



Project HOPE
1220 19th Street, NW, Suite 800
Washington, DC 20036 USA
+1 (540) 837-2100
info@projecthope.org
projecthope.org

Invitation to Bid

Date: September 12th, 2024

SUBJECT: INVITATION TO BID – Project HOPE Ghana – ITB GH-ACC-24-08-006 - Motorbikes

Project HOPE invites your company/firm to submit a bid based on the condition stated in this Invitation to Bid (ITB). Please carefully read the instructions and conditions (including all annexures) before quoting.

For your quotation to be considered, you should consider the following points:

1. Use your company letterhead when you submit your offer, including VAT.
2. An offer should be complete and dated and include payment terms even if they don't comply with Project HOPE's preferred payment terms. (30 days net from invoice issuance)
3. An offer should include a preferred payment modality (Wire Transfer, Check, Cash Payment)
4. Submit your lead/delivery time in days from the offer acceptance.
5. Include the manufacturer, brand, and specifications for Motorbikes, additional product information is desirable.
6. Please ensure that any applicable delivery charges are included in your quotation should the delivery not be free of charge.
7. Upon procurement, the motorbikes must be delivered to various districts within Ghana, including but not limited to Sunyani, Tamale, Accra, and Takoradi. The exact quantities will be provided to the successful vendors. Kindly confirm whether the delivery to these districts will be free of charge?
8. If delivery is not free of charge, Project HOPE Ghana will arrange for transportation separately once the procurement process is finalized.
9. All prices shall be quoted in Local Currency, if not possible feel free to share quotations in USD.

*****PARTIAL QUOTATIONS WILL BE ACCEPTED*****

MULTIPLE VENDORS, MIGHT BE AWARDED

Response Deadline:

Pre-Bid Questions Deadline: For any questions, email tsiprak@projecthope.org by **05:00 PM (Ghana time) on September 27th, 2024.**

Quotations must be submitted no later than **05:00 PM (Ghana time), October 03rd, 2024**, to gh-tender@projecthope.org

Inability to send quote to this address might disqualify your quote



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Required Items:

230 pieces x Motorbike, Yamaha XTZ125E or **similar** as per below specifications;

Engine specs:

a) Type: air-cooled 4-stroke, SOHC; b) displacement: 124cm³; c) Bore x stroke: 54x54mm; d) Compression ratio: 10.0:1; e) Maximum power: 9.2 kw (12.5PS) @6,500r/min f) Max torque: 11.6N m (1.2kgf-m)@ 6,500r/min; g) Lubrication system: force-fed lubrication, wet sump. h) Fuel supply system: Carburetor. i) Ignition: C.D.I. j) Starting system type: Electric & kick. k) Fuel tank capacity: 11 liters. l) Engine oil capacity: 1.2 liters. m) Transmission: Constant mesh 5-speed. n) Shift type: return

Chassis specs:

a) overall length: around 2,090mm; b) overall width: around 830mm. C) Overall height: around 1,115mm d) seat height: around 840mm e) Wheelbase: around 1,340mm. F) Min ground clearance: 260mm. G) Weight (wet): around 118kg. H) Front suspension: telescopic l) Rear suspension: Swing arm. J) Front brake: single disc. K) Rear brake: Drum.

Special Note:

Please note that Project HOPE will consider motorbikes **similar** to the Yamaha XTZ125E. Vendors are encouraged to submit multiple quotes for different types of motorbikes.

Vendors are encouraged to provide supporting documentation for the quoted motorbikes, such as brochures, product information, and other relevant materials.

Project HOPE reserves the right to request further details and clarifications from the vendor as needed.

Selection Criteria:

- ✓ Pricing: 50%
- ✓ Payment Terms: 20%
- ✓ Delivery Time: 30%; October 15th, 2024, preferable target delivery date

Total: 100%

Selection Criteria in Details:

Pricing: 50%

The evaluation is based on vendors' prices in relation to the estimated requirements of Project HOPE. The vendor offering the best price will receive the maximum available points. Other vendors will be graded as follows: each total price is compared to the best price offered. Points are awarded by dividing the best price by the other price offered and then multiplying the result by the maximum number of points.



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Payment Terms: 20%

Payment terms will be assessed and assigned points as part of our vendor evaluation process. The following structure has been established for scoring payment terms:

Full payment upon delivery will be esteemed with a score of 20 points.

