



hoffnungszeichen
sign of hope

Hope and help for the world's impoverished and oppressed.

Revised INVITATION TO TENDER
Our ref: EAB-ER-KEN23.01

TENDER FOR TOYOTA LAND CRUISER HZJ78L RJMRS 12/13 SEATER RHD (OR EQUIVALENT)

Reserved to Dealers and Stockist

Hoffnungszeichen | Sign of Hope is an interdenominational human rights and aid organisation. The focus of the work is worldwide aid for those in distress.

Sign of Hope stands up for people whose human rights are violated or threatened. Sign of Hope provides humanitarian aid for people in need in the form of disaster and emergency aid, and is committed to sustainable development cooperation according to the principle of "helping people to help themselves".

In this context, Sign of Hope sees itself as a bridge of love, and wishes to establish a connection between giving and receiving, involved people, which is based on a spirit of fellow humanity, charity and solidarity. Sign of Hope provides aid to those in need, supports sustainable development and gives willing people the opportunity to help.

Hoffnungszeichen | Sign of Hope e.V
East Africa Branch
Bethany House at junction of
Argwing Kodhek and Ole Odume rd.
P.O. BOX 21335-00505
NAIROBI.
Tel +254 205222419
www.sign-of-hope.org

INVITATION TO TENDER

With support of the German Federal Foreign Office (GFFO) Hoffnungszeichen/Sign of Hope invites either sealed or encrypted non editable form tenders from eligible candidates for the “**Tender for Toyota Land cruiser hardtop-12 seater RHD**”, or equivalent whose specifications are detailed in the Tender Document.

Interested eligible candidates may obtain further information from and inspect the Tender Documents during official working hours starting at the date of advert at the office of:

Logistics and Procurement officer

Tel:(254) (020) 5222419 between 9:00 AM to 3:00 PM EAT Monday to Friday

Email: tenders@sign-of-hope.org.

Where the tender document in electronic copy may be collected free of charge (transferred to the bidders' flash disk) the document can also be viewed and downloaded from the website [Tenders | Hoffnungszeichen e.V.](https://www.hoffnungszeichen.e.v/) Bidders who download the tender document from the website **are advised to forward their particulars to facilitate any subsequent tender clarifications and addenda**. Downloaded copies are also free of charge.

Bidders are advised from time to time to be checking the website for any uploaded further information on this tender.

BIDS can be provided/submitted either hardcopy in a plain sealed envelope as stated below or in encrypted form and sent to tenders@sign-of-hope.org

Envelope shall be clearly marked:

CONFIDENTIAL

Tender for the Supply of Toyota Land cruiser hardtop-12/13 seater RHD or equivalent. Open only at Tender opening

Please Quote Reference

#: TENDER: EAB-ER-KEN23.01 EX STOCK NAIROBI KENYA

Where applicable

All hardcopy offers must contain two envelopes, 1 original and 1 copy.

All envelopes should be dropped at The TENDER BOX at Hoffnungszeichen |Sign of Hope e.V ,East Africa Branch, Bethany House at Junction of Argwings Kodhek and Ole Odume rd. Nairobi

Return address should to be on the back of the envelope and the full contact details of the company and valid phone number not later than:

Tuesday, the 4th September 2023 at 10:00hrs East African time

Hard copy tenders will be opened on **4th September 2023 at 10.30 am** by the tender committee at Bethany house at the tender opening ceremony while bidders that have sent encrypted non editable form should share the password at the same time to enable access to the documents. Bidders will not be admitted at the tender opening ceremony.

1. Remarks and special condition:

All offers must meet the terms, and conditions specified in the tender document. The quality, and quantity must be in line with the specifications stated in this tender.

- Sign of Hope is calling for tender in one set of document for **Ex stock Nairobi Kenya**
- Sign of Hope holds the right to make changes to the technical specifications and quantities provided.
- In case an alternative to the specified items is offered, the supplier must clearly indicate the specifications and document the same with pictures.
- Offloading, packaging, delivery/transportation to agreed location, and unloading cost should be inclusive of commodity price.
- Dealers/stockist are obliged to indicate the current location of stock and availability of the same offered for first or third-party inspection.
- Delivery location for all items will be Nairobi Sign of Hope warehouse.
- Offered price should be inclusive of all taxes, duties, clearance and other cost in accordance with the law of Kenya where applicable but should be quoted separately from the cost of goods.
- Payment of all taxes according to the law of Kenya is the sole responsibility of the supplier.
- All items must be ex- Nairobi stock.

