



REQUEST FOR QUOTATION (RFQ)

NAME AND ADDRESS OF FIRM	DATE: 12 th January, 2020
	REFERENCE: RFQ/AICHMAA07012020 – Supply of TOYOTA LANDCRUISER HZJ78 TC

Dear Sir / Madam:

We AIC Health Ministries (AICHM) kindly request you to submit your quotation for supply of Toyota Land Cruiser HZJ78 TC vehicle, as detailed in **Annex 1** of this Request.

When preparing quotation, please be guided by the form provided in **Annex 2**.

Quotations shall be submitted on or before **11.59 PM EAT January 25, 2021** via e-mail

Electronic version of your quotation shall be submitted to

procurement@aichm.org¹.

Quotation submitted by e-mail must be limited to a maximum size of **9 MB**, virus-free. The following shall be on the subject of e-mail sent to procurement@aichm.org:

**Subject: RFQ/AICHMAA07012020 –Supply of Toyota Land Cruiser
HZJ78 TC vehicle².**

Quotations received by AICHM after the above specified deadline, for whatever reason, will not be considered. If you submit your quotation via e-mail, you are kindly requested to ensure that it was signed and saved in the pdf format, as well as free of viruses or corrupted files.

Please take note of the following requirements and conditions related to the supply of the abovementioned good/s:

¹ Quotations submitted to other e-mail addresses will not be accepted and will be rejected.

² Quotations that do not contain the specified subject or reference to the tender number in the subject line of e-mail message will not be opened and will be rejected.

Exact Address/es of Delivery and Installation locations	AIC Health Ministries Kakuma office, Turkana County
Delivery of Shipping Documents	For International suppliers, the cargo shall come to the name of AIC Health Ministries If goods are supposed to be exported to the end user it shall be followed with invoice (2 originals) and packing list (2 originals), with other quality confirmation documents if required.
Latest Expected Date for Delivery / Performance of Works	As soon as possible but not more than 30 calendar days from the day of signature of the Purchase Order (PO) by both parties Attention: If the delivery period, stated in the quotation exceeds the delivery period stated above, the respective offer may be declined.
Delivery Schedule	<input checked="" type="checkbox"/> Required
Packing Requirements	<input checked="" type="checkbox"/> As per standards
Mode of Transport	<input checked="" type="checkbox"/> Air <input checked="" type="checkbox"/> Land
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: Kenya Shillings
VAT on Price Quotation	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
After-Sales Services Requirements	<input checked="" type="checkbox"/> Standard manufacturer's Warranty, but not less than 12 months
Deadline for Submission of Quotation	January 25, 2021, 11:59 PM
All documentation, including catalogues, instructions and operating manuals will be submitted in the following language:	<input checked="" type="checkbox"/> English Documents submitted in other than English language shall be translated to English
Documents to be submitted	<input checked="" type="checkbox"/> Duly completed Form as provided in the Part 1 of Annex 2 , in accordance with the list of requirements stipulated in Annex 1 <input checked="" type="checkbox"/> Declaration of owners' interest in other companies using form provided in Part 2 of Annex 2 ; <input checked="" type="checkbox"/> Company profile with detailed information (company title, address, contact details, etc.), using the form provided in Part 3 of the Annex 2 <input checked="" type="checkbox"/> Contact details (e-mail, phone, web-site) of clients whom the Offeror supplied similar goods (vehicles, including Toyota Land Cruiser HZJ78 TC) for the last 3 years using form provided in Part 4 of Annex 2 <input checked="" type="checkbox"/> At least 2 (two) successfully fulfilled contracts signed by the Offeror's company and its clients; such contracts shall stipulate supply of similar goods (vehicles, including Toyota Land Cruiser HZJ78 TC) by the Offeror for the last 3 (three) years, using the form provided in Part 4 of the Annex 2 <input checked="" type="checkbox"/> Certified copy of valid certificate of state registration of Offeror's company (a copy certified by signature and seal of an authorized representative of the Offeror) <input checked="" type="checkbox"/> Authorization Letter issued by manufacturer or official dealer in favor of the bidder allowing selling their product to AICHM (if Supplier is not the manufacturer). The same document must demonstrate that the manufacturer/dealer takes an obligation to reserve required quantity of

