply Tricycle and other Automobile related Goods

See the evaluation matrix in section 3 for more details on the selection criteria.

**GISCOR reserves the right to downgrade companies whose performance in previous Tenders with it has not been satisfactory;**

## **Section 2 Conditions for bidding**

### **2.1 Documents to fill**

#### **2.1.1 supplier registration Form (see Annex A)**

The submission form must be submitted using the standard form attached. Bidders must comply with the form and the instructions presented in the form. It is important to complete the form as clearly as possible, so that the form can be properly assessed. The information must therefore be precise and sufficiently detailed.

#### **2.1.2 Supplier Offer Form (see Annex B)**

Bidders should complete the unit cost form for all items listed to provide information that can later be used to build a budget. It is important to provide accurate and clear information so that the form can be properly assessed. GISCOR reserves the right to offer different unit costs.

#### 2.1.4 Additional documents

- Company registration, company profile, TIN and CAC registration
- Legalized copy of the tax certificate up to 2021.
- Proof of similar services/Supplies carried out with other NGOs (including GISCOR)
- Stamped supplier registration form (Annex A).
- Stamped Supplier Offer Form (Annex B).
- An **ID copy** of the legal representative.

#### 2.1.5 General

- All documents submitted must be in English.
- Please submit a complete application form.

#### 2.2 Where to send

All documents related to the tender submission must be placed in two separate envelopes, as follows:

**Envelope 1:** Financial Offers - Supplier Offer Form (Annex B)

**Envelope 2:** Technical Capacities of the Company - all other forms and documents

The envelopes must be clearly labeled with the following information:

**Envelope 1:** Financial Offer, Company Name, and Reference Number

**Envelope 2:** Technical Capacities, Company Name, and Reference Number

All envelopes must be sealed and delivered by hand or via courier service to the Tender-Specific Box. The bidder's representative delivering the offer must obtain a receipt and the RFP record of delivery in the tender-specific log-book.

**Tender submissions must be made to the following address:**

**Plot No 174 off Damboa Road Adamawa Street Opp: Nanne and Boi Hotel, Extension Maidugri Borno State.**

In addition to hand-delivery or courier, bidders may submit their tender via email to [Procurement@giscor.org](mailto:Procurement@giscor.org). The email subject line should clearly state the reference number. Bidders must separate their technical and financial offers into two separate zipped documents.

Please note that failure to comply with any of these conditions will result in disqualification.

#### 2.3 Deadline for receipt

Proposal must be provided no later than 16:00hours on Friday 14<sup>th</sup> April 2023. Quotes received after the stated deadline are considered invalid.

#### 2.4 Questions / Clarification requests

Applicants can send their questions, before the 10<sup>th</sup>/04/2022. By e-mail to the following address, clearly indicating the reference of the call for proposals in the subject of the message: [Abdulrahman@giscor.org](mailto:Abdulrahman@giscor.org) and Cc [Malah@giscor.org](mailto:Malah@giscor.org). Please avoid phone calls or personal visits questions by phone or in person are not allowed

As regards the result of the call for proposals, no further information will be given to applicants before the selection committee has made its final decision.

### Section 3 Evaluation of application files

The RFPs awarded to the bidders who have submitted the highest rated bid among those that comply. The evaluation will be carried out by the Tender (RFP) Analysis Committee on the 17<sup>th</sup> April 2023 and will take place as follows:

- 1) Examination of the admissibility and conformity of the offers (Tender opening).
- 2) Evaluation of the technical quality of the bid 70 points
- 3) Evaluation of the financial offers (by comparison of the prices) 30 points

#### 3.1 Administrative verification

Upon opening of the application forms, an administrative evaluation will be performed. This will entail a thorough scrutiny to determine the registration status of the company/supplier/business with the Cooperate Affairs Commission. The Bid Opening Committee will conduct this search through the CAC Portal at <https://search.cac.gov.ng> Notably, businesses that are not registered will be deemed ineligible, and those registered with a status of "INACTIVE" will also be disqualified. Furthermore, the Bid Opening Committee will assess the envelopes to confirm if they were received within the set deadline, whether they are appropriately sealed with no indication of tampering, and if they have the required reference to the call for tenders. Failure to meet any of these conditions will result in disqualification of the bid.

