



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

REF NO: NAYMOTE / NCB-003-2024

ISSUE DATE: JANUARY 5, 2024

DEADLINE: FEBRUARY 5, 2024

TIME: 5:00 PM

SUBMIT ALL BIDS TO: **THE CHAIRMAN**

PROCUREMENT COMMITTEE

NAYMOTE PARTNERS FOR DEMOCRATIC DEVELOPMENT

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**Naymote Partners for Democratic Development**

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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 bid document is comprised in its entirety the following sections and appendices:

### **Sections of bid documents**

Section 1: Bid Instruction

Section 2: Descriptions of Goods

Section 3: Special Provisions

Appendix A. Cover Letter

Appendix B. Bid document Checklist

Contact Numbers: **0770510479**

### **Section 1- Bid INSTRUCTIONS**

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

#### 1.1 Bid 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 bid document must be submitted in sealed envelopes

## **1.2 Additional Information**

1. Vehicle must be factory new and 2024 carrier of passengers and must conform 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 served.

## **SECTION 2- DESCRIPTION OF GOODS**

### TECHNICAL CHARACTERISTICS

No	DESCRIPTION	DETAIL	QUANTITY
1	SPECIFICATIONS – TOYOTA LAND CRUISER 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	
	Rear differential	Manual locking	
3	<b>BODY:</b>		
	Body style	Station wagon	
	Doors	5 Doors	
4	<b>WEIGHT / CAPACITY:</b>		
	Fuel tank capacity	130 (L)	
	Curb weight (kg)	2475	
	Gross Vehicle weight (kg)	3060	
	Number of seats	10	
5.	<b>BRAKES:</b>		
	Front brake	Ventilated discs	
	Rear brake	Drums	
	Parking brake	Manual	
6	<b>PERFORMANCE:</b>		
	Maximum power kw/rpm	96/3800	
	Maximum power HP/rpm	131/3800	
7.	<b>DIMENSIONS:</b>		
	Dimensions (Lxwxh) in mm	4720x1770x1955	
	Wheelbase (mm)	2730	
	Ground clearance (mm)	230	
8.	<b>SAFETY</b>		
	Airbags	Driver, Passenger	
	Fire extinguisher	1	
	Headrests	Front, Rear	

### 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-003 2024 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 bid 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-003-2024 Procurement of vehicle - Toyota Land Cruiser Jeep 70 Series.

Bidder Name:

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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.