**BIDDING DOCUMENT FOR THE PROCUREMENT OF VEHICLE (ONE TOYOTA LAND CRUISER JEEP 70 SERIES)**

REF NO: NAYMOTE / NCB-001-2022

ISSUE DATE: OCTOBER 15, 2022

DEADLINE: NOVEMBER 15, 2022

TIME: 3:30 PM

SUBMIT ALL TENDERS TO: **THE CHAIRMAN**

TENDER SELECTION COMMITTEE

NAYMOTE PARTNERS FOR DEMOCRATIC DEVELOPMENT

CONTACT: 0770510479 / 0776476498 / 0776889718

info@naymote.com / eddie@naymote.com

Naymote Partners for Democratic Development is a mission-driven organization that advances the principles of good governance, rule of law and participatory democracy. In ten years, Naymote wants to be recognized as a leading national capacity building institution advancing the principles of democracy and good governance in West Africa. With innovative programs plus skilled and committed people who are increasing relevance, making long-lasting positive impact in society with a management that is efficient having sufficient and diverse resources for its operations.

**STRUCTURE OF BIDDING DOCUMENT**

Naymote's tender document is comprised in its entirety the following sections and appendices:

**Sections of tender documents**

Section 1: Tender Instruction

Section 2: Descriptions of Goods

Section 3: Special Provisions

Appendix A. Cover Letter

Appendix B. Bid document Checklist

Contact Numbers: **0770510479**

Section 1- Tender **INSTRUCTIONS**

All Eligible bidders are encouraged to include the below required documents in their bids.

1.1 Tender requirements

a) Valid Tax Clearance / TIN number

b) Business Registration Certificate

c) Copy of signed Letter of Manufacturer's 'authorization on the letterhead of Manufacturer

* All pages of bids must be pre-numbered and initiated

* All bids must be signed and stamped by authorized personnel

* All bids must be submitted in English

* All bid prices must be quoted in United States Dollars

* Bidders must quote Duty- Free price

* Bidders must submit names and contacts of at least three (3) previous customers that have been supplied similar goods.

* Proof of spare part availability and visible workshop

* Complete tender document must be submitted in sealed envelopes

**1.2 Additional Information**

1. Vehicle must be factory new and 2022 carrier of passengers and must conforms to all roads and tropical environment.

2. Bidders must include catalogue of the vehicle in its bid

3. Bidders shall submit Cover letter in prescribed Format as specified in Appendix A.

4. In case of price discrepancy between unit price and SUBTOTAL price, unit price shall prevail

5. Bidders must include delivery schedule

6. Payment terms

7. Bid submitted after the deadline will NOT be considered

8. Electronic bids are NOT allowed

Naymote Partners for Democratic Development reserves the right to request additional information from prospective bidders and reject any or all bids that do not meet its minimum requirements without any liability, or when considered to be in the best interest of the agency and/or the people serves.

**SECTION 2- DESCRIPTION OF GOODS**

TECHNICAL SPECIFICATIONS

| No | DESCRIPTION | DETAIL | QUANTITY |
|---|---|---|---|
| 1 | SPECIFICATIONS – TOYOTA LAND CRUISER<br>STANDARD 5-MT 4X4 , HZJ76L-RKMRS HD | LC76 4.2L | 1 |
| 2 | ENGINE: | | |
| | Number of Cylinder | 6 | |
| | Engine Type | Cylinder in line | |
| | Fuel | Diesel | |
| | Displacement (cc) | 4164 | |
| | Transmission | Part-time manual 4x4 | |
| | Gearbox | Manuel | |

| | | | |
|---|---|---|---|
| | Front differential | Manual locking | |
| | Real differential | Manual locking | |
| 3 | BODY: | | |
| | Body style | Station wagon | |
| | Doors | 5 Doors | |
| 4 | WEIGHT / CAPACITY: | | |
| | Fuel tank capacity | 130 (L) | |
| | Curb weight (kg) | 2475 | |
| | Gross Vehicle weight (kg) | 3060 | |
| | Number of seats | 10 | |
| 5. | BRAKES: | | |
| | Front brake | Ventilated discs | |
| | Rear brake | Drums | |
| | Parking brake | Manual | |
| 6 | PERFORMANCE: | | |
| | Maximum power kw/rpm | 96/3800 | |
| | Maximum power HP/rpm | 131/3800 | |
| 7. | DIMENSIONS: | | |
| | Dimensions (Lxwxh) in mm | 4720x1770x1955 | |
| | Wheelbase (mm) | 2730 | |
| | Ground clearance (mm) | 230 | |

SECTION 3 – SPECIAL PROVISIONS

Bidders are informed that upon the issuance of contract award notification to the most responsive bidder a Purchase Order will be issued and payment will be made in accordance with Naymote payments terms.

APPENDIX A

Quotation cover letter

[On letterhead]

Insert date

Dear Sir/Madam:

We the undersigned, offer to submit our quotation letter with reference to: Naymote-V-001 2022 for the procurement of vehicle in accordance with your request for quotation (RFQ) dated (insert date).

Therefore, we submit our bid for the sum of (insert amount).

Please see attach our bid.

Our bid shall be binding upon us subject to modifications resulting from contract negotiations. We understand you will reject any tender submitted after the deadline.

Yours Sincerely,

Authorized signature:

Name and Title of signatory:

Name of Firm:

Address:

APPENDIX B

NAYMOTE CHECKLIST

(Please check all that apply and include this page in the sealed envelope with the proposal)

Reference Number: Naymote-NCB-001-2022 Procurement of vehicle - Toyota Land Cruiser Jeep 70 Series.

Bidder Name: _____

Have you?

( ) Submitted your bid to Naymote in a sealed envelope on or before the deadline?

Does your proposal include the following?

( ) Cover letter (use Naymote format your letterhead) indicated in Appendix A)

( ) Detail cost breakdown of quotation

( ) Tax Clearance, Business Registration, Manufacturer letter, List of at least three (3) previous customers supplied similar goods, Proof of spare parts availability, and a visible workshop and ensure that all pages of the bid document are signed and numbered.