#### 3.2 Qualitative/Technical assessment (70 Points)

All application forms that have been deemed compliant at the administrative verification stage will be qualitatively assessed by GISCOR according to the following criteria.

Evaluation criteria	Scoring factors	Points
Business capacity assessment	Compliance with technical specifications	20
	Company profile and experience	20
	Quality assurance and control measures	10
	After-sales support and service	10
	Delivery timeline and logistics plan	10
Total score		70

### 3.3 Financial evaluation: (30 points)

This analysis is carried out on the basis of the costs as specified in Annex B.

Propose a price for each category of vehicles;

The analysis commission will establish an average price per article for each tenderer by calculating the arithmetic mean of the prices proposed by the said tenderer according to the different sections. It remains that for the successful bidder, the purchase orders will remain based on the unit prices that he has proposed by tranche.

The score of 30 points is awarded to the tenderer whose offer is the lowest. GISCOR reserves the right to reject any offer whose financial part is deemed too low, unviable or incompatible with the performance of the proposed work.

Formula for the financial note: 
$$\frac{\text{lowest bid amount}}{\text{Amount Bid Bidder}} \times 30$$

For reasons of possible budgetary availability and programming, GISCOR reserves the right to propose the signing of the RFP for all or part of the services appearing in the request for quotation. If the provisional successful bidder declines the proposal to sign the Tender for this reason, the award passes to the next competitor, in the order of classification obtained at the end of the counting.

Make sure to provide costs that are according to the market and that will allow GISCOR to analyze your case adequately;

### 3.4 Final evaluation

The selection committee recommends the awarding of the Tender to the supplier having obtained the best score following the final technical and financial analyses.

Final score: *technical analysis note + financial analysis notes*

In the event of a tie in the final score, the Tender is awarded to the Company who submitted the lowest price.

GISCOR reserves the right to sign a framework agreement with several Companies for the same types of services;

### 3.5 Business Behaviour

The conduct of the Company should not violate the basic rights of GISCOR's beneficiaries.

The supplier should not be engaged

- a) in the manufacture of arms
- b) in the sale of arms to governments which systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardize regional peace and security.

### 3.6 Cancellation of the RFP procedure

If a RFP procedure is cancelled, tenderers will be informed by the Tendering authority.

A cancellation may occur, for example, if:

- The RFP procedure has not been completed, i.e., when no suitable, qualitatively or financially acceptable offer has been received or there has been no valid response from the all; The economic or technical parameters of the project have fundamentally changed;

- Exceptional circumstances or a case of force majeure make the normal implementation of the project impossible; All technically acceptable offers exceed the financial resources available.
- There have been substantial errors, irregularities or fraud in the procedure, in particular where these have prevented fair competition; the award is not in accordance with sound financial management, i.e., it does not comply with the principles of economy, efficiency and effectiveness (for example, the price proposed by the Company to which the Tender is to be awarded is objectively disproportionate to the Tender price).

#### 4.7 Appeals

Bidders who believe they have been harmed by an error or irregularity during the award process may request more information from GISCOR and appeal.

## ANNEXE A

**SUPPLIER INFORMATION FORM**

The following document contains questions to identify the suitability of suppliers in terms of technical experience and capability and the legal and financial standing of your organisation.

Suppliers who fail to meet key criteria may be excluded from conducting business with GISCOR.

If a question does not apply to your business, please state 'Not Applicable'.