Cost of Tendering

- The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- The price to be charged for the tender document collected from the Procuring Entity shall be free charge as long as they are collected as an electronic copy through bidders' flash disks. Downloaded copies are also free of charge.
- All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be prequalified

Suppliers are obliged to submit alongside the tender document, documents, specification and pictures of the item(s) quoted

2. General Information

The **Toyota Land cruiser hardtop-12/13 seater RHD or equivalent and accessories** will be used for German Federal Foreign Office (GFFO) projects in East Africa.

The tender is a single lot. A lot is considered undivided and cannot be split. Suppliers not bidding for all items in the lot will be considered disqualified. The final order will be from the lot upon deliberation of the Tender Committee on value for money. Sign of Hope has the right to award the order to the most economically advantageous tender. The lowest bid is not of itself decisive.

Please refer to annexes for quantity and specifications.

3. Participation:

The tender is reserved to Dealers and Stockist on equal terms to all legal persons participating either individually or in a grouping or companies which are legally registered and established in **their respective countries**.

4. Language of bid:

The tender, all correspondence and documents related to the tender exchanged by the bidder and the Contracting Authority must be written in the language of the procedure, which is English.

5. Contradiction or errors in the bid documents:

If the bidder notices contradictions or errors in the bid document or specifications that are unclear, the bidder must clarify the issue by making queries 7 days before the deadline for the submission of bid documents. Sign of Hope hereby agrees to clarify all queries to all interested bidders upon request and share written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all prospective bidders that have received the tender document.

6. Alteration or withdrawal of bids:

Bidders may alter or withdraw their tenders by written notification prior to the deadline for submission of the bid document. No bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure. Any such notification of alteration or withdrawal must be prepared and submitted in writing before the deadline. The outer envelope must be marked 'Alteration' or 'Withdrawal' as appropriate. No bid may be withdrawn in the interval between the deadline for submission, opening of bids and the expiry of the tender validity period. Any correction of information must be clear and is to be confirmed by signature, specifying the date.

7. Error in Calculation:

Bids submitted by interested bidders will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount considered.
- Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price considered.
- Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, their bid will be rejected.

8. Packaging and picking:

The packaging has to be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and protect from bad weather conditions (preferably water-proof packaging). Packaging should be

easy to load and offload by appropriate manpower. Costs of picking and packaging must be included in the unit price of each item.

9. Marking and labelling:

N/A

10. Delivery time & conditions:

All delivery of goods shall be supplied DDP (Incoterms 2010) to Nairobi or as per the final order, no later than the **4th of November 2023**.

Loading, offloading and transportation will be covered by the supplier and must be included in the offer. Delivery location shall be to Sign of Hope Nairobi warehouse which will be confirmed with placing of LPO.

The offer should indicate the number of days required to deliver the goods upon reception of the purchase order. Part-shipment will NOT be allowed.

Please note if a supplier has the full quantity available in stock and can deliver immediately, then this should be stated in the offer submitted.

Delivery must be announced to consignee at least 24 hours in advance. Deliveries are only attended to between 9:00 AM to 3:00 PM Monday to Friday.

In case of exceeding the delivery time by more than five (5) days after the signing of contract, Sign of Hope has the right to cancel the contract without any obligation of compensation towards the supplier.

Delivery quality and quantity not meeting the required specification or in accordance with the agreed sample provided, will be rejected and returned at supplier's own cost.

11. Prices:

All prices must be indicated in KES only. Suppliers are to indicate if items are taxable where applicable according to the law of Kenya. Import duties and transport costs for the whole consignment should be indicated/stated separately in the offer.

12. Samples:

In the current tender, photos of actual or similar consignment are acceptable.

13. Inspection:

The consignment will be inspected on quality and quantity by Sign of Hope at the point of loading or advised by the supplier on the account of Sign of Hope, three (3) days or sooner following the agreement with Sign of Hope and the supplier.

The supplier has the responsibility to inform the contracting authority upon signing the contract about the address where inspection shall take place and the date when the goods will be ready for inspection.

Please note, that goods will also be crosschecked at Sign of Hope warehouse upon arrival to confirm quality and quantity ordered. The cost of repackaging, replacement of defective goods and or goods not meeting the required specification will be rejected at no cost to Sign of Hope.