	<p>goods offered by the bidder for the tender should the bidder selected</p> <p><input checked="" type="checkbox"/> Certified copy of the page from the company's Charter, where information about founders is provided (a copy certified by signature and seal of an authorized representative of the Offeror);</p> <p><input checked="" type="checkbox"/> Quality Certificates (ISO, etc.);</p> <p>Failure to provide any of the above specified documents will serve as a ground for disqualifying the Offeror from the tender by declaring it as technically non-compliant.</p>
List of documents to be requested by AICHM additionally from the three lowest priced bid Offerors ³	<p><input checked="" type="checkbox"/> (a) Copy of Financial/Accounting Reports verified/certified by a third party (such as tax committee, audit company or other similar agencies) for the last two years; OR (b) a bank statement from the Offeror's bank, issued not more than 30 days prior to the bid submission or tender date, stating that the Offeror has available or has access to liquid assets in the amount not less than the contract's value (assets that can be readily converted to cash), to cover the construction/supply transactions cash flow under the contract.</p> <p><input checked="" type="checkbox"/> AICHM reserves the right to request copies of documents that confirm successful performance of own contractual obligations under the contracts that shall be provided by the Offeror as a proof of work experience in the field of supply of similar goods (vehicles)</p>
Period of Validity starting from Quotations Submission Date	<p><input checked="" type="checkbox"/> 60 calendar days from Bid Opening date</p> <p>In exceptional circumstances, AICHM may request the Offeror to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. In such case the extension shall be confirmed in writing, without any modification whatsoever of the Quotation.</p>
Partial Quotations	<input checked="" type="checkbox"/> Not permitted. Partial Quotation will be rejected.
Payment Terms	<p><u>Payment to local Vendors:</u></p> <p><input checked="" type="checkbox"/> in ksh: 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by AICHM.</p>

³ Non-provision of any of additionally requested documents provided in this section will serve as a ground for disqualification of the Quotation.

Liquidated Damages	0.5% of total contract amount for each day of delay, up to a maximum 10% of the contract amount, along with subsequent termination of the contract without right to reimburse incurred expenditures
Evaluation criteria	<input checked="" type="checkbox"/> Technical compliance/Full compliance with requirements and the lowest price ⁴ <input checked="" type="checkbox"/> Full acceptance of the PO / Contract General Terms and Conditions <input checked="" type="checkbox"/> Strong financial position: (a) Liquidity ratio for the last two years not less than 1, if financial reports were presented, OR (b) Confirmation from bank regarding strong financial position of the Offeror in line with requirements specified above <input checked="" type="checkbox"/> At least 2 contracts for supply of similar goods (vehicles, including Toyota Land Cruiser HZJ78 TC) performed by the Offeror in the last 3 years <input checked="" type="checkbox"/> Demonstrated availability of a permanent office reachable via landline phone and permanent staff of at least 5 persons
AICHM will award the contract to:	<input checked="" type="checkbox"/> One and only one Vendor
Type of Contract to be signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) AICHM <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at https://aichm.org/index.php/aichm-supplies Non-acceptance of the General Terms and Conditions (GTC) shall become the grounds for disqualification from procurement process.
Special conditions of Contract	<input checked="" type="checkbox"/> Termination of Contract if the delivery/completion is delayed by more than 40 calendar days
Payment Terms	<input checked="" type="checkbox"/> Passing Inspection <input checked="" type="checkbox"/> Written Acceptance of Goods based on full compliance with RFQ requirements

⁴ AICHM reserves the right not to award the contract to the lowest priced Quotation.

Annexes to this RFQ	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)
Contact Person (Written inquiries only)	Edgar Abuor E-mail: edgar.abuor@aichm.org Any delay in AICHM's response shall be not used as a reason for extending the deadline for submission of Quotation, unless AICHM determines that such an extension is necessary and communicates a new deadline to the Offerors.
Post-qualification Actions	<input checked="" type="checkbox"/> Verification of accuracy, correctness and authenticity of the information provided by the bidder on the legal, technical and financial documents submitted; <input checked="" type="checkbox"/> Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder; <input checked="" type="checkbox"/> Inquiry and reference checking with other previous clients on the quality of performance on on-going or previous contracts completed; <input checked="" type="checkbox"/> Physical inspection of the bidder's plant, factory, branches or other places where business transpires, with or without notice to the bidder;
Other	Offers submitted by two (2) or more Vendors shall all be rejected if they are found to have any of the following: <ol style="list-style-type: none"> a. they have one controlling partner, director or shareholder in common; or b. any one of them receives or has received any direct or indirect subsidy from the other/s; or c. they have the same legal representative/office for purposes of this tender; or they have the same lawful representative for purposes of this RFQ; or d. they have a relationship with each other (directly or through third parties) that puts them in a position to have access to information about this tender, or to influence on the Quotation of the second Vendor; e. or they have a direct relationship with each other or through third party that puts them in a position to have access to information about, or to influence the Quotation of another Vendor regarding this tender (RFQ)

