

## REQUEST FOR QUOTATION (RFQ) Negotiated procedure / tender

**Supply and Delivery of 2 Second hand Toyota Hilux , Diesel Model 2018-2020**

To: All Bidders	Phone number: N/A
From: ZOA Sudan	Email: All Bidders
Date: 9-Mar-25	No. of pages including this page: <b>10</b>

**REFERENCE: PRF-GEDARIF-2404&2212/09/03/25**

**Subject: (RFQ for Supply and Delivery of 2 Second hand Toyota Hilux , Diesel Model 2018-2020)**

**Manner of Submission:**

Bids to be submitted per e-mail to: ([abubakr.gadallah@zoa.ngo](mailto:abubakr.gadallah@zoa.ngo))  
or delivered in a sealed envelope to the following address: ZOA Office, Gedareef- Almufrgaat- House No.412, Hai Almufargaat, Gedaref, Sudan

**Closing deadline: Sunday, 23 March, 2024, 11:59PM**

**Important:** Offers transmitted after the deadline or in any other manner than those indicated above will not be considered.

**Requirements:**

ZOA invites your company to make a firm offer for the following 2 vehicles as Lot 1 (Second hand Toyota Hilux , Diesel Model 2018-2020 for EU project (2404) and Lot 2 (Second hand Toyota Hilux Diesel Model 2018-2020 for SIPRA project (2212) as per attached technical specifications) as per the table below and the attached specifications, **Bidder may apply for Lot 1, Lot 2 or Both Lots, please provide a full specifications and a picture of your offered vehicle.**

#	Item	Unit/ description	Quantity	Unit cost	Total cost
<b>LOT1</b>	Second hand Toyota Hilux , Diesel Model 2018-2020 for EU project (2404) as per attached technical specifications	<b>Pcs</b>	1		
<b>LOT1</b>	Second hand Toyota Hilux , Diesel Model 2018-2020 for SIPRA project (2212) as per attached technical specifications	<b>Pcs</b>	1		
<b>Total (VAT included)</b>					

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	<b>Delivery Time:</b>	
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**Pre-qualification of Bidders:**

All interested bidders Should send the following documents to be considered in the tender, failure to submit the following documents may result in rejecting your bid:

1. Comprehensive company profile with all the registrations documents, Tax and VAT certificates.
2. Financial capacity (bank statement for at least 3 months or a **bank reference letter**)
3. At least 3 Similar previous experiences for vehicles dealership or similar general experiences.

**Delivery place:**

The Vehicles should be delivered to ZOA Office- Almufrgaat- House No.412, Hai Almufargaat, Gedaref, Sudan.

**Your offer should clearly indicate:**

1. Duty paid unit price
2. Transport cost up to delivery place.
<b>3. Time of delivery: Please indicate your earliest delivery period, this period should not exceed 10 working days from reception of the confirmed PO including installation.</b>
4. Maximum capacity of units delivered
5. Total unit price
6. Prices should be net after deduction of discounts
<b>7. Validity of the offer: Validity of the offer should not be less than 20 working days</b>
8. Defects liability and guarantee period
9. Detailed specifications (if different from stipulated specifications)
10. Place of manufacture and country of origin (relevant for US govt funded projects)
11. Brand of manufacture
<b>12. Expected payment schedule and/or payment details (bank account information) of supplier: payment will be made during 7 working days after delivery and submission of final invoice and reception note.</b>
13. Name of key staff involved in providing the service
14. Previous experience in delivering this service/goods/works (date, size of order, to whom)
15. Signed ZOA Supplier Code of Conduct
<b>16. Example of the products (for quality comparison) – ZOA may request for a site check for stock availability and sample of the offered products.</b>

**Information to bidders:**

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1. This is an obligation free quotation. ZOA reserves the right to accept or reject the whole or part of your quotation based on the information provided. Incomplete quotations which do not comply with our conditions will not be considered.
2. Currency of the offer should preferably be in **SDG, USD** if applicable, the comparison will be made using the prevailing ZOA exchange rate, any supplier wishes to quote in **USD** should possess a **USD account with the company name (this account should be shared in your offer)**, otherwise, the payment will be made in **SDG** using ZOA prevailing exchange rate.
3. Payment will be made in **USD or SDG** based on your offered currency and the instruction in clause No. 2 above.
4. Payment details will be in the contract.
5. ZOA will not be responsible for any bank service charges.
6. Inspection (at buyer's expense) may be applicable and will be advised at time of purchase order and arranged by ZOA.
7. ZOA does not undertake to pay by letter of credit or in advance of delivery.
8. **Goods supplied for (ZOA) should include VAT, final invoice is required**
9. Hand-written, incomplete offers or offers which do not comply with any of our tender conditions will not be considered.
10. There will be liquidated damages equivalent to a deduction of 0.1% per day or part thereof for late deliveries due to default on the part of the suppliers.
11. Environmental policy: (ZOA)'s policy is to purchase products and services, which have the least negative impact on the environment. Environmental considerations covering manufacture, transport, packing, use and disposal of goods form part of (ZOA) evaluation and selection criteria.
12. All vendors doing business with ZOA should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labour, and give fair working conditions to their staff. Please submit a signed version of the ZOA Supplier Code of Conduct with your offer. ZOA reserves the right to reject quotations provided by vendors not meeting these standards.
13. Vendors doing business with ZOA will be screened on anti-corruption due diligence before ZOA confirms an order or contract. By submitting this offer, the supplier agrees that his data may be used for such a screening and that the supplier will be registered in the ZOA ERP software.

Please acknowledge receipt of this enquiry and indicate your interest to bid.

Thank you and regards,

Name: Abubakr Gadallah

Position: Procurement Officer