

INVITATION TO TENDER

2025 Framework Agreements (Vehicle Parts, Lubricants, Tires, Transport Services, Internet, Solar Equipment)

1. Introduction

Samaritan's Purse is a non-denominational evangelical Christian organization providing spiritual and physical aid to hurting people around the world. Since 1970, Samaritan's Purse has helped meet needs of people who are victims of war, poverty, natural disasters, disease, and famine with the purpose of sharing God's love through his Son, Jesus Christ. The organization serves the Church worldwide to promote the Gospel of the Lord Jesus Christ.

www.samaritanspurse.org

Samaritan's Purse International Relief in South Sudan is inviting submissions of tenders for multiple Framework Agreements (FWAs) to supply Vehicle Parts, Lubricants, Tires, Transport Services, Internet, and Solar Equipment as per the following categories for the year 2025:

December 2024 (or date of agreement) - December 2025

1. FWA-001 - Landcruiser Parts
2. FWA-002 - Quadbike Parts
3. FWA-003 - Motorbike Parts
4. FWA-004 - New Holland Tractor Parts
5. FWA-005 - Massey Ferguson Tractor Parts
6. FWA-006 - Isuzu Parts
7. FWA-007 - Landcruiser Tires
8. FWA-008 - Quadbike Tires
9. FWA-009 - Motorbike Tires
10. FWA-010 - Tractor Tires
11. FWA-011 - Heavy Truck Tires
12. FWA-012 - Lubricants
13. FWA-013 - Ground Transport
14. FWA-014 - Air Transport
15. FWA-015 - Courier Services
16. FWA-016 - Internet (ER)
17. FWA-017 - Solar Equipment
18. FWA-018 - Motor Insurance Services

***Please include the reference # of the tender you're applying for in the subject line of your email bid, and in all tender documents.**

2. Objective of the FWA

Samaritan's Purse may at its sole discretion enter into multiple FWAs

To partner with professional suppliers that are highly skilled and responsive with effective customer service representatives
To achieve the most advantageous tender outcome, while receiving the highest level of quality and value for money.

NOTE: The estimated quantities to be purchased in 2025 are an estimate based on quantities purchased in previous years. The actual amount purchased in 2025 could be greater or lesser than the estimate provided. In some cases estimated quantities are not provided and therefore should be quoted for at suppliers best price possible

3. Provisional Timetable

Following submission and evaluation of bids, suppliers will be vetted and selected in Q3 of 2024, and awards will be issued by the end of the year (this timetable is subject to change).

FWAs will be active through January 1, 2025 (or at the time of signing, which may be earlier or later than this date) – December 31, 2025

4. Item Specifications

Items should be genuine (original) and of acceptable quality as per the tender documents

The following information must be included in you quote:

- o Price per unit of each item
- o Delivery lead time of each item
- o Quote validity period (minimum of 4 months)
- o Payment Terms
- o Delivery Terms (i.e. ex-works or Delivery Duty Paid Juba, South Sudan)

5. Supplier Selection Criteria

The following categories will form part of the selection criteria for each supplier with maximum scores per category as shown in the following table. You are therefore advised to provide clear information related to the 5 categories. **The failure to meet certain minimum standards outlined below may result in the rejection of your tender.**

Note that: The possible indicators listed for each category are not all required, but these and similar indicators will be considered by the tender committee for each category when deciding which supplier to select.

Statutory Obligations: The supplier has met all statutory obligations to operate legally in its country/countries of operation. Indicators considered may include:

- The supplier must be registered with relevant authorities
 - o Provide Certificate of Incorporation indicating that the company is properly registered
 - o Provide up-to-date tax compliance certificate
 - o Provide valid import/export license (if available)
 - o Provide document indicating all major shareholders [i.e. CR12 in Kenya, CR14 in South Africa and Zimbabwe]

Operational Capacity: The supplier demonstrates adequate operational capacity to supply large orders within acceptable lead times. Indicators considered may include:

- The supplier MUST be operating from a fixed address with permanent structures.
- Size of the company (number of locations, shop size, warehouse size etc.).
- Number of employees.
- Number of years the supplier has been in operation.
- Amount of stock on hand and total warehouse capacity.
- The supplier has successfully supplied similar large orders to a variety of clients in the past year.

Technical Capacity: The supplier demonstrates adequate technical competence to supply the correct type and quality of items requested. Indicators considered may include: .