**Section 1: Company Details and General Information**

<b>Section 1: Company Details and General Information</b>				
1.1	Name of supplier:			
	Full Address:			
	Telephone Number:			
1.2	Name & job title of the contact person			
	Email address			
1.3	Licence no./State where registered			
	VAT No./Tax I.D			
	Subsidiaries / Representatives /Other Offices			
	Name and registration number of Parent Company (if applicable)			
	Type of Business	A Manufacturer	Yes / No	
		An Authorised Agent (Please provide authorization certificate)	Yes / No	
		Other (Please specify)		
Year Established				
Number of Employees				
<b>Section 2: Outsourcing</b>				
2.1	Will you be outsourcing any of the services you offer to GISCOR?			
	If yes, please give details?			
<b>Section 3: Experience and References</b>				
3.1	Please provide details of 2 customers/clients for whom you have completed Tenders for in the last 3 years. If you are working/ have worked with other INGOs before, please include these organisations <i>Referees will be contacted at GISCOR discretion, but please do ensure you inform referees that you</i>	Organisation:		
		Value of Tender:		
		Year:		
		Goods / Services Supplied:		
		Email Address:		

	<i>will be submitting their details, and obtain their consent.</i>		
4.	<b>Section 4: Scope of Service</b>		
4.1	Are there any Nigerian states that you cannot operate in? Please state in full and provide details of any possible restrictions that may be applicable.		
5.	<b>Section 5: Payment Information and other Information</b>		
5.1	Payment Method:	Please confirm Bank Transfer is acceptable Y/N	
	Terms of Payment:		
	Currency:		
	Bank Name:		
	Bank Address:		
	Account Name:		
	Bank Account Number:		
	Any After-sales support and service		
	Delivery timeline and logistics plan- Please Write them here		
6	<b>Section 6: Legal Obligations</b>		
	Do any of the following apply to your organisation or to any directors/partners/proprietors? Unsatisfactory answers in this section (i.e., 'YES' with an unsatisfactory explanation of methods to rectify situation) may result in the bidder being disqualified.		
6.1	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, has suspended business activity or is in any analogous situation	Yes/No	
6.2	Has been convicted of a criminal offence related to business or professional conduct	Yes/No	
6.3	Has committed an act of grave misconduct in the course of business	Yes/No	
6.4	Has not fulfilled obligations related to payment of social security contributions	Yes/No	
6.5	Has not fulfilled obligations related to payment of taxes	Yes/No	
6.6	Is guilty of serious misrepresentation in supplying information	Yes/No	
6.7	Is not in possession of relevant licences or membership of an appropriate organisation where required by law	Yes/No	
6.8	Has your firm ever suffered a deduction for liquidated and ascertained to GSICOR in respect of any Tender within the last 3 years? If yes, please attached details	Yes/No	
6.9	Has your firm ever had a Tender terminated or your employment determined under the terms of Tender. If yes, please attach details.	Yes/No	
6.10	Has your firm ever had a contract agreement not renewed for failure to perform to the terms of Contract agreement? If yes, please provide details	Yes/No	
6.11	If the answer is yes to any of the above please provide details below including what has been carried out to rectify.		
	<b>Section 7: Quality Assurance</b>		