A payment structure of 50% in advance and 50% post-delivery will be accorded 10 points. For advance payments exceeding 50%, points will be allocated in a descending order, proportional to the percentage of post-delivery payment. The scoring will be as follows:

- 60% advance payment will secure 8 points.
- 70% advance payment will secure 6 points.
- 80% advance payment will secure 4 points.
- 90% advance payment will secure 2 points.
- 100% advance payment will result in 0 points.

All advance payments below 50% will be evaluated with maximum of 10 points.

Delivery Time: 30%

Delivery will be assessed and assigned points as part of our vendor evaluation process. The following structure has been established for delivery time terms:

All deliveries meeting the required delivery date of October 20th, 2024, will be awarded 30 points. Other vendors will be scored proportionally based on how their delivery times compare to the best delivery time.

Domestic Assembly: Vendors that can demonstrate the motorbikes are assembled in Ghana will receive an additional 10 points.



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The products provided shall be identical to those quoted in the supporting documents (specifications/certifications). Authorization of substitution shall be at Project HOPE's sole discretion. In the case of an authorized substitution, the substituted product(s) shall be of equal or higher quality than the product(s) originally offered in the bid. It shall have all initially required supporting documents. Project HOPE reserves the right to cancel the contract if the original products offered are not available.

INVITATION TO BID KEY INFORMATION	
ITB Name:	230 Motorbikes
ITB Number:	GH-ACC-24-08-006
Procuring Entity:	Project HOPE
Objective of this project:	Humanitarian Assistance to Ghana
Delivery Timeline:	<p>Please provide your best delivery dates and include partial delivery schedule if necessary.</p> <p>You may submit your lead/ delivery time even if it doesn't comply with the lead/delivery time to the delivery location or terms.</p>
Manner of Bid Submission:	The e-mail containing the bid must be sent to e-mail and be addressed to the Procuring Entity mentioning the Bid Ref. and Bid Name. Bids must be placed no later than the closing date and time.
Last date and time for submission of Bid:	<p style="text-align: center;">05:00 PM , October 03, 2024; to</p> <p style="text-align: center;">gh-tender@projecthope.org</p>
Pre-Bid Questions Deadline:	<p style="text-align: center;">For any questions send an email to: tsiprak@projecthope.org</p> <p style="text-align: center;">by 05:00 PM on September 27th, 2024</p>
Eligibility Criteria:	The Vendor shall be duly licensed (business permit).
Delivery Location:	Delivery of Motorbikes will be sourced separately once procurement is finalized.
Procurement Focal Point:	Toma Šiprak, Global Supply Chain Manager



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Annexure- 1: INSTRUCTIONS TO VENDOR

Clarification of Bidding Document:	A prospective Vendor requiring any clarification of the Bidding Document may notify Project HOPE by e-mail at the organization’s e-mail address indicated in the ITB. Project HOPE will respond by e-mail to any request for clarification of the Bid Document that it receives earlier than three days prior to the deadline for the submission of Bid. E-mail copies of the organization’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Vendors that has received the Bidding Documents.
Amendments of Bidding Document:	<p>At any time prior to the deadline for submission of Bid, Project HOPE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Vendor, modify the Bidding Document by amendment.</p> <p>All prospective Vendors that have received the Bidding Documents will be notified by e-mail of all amendments to the Bidding Documents. Any addendum issued shall be part of the bidding document.</p> <p>To afford prospective Vendors’ reasonable time in which to take the amendments into account in preparing their Bids, Project HOPE may, at its discretion, extend the deadline for the submission of Bids.</p>
Language of the Bid:	The Bid prepared by the Vendor and all correspondence and documents relating to the Bid exchanged by the Vendor and Project HOPE shall be written in the English language.
Bid currency:	All prices shall be quoted in local currency .
Late Submission of Bid:	Any Bid received by Project HOPE after the deadline for submission of Bid, pursuant to clause Deadline for the submission of Bids, will be rejected.
Modification and withdrawal of Bid:	The Vendor may withdraw its Bid after the Bid submission, if e-mail notice of the withdrawal is received by Procuring Entity prior to the deadline prescribed for submission of Bid. No Bid may be modified after the deadline for submission of Bids. No Bid may be withdrawn in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity.
Clarification of Bids:	To assist in the examination, evaluation and comparison of Bids, Project HOPE may at its discretion, Ask the Vendor for clarification of its Bid. The request for clarification and the response shall be by e-mail and no change in price or substance of the Bid shall be sought, offered, or permitted.
Signing of Bid:	Proprietor/ Managing Partner/ Managing Director (wherever applicable) or an authorized representative of the Vendor must sign the bid.
Preliminary examination	Project HOPE will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether



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	<p>the documents have been properly signed, and whether the Bid is generally in order.</p> <p>Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Vendor does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.</p> <p>Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each Bid. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations. A Bid determined as not substantially responsive will be rejected by Project HOPE and may not subsequently be made responsive by the Vendor by correction of the non-conformity.</p>
Evaluation of Bids:	<p>Bids shall be evaluated based on eligibility criteria, quoted price, analyzing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the goods and in the context of the project, and all other factors as stated in the ITB following the principle of value for money and highest benefit Project HOPE. The lowest priced bid will not necessarily be accepted.</p>
Post Qualification:	<p>Project HOPE at any stage of bid evaluation having credible reasons or prima facie evidence of any defect in Vendors' capacities may require the Vendor to provide information concerning their professional, technical, financial, legal, or managerial competencies whether already pre-qualified or not. The determination will consider the Vendor financial and technical capabilities, it will be based up on the documentary evidence of the Vendors.</p>
Letter of regret:	<p>If you do not wish to quote, please endorse the reason on this form and return it, otherwise, your name will be deleted from Project HOPE Vendors listed here on.</p>
Quality inspection:	<p>Inspection (at Project HOPE's expense or unless negotiated as Vendor's expense) may be applicable and will be advised at time of issuing of Contract and arranged by Project HOPE or the Vendor.</p>



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Annexure- 2: TERMS AND CONDITIONS

1.	Validity of Bid:	<p>The bid shall remain valid for 60 (sixty) days from the closing date of receiving of bids.</p> <p>If that is not feasible, please lit your preferred Validity terms.</p>
2.	Payment Terms:	<p>Project HOPE shall affect payments in 30 days net upon receipt of invoices submitted by the Vendor, upon satisfactory delivery of all goods and related services. If that is not feasible, please list your preferred Payment Terms.</p>
3.	Acceptance of Offer:	<p>Project HOPE authority reserves the right to accept the partial or whole or part of your offer. Project HOPE authority reserves the right to impose penalty or cancel the entire or partial contract if Vendor fails to maintain the quality, specification, and delivery date.</p> <p>Project HOPE authority reserves the right to accept or reject any or all the bids in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. Project HOPE reserves the right to accept the whole or part of your bid.</p>
6.	Payment of Inducement:	<p>Making a payment to any employee as an inducement or any canvassing to enable you wins this bid will result in automatic disqualification participating in this bidding process or any other bidding processes. Any solicitation/ influence/ non-compliance of the Terms & Conditions of this bid, will lead to disqualification of the submitted Bid and will be treated informal/rejected.</p>
7.	Offered price:	<p>Bid must indicate final price, which includes all cost (transport, labor, packing, transshipments) for delivery at designated locations, discount, Income Tax, VAT. All kind of charges including applicable Taxes/ VAT will be deducted at source from the total bill as per Govt. Rules & Regulations.</p> <p>Vendor must quote item wise rate separately as per attached schedule. All the columns/requirements in this form must be properly completed. Quote for each item separately, and in units as specified. Incomplete bid that does not comply with any of our bid conditions will not be considered.</p>



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8.	Liquidated damage:	The work shall be completed in all respects within the completion date mentioned in the Contract. If Vendor fails to deliver product and related services within the scheduled timeframe, liquidated damage will be imposed @ 0.5% (zero-point five percent) only of the total Contract value for each day delayed from the expected date of completion till the actual date of completion unless the delay shall be agreed upon by the PRINCIPAL in writing prior to the completion cut-off date. Project HOPE reserves the right to
		deduct this amount from the bill. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract.
9.	Right of decision:	In all cases, the decision of Project HOPE Management will be final.

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Vendor: _____

Name of the Company: _____

Date with Seal of the Company: _____



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Annexure-3: VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Company/Firm Name:

SL#	Description of Requirements	Information to be Provided here
1	Trade License Number	
2	Tax Identification Number (TIN)	
3	VAT Registration Number	
4	Address of Business Center	
5	Contact Telephone Number	
6	Contact Mobile Number	
7	FAX Number (Optional)	
8	Email Address	
9	Webpage Address (Optional)	
10	Contact Person's Name	

Annexure-4: DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of Project HOPE to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either "yes" or "no" for each with additional information where necessary.

Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which Project HOPE or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, Project HOPE or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by Project HOPE or, other Project HOPE entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by Project HOPE/other Project HOPE entities.

Sl.	Name of Project HOPE Employee	Position held in Project HOPE	Relation

4. YES NO I have relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans, or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

 Signature with Seal