- The supplier has provided the correct technical specification in their quote as requested in the ITT.
- The supplier specializes in the category of items specified in the ITT.
- The supplier is an official dealer/importer/manufacturer of the specified items.
 - o [If so, provide evidence of official status]
- The supplier adheres to other recognized standards that demonstrate technical competence (i.e. ISO certifications, etc.).
- The supplier has an established after service warrantee and support system
- The supplier possesses vehicle/truck ownership for road transportation services.
 - o [For road transportation services, provide evidence of ownership]

Financial Capacity: The supplier demonstrates adequate financial capacity to supply high-value orders with minimal risk (e.g. of financial loss or non delivery) to the purchaser. Indicators may include:

- The supplier provides a bank statement not more than 3 months old.
- The supplier can verify significant annual sales.
- The supplier's payment terms are favorable (i.e. payment after delivery vs 50% advance vs 100% advance).
- The supplier accepts preferred payment methods (i.e. wire transfer or cheque vs cash payment).

Price and Lead Time: The supplier offers competitive prices and commits to acceptable lead times. Indicators considered may include:

- The supplier quotes competitive prices compared to other vendors considered.
- The supplier offers a realistic lead time which meets the needs of the purchaser.

Other Value-Adds: The supplier offers other benefits to the purchaser. Indicators considered may include:

- The supplier MUST offer after-sale services in the provision of all technical services or goods.
- The supplier offers any discounts.
- The supplier is able to provide warranties or guarantees on the products it supplies.
- The supplier is able to stock supplies for the purchaser (on request) for up to 2-3 months prior to final delivery.
- The supplier is able to offer quotes for multiple delivery terms (i.e. both DDP Juba and ex-works).

NOTE:

1. Samaritan's Purse reserves the right to revise the above conditions as may be necessary.
2. Samaritan's Purse reserves the right to accept part of a tender, to reject all tenders, or to cancel the entire tender process.

3. Samaritan's Purse reserves the right to reject bids / tenders based on any discovered links to terrorist activities (using Watch-Dog Elite and/or www.sam.gov)
4. Samaritan's Purse reserves the right to visit bidders to evaluate capacity to supply.

6. Conditions of the ITT: You must agree to the following conditions if you choose to respond to Samaritan's Purse International Relief South Sudan regarding this Invitation to Tender (ITT).

1. All responses and supporting documentation regarding this tender shall become the property of Samaritan's Purse International Relief and will not be returned.
2. Samaritan's Purse International ultimately reserves the right throughout this process to select any supplier that best meets its business requirements.
3. Neither issuance of this ITT nor receipt of bids represents a commitment on the part of Samaritan's Purse International Relief.
4. Samaritan's Purse International Relief will not be responsible for, or in any way liable for, any costs incurred by the supplier in the preparation of any responses relating to this ITT.
5. Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.
6. Prospective bidders must respond to all the questions in the Tender Response Form attached.
 - a. The questions are mandatory for Suppliers to complete if they wish to be considered for Samaritan's Purse International Relief business.
 - b. You may use separate sheets if required to provide answers to the questions.
7. Prospective bidders must sign the SP Tender code of conduct also attached.
8. Samaritan's Purse South Sudan Procurement Committee will review the bids and vet the bidders to determine, in accordance with the Selection Criteria above, whether they will award the contract to any one of them.

7. How to Submit a Bid

Questions regarding quantity information and any other information related to this tender should be sent to SSFWAresponse@samaritan.org prior to August 24th, 2024.

- No bids should be sent to this email or they may be disqualified.

- **All bids should instead be sent to SSRFQ@samaritan.org.** You may also submit a hard copy to Samaritan's Purse's office at Hai Cinema next to Quality Hotel, Old Juba Town Rd, Juba, South Sudan.
- The deadline for bid submission is **5:00PM on September 15th**

Information to Include in Your Bid: The bidder must provide sufficient information in the tender to demonstrate compliance with the requirements set out in each section of this ITT. The tender shall therefore include, as a minimum:

Completed Tender Response form

This should include a copy of your **largest purchase order** in the category in which you are trying to win to demonstrate your reliability and capacity.

Registration certificates/documents

- Certificate of Incorporation
- Up-to-date Tax Compliance Certificate from Country of Operation
- License from the government authority to operate as a Supplier / Distributor / Manufacturer etc.
- Import / Export License - if applicable
- Company Profile clearly outlining the company's areas of specialization.

Written references (3 preferable) and a list of references and contacts

- References from NGOs/Humanitarian institutions an added advantage

Latest financial statements, including a bank statement, which are not more than 3 months old.

Submitting Pricing Information in Excel

In addition to submitting your signed/stamped official quotation, please also use the attached Excel file to submit a **soft copy** of your quote with all requested information.