15. Notifying

Logistics and Procurement officer
Tel: (254) (020) 5222419
Email: tenders@sign-of-hope.org
Hoffnungszeichen | Sign of Hope e.V
East Africa Branch
Bethany House at junction of
Argwing Kodhek and Ole Odume rd
P.O. BOX 21335-00505
NAIROBI.

16. Documents:

The following documents must be submitted on or before tender closing:

- a) Written/printed bids on company's letter head including specification, quantities, and pictures of the offered items.
- b) **Validation of offer, delivery time (if different from what is stated in the tender document), quantity available, stock location/place of loading**
- c) Sign of Hope Qualification of suppliers (refer to Annex I, 2, 3 pages) signed, dated and stamped.
- d) Valid Business registration
- e) Valid Operation Licence valid 2023
- f) List of references with similar business
- g) Import license
- h) Company profile
- i) Location/country in which the company is legally registered.
- j) All legal company registration documents
- k) Valid tax certificate and tax compliance certificate 2023
- l) Company profile
- m) Confirmation of payment for customs duties and all import charges from country of origin to Nairobi bound by the supplier where applicable.

17. Evaluation and Award Criteria:

Best value for money approach, which is a combination of price, quality, delivery schedule, conditions, availability, warranty and after sale service..

- Price 50%
- Delivery schedule/conditions/availability/warranty/After sale service 50%

The assigned points per criterion listed above will be calculated in reference to the obtained proportion from the best offer criteria's results in comparison to the offered value per criteria multiplied by 10, in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

Exclusion & Selection criteria:

- Non-submission of all requested documents as mentioned in section 15.
- Offered items/specification not in line with required quality and specification.
- Late or incomplete bid submission.

- Not submitting signed Sign of Hope Supplier Qualification Form
- Offer validity less than requested in the minimum requirements as mention in the tender document.

18. Payment Conditions:

Payment will be made within 10 to 30 working days after the reception of the following documents below and complete delivery of all items as specified and agreed upon by both parties. Fluctuation in market prices must be compensated by the supplier to his own benefit or loss. All tax liability as is required by the law of Kenya is the sole responsibility of the supplier.

Suppliers are obligated to state terms of payment in the bids if different from what is stated above.

Documents for payment include

- Original invoice
- Supplier delivery note (originals, signed and stamped by the consignee as indicated on the LPO)
- Copy of Packing list
- Sign of Hope Goods Received Note and delivery note (Original signed and stamp).
- Bank Confirmation letter stating bank details from the supplier's bank

19. Terms and Conditions of Contract / Purchase Order:

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the **“Sign of Hope Terms and EU DG ECHO’s “Mandatory principles of humanitarian aid procurement” and therefore**

- **THAT** it also expects its partners and contractors to respect these principles and that they form part of the tender documents. Partners or contractors agree to adhere to the principles by signing contracts with the “Sign of Hope Mandatory principles of Humanitarian aid procurement” attached to the contract as an integral part:

These mandatory principals of Humanitarian aid procurement are:

- Principle of Ethical procurement
 - Avoidance of child labour.
 - Respect of basic social rights and working conditions based on international labour standards.
 - Avoidance of any connection with a party to a conflict, involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.
- Principle of equal treatment, non-discrimination and untied aid
 - No discrimination or unjustified differentiation between legal or natural persons regardless of the origin or the nationality
- Principle of transparency and right of access
 - Right of access: the donor has full access to premises and documents referring to procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to Sign of Hope or to the partner or contractors)
 - Sign of Hope is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

- Principle of avoiding conflicts of interest
 - Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or family or emotional ties)
- Principle of supporting local economy
 - Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.
- Principle of due diligence
 - Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.

20. Penalties:

Final delivery schedule will be negotiated and fixed in the order. In the event of delay in delivery caused other than by force majeure, Sign of hope is entitled to make use of a penalty of 0.005% per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, Sign of Hope is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging Sign of Hope reserves the right to deduct from the relevant order sum amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier must inform Sign of Hope as soon as possible. Goods not meeting agreed quality can be rejected by Sign of Hope.

21. Tender Conditions:

The tender must be valid 45 calendar days from tender closing date **at minimum**.

Quotations must specify all details according to the tender text. Incomplete offers and offers that arrive later than the deadline will be automatically excluded.

Suppliers who do not receive written feedback three weeks after the deadline of the submission, should consider their offer unsuccessful.

