

## Invitation to Bid to supply 2 New Vehicles Land Cruisers and Some Accessories to Samaritan's Purse International Relief in Beni, Eastern DR.Congo

### Project funded by USAID

Samaritan's Purse (SP) invites submission of proposals/bids to supply vehicles and some accessories in fulfillment of the USAID –funded project: "Emergency Response and Economic Recovery Program in Eastern DRC". The vehicles and some Accessories are to be delivered to Samaritan's Purse in Beni, North-Kivu , DR. Congo as listed in the chart below:

Chart. Descriptions of the vehicles and the accessories to be delivered:

No	Items / Descriptions	MODEL	Quantity	Unit
1	New Toyota Land Cruiser Land Cruiser J-78, fullout outfitted (13 seater), year of manufacturing 2017- 2018, New Model Toyota	TOYOTA	2	Pieces
2	Kit pre-filter in Gasoil RACOR		2	Pieces
3	ARB3412480 Bull bar ARB L/C 78		2	Pieces
4	TMAXBA2605 11000LBS		2	Pieces
5	ARB5612010 Pare choc arriere		2	Pieces
6	ARB L/C 76-78,		2	Pieces
7	ARB3800010 Roofrack		2	Pieces
9	ARBBD132 Kit blocage avant 76-78-79,		2	Pieces
10	ARBBD152 Kit blocage arriere 76-78-80		2	Pieces
11	Shipping Cost to Beni		2	Vehicles
12	Custom Clearing Cost & IMMATRICULAT (are sold under exoneration or exemption of the Customs taxes and VAT).		2	Vehicles

Submission: Proposals can be delivered to Samaritans International by electronic mail: [spdrprocurement@samaritan.org](mailto:spdrprocurement@samaritan.org) and by Hard copy in sealed envelopes quoted < PR-USD6-BEN-OCT-19 17 > - delivered at:

- Samaritan's Purse International Uganda Offices at Plot 126, Luthuli Avenue, Bugolobi ,Kampala ,Uganda OR;
- Samaritan's Purse International Relief –DRC located in < Avenue Lusambo,No.18 ,Quartier Lumumba ,commune Mbuya> [same Avenue Radio canal Revelation ] in BUNIA, Ituri Province, DR.Congo OR;
- < Samaritan'sPurse ,Avenue Mubeso No.09,quartier Matonge, Commune ,Mulekera in BENI , province North-Kivu, DR.Congo;
- < Bureau Norwegian Church AID, No.10, Avenue des volcans, quartier du port, ville de Goma ;

Tender documents must be received at the above addresses by latest on **22 October 2019, 17:00 Pm** in a sealed envelope while respecting the stipulations listed below:

#### Information about Samaritan's Purse:

Samaritan's Purse, founded in 1970, is a non-profit, non-denominational, evangelical Christian organization providing spiritual and physical aid to victims of war, poverty, natural disasters, disease, and famine. Samaritan's Purse (SP) works in seven African countries, and is known to respond quickly, respectfully, and through appropriate methods, whether long-term programs or short-term responses are required.

SP has worked in Eastern DRC since 2003, responding to the needs of conflict-affected communities in Province Orientale with assistance in the form of NFIs, food-security projects, and water, sanitation, and hygiene (WASH) activities. Donors include WFP, USAID, and DFATD. SP strives to maintain a high level of integrity in its procurement processes through procurement policies that emphasize transparency and offer equal opportunity.

#### EXPLANATION OF SERVICES NEEDED

##### Project Summary

The current offer is related to project "Emergency Response and Economic Recovery in Eastern DRC "- USAID funded project.

##### Point of Delivery:

The vehicles will be delivered to Samaritan's Purse in BENI, North-Kivu, DR. Congo

##### Transport and delivery period

The winner of the bid will be responsible to deliver the vehicles supplies until the point of delivery. All expenses related to the delivery of the vehicles to Samaritan's Purse such as transport, insurance, drivers, loading, fuel, repairs, security, Government taxations and importation costs including other emerging transactional costs shall be the Venders liability and NOT liability of SP. Delivery will be completed within 14 days following submission of a signed Purchase Order by Samaritan's Purse.

#### PAYMENT TERMS AND METHODS

Companies seeking to submit a tender must clearly stipulate their payment terms for consideration. Samaritan's Purse ideal terms of payment are within 30 days from the date of receipt of the goods in Beni and submission of the final invoice. All invoices will be submitted as an email attachment in PDF format or by hard copy delivered to the SP office in Beni. Invoices will be on headed paper (letterhead) and contain at least the following information:

- Company information (address, contact, etc.)
- Date
- Invoice number
- Date of delivery and description of goods invoiced ordered
- Signature and stamp
- Cash amount claimed (in American dollars – USD)

#### TERMINATION OF AGREEMENT

SP will reserve the right to terminate the agreement for a reason and notify the bidder in written correspondence or in electronic mail.

#### COMPLAINTS AND CONFLICT RESOLUTIONS

Samaritans Purse is zero tolerant to Corruption. All Corruption related cases pertaining to this tender and or the work of Samaritans Purse should be email to: [spdrprocurement@samaritan.org](mailto:spdrprocurement@samaritan.org)

#### BID OPENING:

Bid opening WILL NOT be public and will be conducted ONLY by SP staff while ensuring neutrality.

#### PROPOSAL REQUIREMENTS

The proposer must provide sufficient information in the proposal to demonstrate compliance with the requirements set out in each section of this invitation to tender. The proposal shall include, as a minimum:

- Company profile and corporate governance structure
- Location of business
- Contact information
- Registration certificates/documents :
  - Certificate of incorporation
  - VAT Registration Certificate with clearance as applicable
  - License from the government authority to operate the business
  - Freight forwarder to be used for the shipping of supplies, including port of entry
  - Bank guarantee indicating the financial capacity.
- Pricing structure (financial offer/quote/price list)
- Transport pricing
- Prices will be net after deduction of all the related taxes
- Proof of sourcing from Approved Manufacturers of New Toyota Land Cruiser HZJ78 series 4x4 (year of manufacturing 2017- 2018) New Model Toyota. Samaritan 'Purse reserves the right to reject Vehicles sourced from non -approved Manufacturers.
- Quote/Bid/Offer Validity
  - Validity of offer
  - Written references (3 preferable) and a list of references and contacts
  - References from NGOs/Humanitarian institutions an added advantage
  - List of current clients
  - Length of time in business for similar activities
  - Payment methods/terms
  - As noted elsewhere, Samaritan's Purse's ideal terms of payment are within 30 days from the date of receipt of the vehicle in good condition in Beni, North –Kivu ,DRC submission of the final invoice
  - NB: In line with the regulations of this donor program, payments shall be by electronic payment system only- Wire transfer to vender's bank

#### NOTE:

1. Samaritan's Purse reserves the right to accept or reject part of the tender, all tenders, or to cancel the entire tender process.
2. Samaritan's Purse reserves the right to reject tenders based on any discovered links to terrorist activities (using WatchDOG Pro and/or [www.sam.gov](http://www.sam.gov))
3. Samaritan's Purse reserves the right to visit bidders to evaluate institutional capacity

**Bunia, October 2019**  
**Samaritan's Purse, DR .Congo.**  
**LEVY NOAH OBATSA**  
**COUNTRY DIRECTOR**