Works offered shall be reviewed based on completeness and compliance of the Quotation with the requirements described above, as well as any other similar AICHM requirements as provided in Annexes.

The contract shall be awarded to the Quotation that complies with bill of quantities, requirements and offers the lowest price, as well as meets all other indicated evaluation criteria. Any quotation that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by AICHM (obtained by multiplying the unit price and quantity); meanwhile, the unit price shall prevail and shall be used to correct the total price. If a Vendor does not agree with the final price based on AICHM's re-calculation and correction of errors, its Quotation will be rejected.

After AICHM has identified the lowest price Quotation, AICHM reserves the right to award the contract based only on offered prices of the goods in the event that the transportation cost (freight and insurance) is found to exceed AICHM's own estimated cost if sourced from its own freight forwarder and insurance provider.

No variations in total price due to price escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by AICHM after it has received the Quotation. At the time of award of Contract or Purchase Order, AICHM reserves the right to vary (increase or decrease) the quantity of services or goods, by maximum of twenty five per cent (25%) of the total Quotation, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Quotation implies that the Vendor unconditionally accepts the General Terms and Conditions of AICHM attached herein as Annex 3.

AICHM is not obliged to accept any Quotation, nor award a contract or Purchase Order, nor bear responsibility for any costs associated with a service Vendors' preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

AICHM encourages every prospective Merchant or Vendor to avoid and prevent conflicts of interest, by disclosing to AICHM information if you, or any of your partners or employees, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFQ.

AICHM implements a zero tolerance policy in relation to fraud and other prohibited activities, and expresses its commitment to preventing, identifying and addressing all such acts and practices against AICHM, as well as third parties involved in AICHM activities. AICHM expects its Vendors to adhere to the UN Supplier Code of Conduct provided on the following web-site: <https://aichm.org/index.php/aichm-supplies>

Thank you and we look forward to receiving your Quotation.

Best regards,

AICHM

Procurement Unit

Technical Specifications

Item/s to be Supplied	Quantity	Description/Specifications of Goods	Latest Delivery Date
New TOYOTA LANDCRUISER HZJ78 TC	1 (one)	<p>Production year -2020 Color - white 4.2L- 5 SPEED MANUAL- TROOP CARRIER Interior:</p> <ul style="list-style-type: none"> • Air conditioner (manual) • Radio AM/FM, MP3, CD • 2 speakers • Auxiliary input USB • Front bench seat • Glovebox with key • Front heating system • Rubber floor mats, front • Urethane steering wheel • Vinyl leather seat material • Tilt and telescopic power steering column • Clock • Cup holder • 13 seats (3 front, 2x5 parallel in the back) <p>Exterior:</p> <ul style="list-style-type: none"> • Mud guards, front • Chrome painted rear bumper with reflector • Spare wheel carrier with lock • Front and rear towing hooks • Air cleaner with cyclone and snorkel • Manual antenna • Black painted front grille <p>Safety:</p> <ul style="list-style-type: none"> • ABS - Anti-lock Braking System • Driver & passenger airbags (SRS) <p>Technical:</p> <ul style="list-style-type: none"> • Suspension with coil leaf spring • Rear differential • 4WD system • Steel wheels • Tyre dimensions 7.50 R16-8 (E) • High altitude compensator • Fuel tank capacity 180L (main 90+ sub 90) • Cylinders: 6 in line-1HZ 12 Valve OHC • Overall width: 1.770 mm • Overall length. 4.990 mm • Overall height: 2.115 mm • Min. ground clearance: 235 mm • Min. turning radius (tyre): 6.8 m • Min. turning radius (body): 7.1 m 	<p>40 calendar days from the day of signature of the Purchase Order (PO) by both parties</p>

