



WWW.
CIPOTATO.ORG

REQUEST FOR PROPOSAL

CIP Malawi - Vehicle Purchase for DeSIRA Project in Malawi

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 receive proposals from firms who believe that they have the qualifications to provide **duty-free motor vehicle** (4X4, detailed specifications are in ATTACHMENT 2) for Malawi, on CIP (Carriage & Insurance Paid To) INCOTERM 2020, CIP Malawi 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. All proposers wishing clarification of this RFP must submit questions by email to CIP no later than March 27, 10:00 a.m. to the attention of Kingsley Mande email address: k.mande@cgiar.org cc A.matemanga@cgiar.org. Costs for developing proposals are entirely the responsibility of the proposer and shall not be reimbursed by CIP.

1. **Notice of Intent to Bid and Bidder Identification, Attachment 1:** Must be received by Wednesday 1 April 2020. The notice shall be emailed to Kingsley Mande, CC Ackson Matemanga.
2. **Table of Contents:** Every RFP submitted must contain the following information:
 - 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:** Attachment 2:

Note: Suppliers that have the vehicle in stock will have an added advantage

IV. TIMETABLE

- 1. Invitation to bidding companies April 1, 2020
- 2. Questions from bidders April 3, 2020
- 3. Answers from CIP April 7, 2020
- 4. Submission of Proposals April 15,2020 by 10;00 a.m. (SAT)
- 5. Evaluation of proposals April 20, 2020
- 6. Identification of selected vendor April 24, 2020
- 7. Communication to bidders April 30, 2020

Bidders shall submit their complete Proforma including technical specifications by email to Kingsley Mande (k.mande@cgjar.org) and cc A.matemanga@cgjar.org no later than April 15, 2020.

V. EVALUATION PROCESS

Evaluation Matrix

	<i>Relevance %</i>	<i>Score (1-5)</i>	<i>Total (Relevance x score)</i>
Years in the Market	20		
Car services Throughout Malawi	20		
Delivery time	30		
Cost	30		
	100		500

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.

ATTACHMENT 1 - NOTICE OF INTENT TO BID

Place, Date

Messrs.
International Potato Center
Malawi

Ref. Invitation Vehicle Quotation

Our companyduly 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		

ATTACHMENT 2 - PROPOSAL REQUIREMENTS

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

- Year manufactured- 2020
- 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 8-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 to exceed more than 30 days) *Suppliers that have the vehicle in stock will have an added advantage*
- Bull Bar
- Winch
- Carrier