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CIPOTATO.ORG

REQUEST FOR PROPOSAL

Vehicle Purchase for a Project in Cameroon

I. INTRODUCTION

The International Potato Center, known by its Spanish acronym CIP, was founded in 1971 as a root and tuber research-for-development institution delivering sustainable solutions to the pressing world problems of hunger, poverty, and the degradation of natural resources. CIP is truly a global center, with headquarters in Lima, Peru and offices in 20 developing countries across Asia, Africa, and Latin America. Working closely with our partners, CIP seeks to achieve food security, increased well-being, and gender equity for poor people in the developing world. CIP furthers its mission through rigorous research, innovation in science and technology, and capacity strengthening regarding root and tuber farming and food systems.

CIP is part of the CGIAR Consortium, a global partnership that unites organizations engaged in research for a food secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. Donors include individual countries, major foundations, and international entities.

II. PURPOSE

The purpose of this Request for Proposal (RFP) is to source for proposals from technically qualified firms to supply a **4X4 duty-free motor vehicle** as per detailed specifications are in Annex I1 for Cameroon, in IITA (Carriage & Insurance Paid To) INCOTERM 2020, IITA Cameroon office.

CIP is committed to including diverse firms (and those who value diversity and inclusion) in its sourcing and procurement activities.

III. REQUIREMENTS

Proposals must address each item listed, giving specific details of techniques to be used in achieving these requirements. Proposals may be rejected if minimum requirements are not met. Costs for developing proposals are entirely the responsibility of the proposer and shall not be reimbursed by CIP.

1. **Table of Contents:** Every RFP submitted must contain the following information:^[1]
 - a. **Services and Activities:** Provide description of the nature of the organization's services and activities. Note when the business was established, brief history and location. List the location(s) of the office(s) from which the primary work on this contract would be performed, Car Shop within Malawi.
 - b. **Filled Out the Supplier Form (Attached).**
 - c. **No Conflict of Interest:** Client relationships that could potentially be considered a conflict of interest must be listed.
 - d. **Detailed proposal requirements:** Annex II:

IV. TIMETABLE

- | | |
|--------------------------------------|-----------------------------|
| 1. Invitation to bidding companies | June 26, 2020 |
| 2. Questions from bidders | June 29, 2020 |
| 3. Answers from CIP | July 01, 2020 |
| 4. Submission of Proposals
(FRI) | July 10, 2020 by 10:00 a.m. |
| 5. Evaluation of proposals | July 13, 2020 |
| 6. Identification of selected vendor | July 15, 2020 |
| 7. Communication to bidders | July 17, 2020 |

Bidders shall submit their complete Proforma including technical specifications by email to Alex Malome (A.Malome@cgiar.org) and cc CIP-Procurement@cgiar.org no later than July 10, 2020.

V. EVALUATION PROCESS

Evaluation Criteria

	<i>Relevance %</i>	<i>Score (1-5)</i>	<i>Total (Relevance x score)</i>
Conformance to technical specifications	30 %		
Minimum warranty as specified in the technical specification	10 %		
Delivery time	30 %		
Cost	30 %		
Total	100 %		

VI. CIP RIGHTS

CIP maintains the right to accept or reject in whole or in part, proposals and cancel the process as long as CIP has not signed the relevant contract.

Ref. Invitation Vehicle Quotation

Our company duly represented by its Legal Representative..... with legal powers registered at. (copy attached), requests to participate in the selection process of a vehicle quotation for International Potato Centre.

Along with the **BIDDER IDENTIFICATION** we are attaching the requires documentation and accept the conditions of the invitation.

Sincerely

NAME AND SIGNATURE OF THE LEGAL REPRESENTATIVE

BIDDER IDENTIFICATION

BIDDER IDENTIFICATION	
Company name	
Years in the market	
Main customers. Please attach letters of recommendation	
Tax ID	
Address	
Contact information	
Name	Position:
Phones	E-mail:
Sales Volume	
2017	
2018	
2019	
Name and signature Legal Representative	

ANNEX 11 - PROPOSAL REQUIREMENTS

Proposals must cover the following basic requirements, with detailed description of technical specifications and price:

- Year manufactured- Not earlier than 2020 (must be unused)
- Model: HZJ76 or its equivalent
- Fuel – Diesel
- CC- At least 4164 and above
- Door- 5 door
- Colour- White
- Cylinders – 6
- Transmission type – Manual
- Gearbox- 5 speed
- Fuel tank volume (liters) - Not less than 130
- Drive type – Four-wheel drive
- Ground clearance- at least 230
- Number of seats – at least 10-seater
- Accessories- Tool Kit & Jack, roof rack
- Warranty (years or number of kms) - Not less than 2 years or 100,000 kms
- Delivery after purchase - Not more than 30 days

Kindly submit a financial quotation/ quotation in US dollars for providing the vehicle that meets the above minimum technical specifications.

Below should be the Billing Address:

International Potato Center
Sub-Saharan Africa Regional Office
ILRI Campus
P. O. Box 25171 - 00603
NAIROBI

Below should be the Delivery Address:

IITA-Station, 1st, Main Road IRAD, Nkolbisson
P.O. Box 2008 (Messa), Yaoundé, Cameroon