7.1	Does your company hold a recognised quality management certificate?	Yes/No
	If yes, please specify which certificate  Copy Attached:	Yes/No
	If no, please provide details of any proposed quality management system and how quality is currently managed. (500 words maximum):	
8	<b>Section 8: Code of Conduct for Suppliers and Ethics</b>	
	<p>Goods and services are produced and delivered under conditions where:</p> <ul style="list-style-type: none"> <li>▪ Living wages are paid</li> <li>▪ There is no exploitation as regard to the case of Sexual and Gender Base Violence</li> <li>▪ Working conditions are safe and hygienic</li> <li>▪ Working hours are not excessive</li> <li>▪ No discrimination is practised</li> <li>▪ Regular employment is provided</li> <li>▪ Employment is freely chosen</li> <li>▪ The rights of staff to freedom of association and collective bargaining are respected.</li> <li>▪ No harsh or inhumane treatment of staff is allowed.</li> </ul> <p><b>Environmental Standards</b></p> <p>Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:</p> <ul style="list-style-type: none"> <li>▪ Waste Management</li> <li>▪ Packaging and Paper</li> <li>▪ Conservation</li> <li>▪ Energy Use</li> </ul>	
8.1	Do you agree to conduct business respecting the above principles?	Yes/No
8.2	<p><b>GISCOR shall not knowingly</b></p> <ol style="list-style-type: none"> <li>a. enter into formal partnership with;</li> <li>b. accept donations of a monetary or in-kind nature from;</li> <li>c. receive goods or services from; or,</li> <li>d. enter into Tender to supply goods or services to;</li> </ol> <p><b>any individual, organisation or company materially involved in</b></p> <ol style="list-style-type: none"> <li>(i) The development and/or manufacture of small arms and light weapons, landmines, cluster munitions or ammunition;</li> <li>(ii) Activities which might reasonably be expected to bring the reputation and integrity of GISCOR into question;</li> <li>(iii) Activities considered illegal under the laws of Federal Republic of Nigeria and humanitarian Law.</li> </ol>	

	Is your organisation involved in any of the above activities?	Yes / No
	If Yes or Unsure – Please state:	
9	<b>Section 9: Conflicts of Interest</b>	
	No employee or member of GISCOR may accept or solicit any form of gratuity, favour or personal advantage related to his/her function or the Tenders. Furthermore, in principle no company or supplier may attempt to obtain a Tender, if there is any direct link, whether through family or interests, with a member of GISCOR staff unless this is properly declared at all stages of the process and that it can be clearly proven that at no point during the procurement process has there been any unfair advantage gained.	
9.1	Please declare any relevant interests in connection with GISCOR business?	
10	<b>Section 10: GISCOR Anti-Bribery Commitment</b>	
	<p>GISCOR is committed to upholding the highest standards of ethical conduct and integrity wherever we work.</p> <p>Every individual acting on behalf of GISCOR is responsible for ensuring that our business is conducted honestly and professionally. As such GISCOR carries out reasonable and proportionate due diligence on potential associates before entering into Tenders with them and puts in place procedures for managing the associated risks on an on-going basis.</p> <p>GISCOR is committed to establishing a ‘zero-tolerance’ approach to all types of financial crime, including:</p> <ul style="list-style-type: none"> <li>• Fraud</li> <li>• Theft</li> <li>• Bribery</li> <li>• Corruption</li> <li>• Money Laundering</li> <li>• Terrorist Financing</li> </ul> <p>All contractors and suppliers selected by GISCOR must comply with the requirements laid out in this document and communicate these to any sub-contractors involved in GISCOR business.</p> <p>If you have any concerns or suspicions regarding bribery, corruption and fraud, you can report it via the following email address of the organisation which is an official independent email address which reports directly to the Board. Email: <a href="mailto:info@giscor.org">info@giscor.org</a></p> <p>GISCOR is committed to investigating all suspected occurrences of financial crime.</p>	
11	<b>Section 11: Declaration</b>	
	the undersigned, warrant that the information provided in this form is correct, and in the event of changes details will be provided as soon as possible:	
	Signature:	
	Name: (please print)	
	Organisation:	
	Position:	
	Date:	
<b>Attachments to include:</b>		
	Insurance Certificates:	
	A copy of the most recent accounts:	
	Quality Management Certificate (where available):	

## ANNEX B

## Price Offer Form

 <p><b>Grassroot Initiative for Strengthening Community Resilience</b> Plot No 174 Adamawa Street off Damboa Road Maiduguri Borno State.</p>	REF #				
	Contact person				
	Tel No:				
Company Name:					
Email Address:					
S/N	Description	Unit	Unit price (including all taxes)	Quantity	Total price including all taxes
1	TVS TRICYCLE KING DELUXE	Piece		2	

Additional Information:

1. Price Validity-.....
2. Lead Time-.....
3. Discout Information (if any).....  
.....
4. Payment Term.....