BIDS must be provided/submitted in either hardcopy in a sealed envelope as stated below or in encrypted non editable form and sent to tenders@sign-of-hope.org

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Please Quote Reference

#: TENDER: EAB-ER-KEN23.01 EX STOCK NAIROBI KENYA

Where applicable

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In case of any questions, please contact at the email address
tenders@sign-of-hope.org

Annexes 1 to 3:

Qualification form (annex 1, 2 & 3) Specifications / Quantities

Lot 1 **EAB-ER-KEN23.01 EX-Stock Nairobi Kenya**

Sign of Hope Supplier Qualification Form Page 1 / 3

We need some information about your company

Company Name	
Certificate of incorporation/ registration	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of Sign of Hope only	

Sign of Hope Supplier Qualification Form Page 2 / 3

FORM OF TENDER

Date _____ Tender No. EAB-ER-KEN23.01

To: Sign of Hope
P.O Box 21335-00505 Nairobi

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....
.....[insert numbers].the receipt
of which is hereby duly acknowledged, we, the undersigned ,offer to
supply/deliver,(.....

..... (insert equipment description) in conformity with the said
tender documents for the sum of
(Total tender amount in words and figures)

Or such other sums as may be ascertained in accordance with Prices attached herewith and made
part of this Tender.

2. We undertake, if our Tender is accepted, to deliver the equipment commission the
equipment including induction in accordance with the delivery schedule specified in the Schedule
of Requirements.

3. We agree to abide by this Tender for a period of [number] days from the date
fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may
be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of
award, shall constitute a Contract, between us, subject to signing of the Contract by the parties.

5. We understand that you are not bound to accept the lowest or any tender you may
receive.

Dated this _____ day of _____ 20_____

[signature]

[in the capacity of]

Duly authorized to sign tender for or on behalf _____

Supplier Declaration

We, _____ (name of company)
hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products are from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy). As found on the following links

[code_of_conduct_rev_03.00_seite_1.jpg \(2241x2596\) \(hoffnungszeichen.de\)](#)

[antifraud_anticorruption_policy_rev_03.00_english_seite_1.jpg \(2192x3555\) \(hoffnungszeichen.de\)](#)

[psea_policy_seite_1.jpg \(2480x3506\) \(hoffnungszeichen.de\)](#)

Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp

Annex II: (Pages 1 – 2)

Lot 1 EAB-ER-KEN23.01 EX-Stock Kenya

Specifications / Quantities

EAB-ER-KEN23.01	Description of Commodity	Specification	Quantity
1	Toyota Land cruiser Hardtop 12 or 13 seater, RHD or equivalent	Type: HZJ78R-RJMS Engine: 1HZ 4.2lts diesel engine Transmission:4WD;5 speed gear box Seats: 12 or 13 seater; seats (see photo on page 2 for seats arrangements) Tank capacity:2 tanks;90+90 =180 litres Weight: Unladen weight 2.185kg;payload 1.015kg Dimensions: (lxbxh in mm)4990x1770x2300 (inclusive roof rack) Doors:3 doors Standard features: Radio/cd, air acclimatisation, roof rack, tool kit, spare wheel, fire extinguisher, differential lock. first aid box	1Unit
	Extras		
1	Bull bar	Front standard Land cruiser bull bar mounted on vehicle with high lift jack holders	1 Unit
2	Winch	Heavy duty electrical winch mounted on the vehicle	1 Unit
3	Spare tire	Second complete Toyota Land cruiser spare tire with rim	1 Unit
4	High lift Jack	High lift Jack 3200 kg payload/152 cm	1 Unit
5	Air compressor	T Max or similar air compressor (Max voltage 13.8V, max Amp Draw:45 amp, Max pressure:150 psi, Max Airflow 160L/min	1 Unit

Sub-total: Kes

VAT:

Transport charges:

Total amount incl. transport:

Total price for Lot 1:Kes _____.

In words: _____

Name

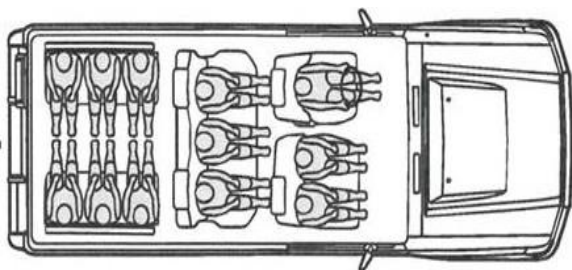
Position

Signature

Annex II: (Pages 1 – 2)

1. Photo of seating arrangements.
N.B. consider RHD arrangement

Front: 3 seats + rear: 3+6 seats



OR

