

PRACTICAL ACTION – RWANDA PROGRAM

TENDER TO SUPPLY OF 4X4 SUV VEHICLE

TENDER REFERENCE NUMBER: PA-RWA-KGL-2025-002

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1. TIMETABLE:

Issue of Tender: **Tuesday 28th January 2025.**

Deadline for submission: **11th February 2025 at 2:00 PM.**

2. ABOUT PRACTICAL ACTION:

Practical Action is an international development charity based in the United Kingdom (Charity Commission Registration Number: 247257), also registered in Rwanda as an International Non-Government Organisation (Registration Number: 102/RGB/18) that aims to transform the way technology is used to improve the lives of women and men living in or vulnerable to poverty in Africa, Asia, and Latin America.

Practical Action (PA) in partnership with UNHCR have been implementing a four-year Renewable Energy for Refugees (RE4R) project Phase I and now Implementing Phase II in 5 refugee camps in Rwanda, namely: Nyabiheke, Mahama, Kigeme, Mugombwa and Kiziba.

3. BACKGROUND FOR THIS TENDER

PRACTICAL ACTION is a registered INGO in Rwanda, PA seeks to Acquire a 4X4 SUV to facilitate in implementation of RE4R Phase II and office activities from reputable company in this category.

The identified company should demonstrate the ability to provide after sale service to PRACTICAL ACTION.

4. INSTRUCTIONS TO BIDDERS

1. Participation is open on equal conditions to all qualified entities specialized in the field.
2. By submitting a tender, the Bidder accepts in full the conditions of this tender, waiving his/her own conditions of sale.
3. Please carefully read all instructions and conditions. Please ensure that all relevant information and documentation is provided on time as failure to do so may result in rejection of your bid.
4. Order of requested documents in your bid document:
 - a. Letter of Introduction
 - b. RDB registration (minimum 5 years registered as a business)
 - c. Copy of recent valid tax clearance document (notarized not required)
 - d. References of related past work (at least 3 provided)
 - e. One Financial (**All taxes and clearing cost included**) and technical proposals for the item to be supplied plus **delivery lead-time** and validity of the offer.
 - f. Signed Section 10 Bidder's Signature

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T +44(0) 1926 634400 | E enquiries@practicalaction.org.uk | www.practicalaction.org | VAT No. 880 9924 76

Practical Action is a registered charity and company limited by guarantee | Reg. Charity No. 247257 | Company Reg. No. 871954

Registered office, The Robbins Building, 25 Albert Street, Rugby, CV21 2SD, United Kingdom | Patron HRH The Prince of Wales.

5. SUBMISSION OF TENDERS

- Tender Reference Number: **PA-RWA-KGL-2025-002**
- Activity: Supply of 4x4 SUV Vehicle.
- Proposal: Financial and Technical proposals.
- Submission method : Hard copy (The tender must be submitted in hard copy to the address):

Practical Action Rwanda Office

KG 596 Street Number 18
Kacyiru Sector
Gasabo District
Kigali, Rwanda.

- Submission deadline: **11th February 2025 at 2:00 PM.**

6. SELECTION CRITERIA:

When analyzing the Bids, PRACTICAL ACTION will take into account the following criteria:

- Financial offer provided.
- Proven work experience and references (at least 5 years' experience)
- Review of requested documents/ Administrative Requirements
- Technical proposal
 - Methodology to deliver
 - Organization Capabilities
- Financial Proposal
- Validity of the offer

Encouraged to attach pictures.

7. INFORMATION REQUIRED

All Sections below must be completed and included in the Bid.

A. SPECIFICATION OF ITEMS

Please carefully read the technical specifications in section 11 being offered for guidance in bidding.

B. PRICING:

1. Prices or rates must be expressed only in **Rwandan francs**;

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2. Any VAT and customs duties (if applicable) must be included in the prices quoted and clearly indicated;
3. Any discount offered to PRACTICAL ACTION must be clearly indicated as a percentage of the overall cost.