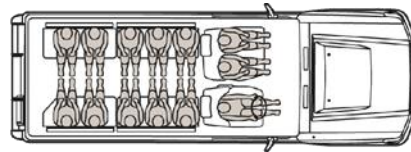
EXTERIOR COLOURS

058 SUPER WHITE 2



INTERIOR COLOURS

10 BLUISH GREY



FORM FOR SUBMISSION OF VENDOR'S QUOTATION⁶
(This Form must be submitted only using the Vendor's Official Letterhead/Stationery⁷)

We, the undersigned, hereby accept in full the AICHM General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of AICHM as per RFQ Reference No. RFQ/AICHMAA07012020 for "Supply of Toyota Land Cruiser HZJ78 TC vehicle"

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Item No.	Description/Specification of Goods ⁸	Quantity	Latest Delivery Date	Unit Price	Total Price per Item
1	New Toyota Land Cruiser HZJ78 TC	1 (one)	40 calendar days from the day of signature of the Purchase Order (PO) by both parties		
	Total Prices of Goods				
	Add: Cost of Transportation				
	Add: Cost of Insurance				
	Add: Other Charges (pls. specify)				
	Total Final and All-Inclusive Price Quotation				

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Deadline for performance of works (40 calendar days)			
Country/ies of Origin:			
Validity of Quotation (60 calendar days upon Bid Opening date)			
Payment Terms: <u>Payment to local Vendors</u> <input checked="" type="checkbox"/> in KSH 15% advance payment after signing the contract by both parties and 85% final payment upon delivery and acceptance of goods by AICHM.			

⁶ This serves as a guide to the Vendor in preparing the quotation and price schedule.

⁷ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

⁸ The Offeror must indicate model and technical specification of offered product that must meet minimum characteristics described in Annex 1

All Provisions of the AICHM General Terms and Conditions			
Other requirements [pls. specify]			

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

Name and signature of authorized person]
 [Position]
 [Date]
 [Stamp of the company]

Part 2: DECLARATION OF INTEREST

Dear Sir/Madam,

We/I, _____ (Name and Title), as Director/Founder of _____ Company, declare that:

- (a) Have no financial and other interests in, association or relationship with, are not employed and do not have relatives (i.e. spouse, parents, children or siblings) employed by AIC Health Ministries (AICHM) that announced the tender; and do not have access to information about, or influence on the selection process for this tender;
- (b) Have no common controlling partner, director, shareholder, legal representative for the purposes of this tender with any other entity submitting its Quotation under this tender; are not subcontracting or are subcontractors to other entities for the purposes of this tender; and that the experts proposed in the team do not participate in more than one Quotation for this tender;
- (c) Are not involved in activities that could have an impact on the objectivity and independence of the Contractor's team in carrying out its duties under the contract or can affect the image of AICHM

We certify that the information stated is true, correct and complete to the best of our knowledge and belief. We are obliged to comply with all requests for additional information, documentation, clarification and/or verification concerning the Declaration of Interest statement.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the tender.

Name and signature of authorized person]

[Position]

[Date]

Stamp of the company]

Part 3: COMPANY PROFILE

1. Offeror's Legal Name [insert Offeror's legal name]		
2. In case of Joint Venture (JV), legal name of each party: [insert legal name of each party in JV]		
3. Actual or intended Country/ies of Registration/Operation: [insert actual or intended Country of Registration]		
4. Year of Registration in its Location: [insert Offeror's year of registration]		
5. Countries of Operation	6. No. of permanent staff in each Country	7. Years of Operation in each Country
8. Legal Address/es in Country/ies of Registration/Operation: [insert Offeror's legal address in country of registration]		
9. Value and Description of Top two (2) Biggest Contracts for the past three (3) years		
10. Latest Credit Rating (Score and Source, if any)		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.		
12. Offeror's Authorized Representative Information		
Name: [insert Authorized Representative's name]		
Address: [insert Authorized Representative's Address]		
Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]		
Email Address: [insert Authorized Representative's email address]		

Name and signature of authorized person]
 [Position]
 [Date]
 [Stamp of the company]

PART 4: PERFORMANCE OF SIMILAR CONTRACTS. *

Name of delivered goods	Terms of the contract (year, month)	Cost of work	Customer (Company name, full name of the contact person, telephone)

*Requires at least two similar contracts during last 3 years on supply of similar goods (vehicles, including Toyota Land Cruiser HZJ78 TC).

Name and signature of authorized person]
 [Position]
 [Date]
 [Stamp of the company]