C. DELIVERY DETAILS

1. Please provide a detailed proposed **delivery lead-time**. This information will be contained in the contract with the successful bidders.

8. PAYMENT TERMS

1. Payment will be made by bank transfer within 30 days from receipt by PRACTICAL ACTION of the delivery, documentation, an associated invoice, in accordance with the contract and delivery lead-time.
2. No advance payments will be given.
3. Failure to adhere to the agreed delivery schedule may result in penalties of up to 1/1000 of the total value of the contract for each day of delay.

9. CONDITIONS OF THE TENDER

1. PRACTICAL ACTION is not bound to accept the lowest offer or any offer.
2. Submit both financial and Technical proposals in one PDF Document.
3. PRACTICAL ACTION reserves the right to select and deal with any Bidder(s) necessary to provide PRACTICAL ACTION with the best value for money.
4. This request for tender is not a contract or an offer into a contract, but a request for a quotation for the products indicated in this document.
5. PRACTICAL ACTION is not responsible for any costs associated with preparing the tender response.
6. PRACTICAL ACTION reserves the right to alter the dates of the timetable.
7. Canvassing of PRACTICAL ACTION staff in relation to this tender will result in disqualification of that Bidder.
8. PRACTICAL ACTION will inform each Bidder of the outcome of the selection as it relates to their specific submission.
9. PRACTICAL ACTION does not do business with companies or individuals that are public offenders as per the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any

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analogous situation arising from a similar procedure provided for in national legislation or regulations;

- They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by PRACTICAL ACTION, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by PRACTICAL ACTION as a condition of participation in the contract procedure, or fail to supply all the information requested

Queries regarding this tender must be addressed in writing via email to **re4rtender@practicalaction.or.ke**

UMUBYEYI Denise
Country Manager

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10. BIDDER'S SIGNATURE.

I have read and understood this document

Signed.....

Name:

Date.....

Company/ Organization:

Position:

Contact Telephone.....

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11. TECHNICAL SPECIFICATIONS FOR 4X4 SUV VEHICLE

1. Introduction

PRACTICAL ACTION Seeking a reputable company to supply a 4x4 SUV to support the implementation of different projects in 5 refugee camps.

2. Scope of Work and Deliverables

The successful Bidder shall demonstrate the ability to provide the after-sale service, Warranty and any related service such clearing etc....

**Vehicle specifications: Land Cruiser Prado 2.4L 4-Cyl. i-FORCE MAX Hybrid
Engine 4-Wheel Drive 2024 Model**

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- 20-in. Matte Gray Alluminum Wheels
- 2400W AC Inverter
- 5-speed Crawl Control (CRAWL) with Off-road Turn Assist (OTA)
- 6 USB ports
- Digital display auto-dimming rearview mirror with compass and HomeLink® universal transceiver
- Digital Key
- Driver's-seat memory function
- Enhanced Multi-terrain Monitor with selectable front, side or rear views
- Front Cross Traffic Alert (FCTA)
- Full-time 4WD system with Active Traction Control (A-TRAC) and Torsen® limited-slip center differential with locking feature
- Head Up Display
- i-FORCE Max powertrain — 2.4-liter 4-cylinder turbo i-FORCE MAX 16-valve D-4S injection engine with Dual Variable Valve Timing with intelligence (VVT-i); 326 net combined hp @ 6000 rpm, 465 lb.-ft. @ 3600 rpm
- Illuminated running boards
- Integrated backup camera display with projected path
- Leather-trimmed seats; 8-way power adjustable front driver's seat with lumbar support; 6-way manual passenger seat
- Multi-terrain Select with Auto, Dirt, Sand, Mud, Rock, and Deep Snow.
- Power tilt/slide moonroof with power sunshade
- Qi-compatible wireless charging
- Rigid Industries® LED Color-Selecting Fog Lights
- Roof Rails
- Skid plates — on front suspension, engine, radiator, fuel tank and transfer case
- Stabilizer Disconnect Mechanism

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