



BA19-RFP0373-0409
Vehicles Procurement

SOLICITATION DATA:

DOCUMENT REFERENCE	BA19-RFP0373-0409 Vehicle Procurement
PROCUREMENT MANNER	AZ
GENERAL CORRESPONDENCE	procurement@maydayrescue.org
BIDS	procurement@maydayrescue.org
ISSUE DATE	06.11.2018
QUESTIONS AND CLARIFICATION DUE	22.11.2018
BID SUBMISSION DATE	From 6.11.2018 to 22.11.2018
BID SUBMISSION TIME	12:00 HRS UTC+2
PLANNED AWARD DATE	30.11.2018
PLANNED CONTRACT/DELIVERY DATE	08.12.2018
BID CURRENCY	Euro
DELIVERY LOCATION	Zero Zone – The Syria Borders

Proposals must be comprised of one PDF copy of the Technical Proposal and one PDF copy of the Cost/Business proposal, labeled with the above-stated subject, number and title, and Sent to: PROCUREMENT@MAYDAYRESCUE.ORG. Bids sent to any other E-mail will not be evaluated. Any questions should be submitted to PROCUREMENT@MAYDAYRESCUE.ORG no later than SIX DAYS after the issue date of this RFP. No questions will be considered if they are received by means other than the specified email address.

Sincerely,
 Mayday Rescue Procurement Department.

SECTION 1: SOLICITATION INSTRUCTIONS AND INFORMATION

DESCRIPTION OF ENTITY

Stichting Mayday Rescue Foundation is a not-for-profit foundation registered and headquartered in Amsterdam with projects running in Europe, the Middle East and Africa. Mayday's mission is to save lives and strengthen communities in areas of the world that are entering, enduring or emerging from conflict and natural disasters. This is achieved by building partnerships with grassroot emergency response groups at the local, regional and national levels.

PURPOSE

Mayday Rescue seeks to purchase a total of 13 vehicles on behalf of a partner organisation located in the Middle East. Full details of our requirement can be found in Annex 1 to this document.

GENERAL INFORMATION

These general information will not form part the Contract. They are intended solely to aid suppliers in the preparation of their proposals. **Read and follow these instructions carefully.**

1. The schedule of events and information provided in **SOLICITATION DATA** of this document must be adhered to.
2. Mayday Rescue will reject any bids that do not serve the best interest of Mayday, their benefactors or beneficiaries for, but not limited to the following reasons:
 - Proposals received after the submission deadline.
 - Proposals containing irregularities.
 - Proposals that do not adhere to the instructions contained herein.
 - Unbalanced values.
 - Unethical conduct.
 - Reason for believing collusion exists amongst suppliers and/or other stakeholders.
 - The Supplier having any form of unresolved dispute with Mayday Rescue.
 - Lack of competency revealed by our own findings or those of an agency.
3. General correspondence is to be addressed to the procurement officer listed in Section 1 of this document. Actual bids must be sent to procurement@maydayrescue.org.
4. Issuance of this document, your preparation and subsequent evaluation shall not commit Mayday Rescue to award contract to any supplier. Furthermore, in no event shall choosing a specific supplier for further negotiations be construed to create any legal obligations on the part of Mayday Rescue.
5. This document is provided for the exclusive use of your company and shall not be made available to other parties without consent being granted by Mayday Rescue. Both you and Mayday Rescue acknowledge that they may come in contact with non-public information,

which is considered confidential or proprietary to the other (including this document). Each party agrees not to use such information for its own benefit or allow it to be released to, or used by others.

COST AND FEES

All costs arising from preparation of bids, meetings, presentations or provision of samples shall be borne by the bidder regardless on the outcome of the tender process.

AMENDMENTS TO SOLICITATION DOCUMENTS

At any time prior to the deadline for submission of bids, Mayday may modify the requirements listed within this document. All bidders will be notified of any such changes.

LANGUAGE OF BIDS

Bids and correspondence relating to this tender must be submitted in English. The bidder is responsible for the accuracy and contents of any documents that are translated.

PAYMENT AND CURRENCY

- All prices must be quoted in the currency listed within **SOLICITATION DATA** of this document.
- All payment will be made in this currency and no adjustments will be made for fluctuations in currency.
- Terms of payment should be expressed in each bid you submit to Mayday. Final payment terms will be discussed and agreed upon prior to the award of contract being made.

DELIVERY

All vehicles provided by suppliers based in Turkey or elsewhere must deliver the vehicles Zero Zone – the Syrian border crossing point, Reyhanlı, Civegözü Hatay or Öncüpınar Kilis, DAP Status.

Submission of Proposal:

Proposals must be submitted to the following Email: PROCUREMENT@MAYDAYRESCUE.ORG as follows, each labeled with the RFP# and title:

1. Technical Proposal
2. Cost/Business proposal.

Content of Proposal:

The proposal shall be comprised of four sections:

- The Cover Letter (Annex2) / Register your firm on the following link:

https://docs.google.com/forms/d/1gBwdbDRBhugwi6Bw4PTzYxQKvTK_dbuhFl1qv-_S6qc/viewform?ts=5be1558f&edit_requested=true

Copy of the Supplier's Valid Business license

- The Technical Proposal
- The Cost/Business Proposal

The Cover Letter: should be on the Supplier's letterhead and MUST contain the information requested in Annex 2. Or register your firm on the following link:

https://docs.google.com/forms/d/1gBwdbDRBhugwi6Bw4PTzYxQKvTK_dbuhFl1qv-_S6qc/viewform?ts=5be1558f&edit_requested=true

Technical Proposal:

- Should clearly & precisely address theoretical and practical aspects that the Supplier has considered and will employ to carry out the Purpose of this RFP
- The Technical Proposal is the opportunity for the supplier to demonstrate that the firm is "technically capable" of providing the requested work, and should demonstrate the supplier's understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria.
- If an supplier submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the supplier's proposal will be automatically disqualified.
- The supplier must fully complete the forms related to the LOT he wants to bid on and submitted along with the technical proposal.
- You can submit more than one bid in each Lot if you have different types of vehicles that meet our requirements.

For example, you have four Isuzu firefighting trucks and six Hyundai firefighting trucks in stock. You submit two bid forms for Lot 3, in one you offer to sell Mayday all four Isuzus trucks, and in the other, you offer all six Hyundai's. Mayday decides to purchase four Isuzu and three Hyundai trucks from you.

The Cost/Business Proposal:

must be submitted separately from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP

Failure to comply with any of the above points will result in the Supplier being considered "unresponsive" and the proposal may be rejected.

If an Supplier provides insufficient information in their technical and/or cost proposal, Mayday Rescue reserves the right to request additional information, or to request a revised proposal from the supplier, if necessary.

Mayday Rescue reserves the right to make multiple awards, or no award under this RFP.

EVALUATION CRITERIA:

The award will be made to the supplier whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first and then on Cost factors

Item	Requirement	Points Available
1) Technical Specification, or approach	Suppliers who provide full details regarding the requested technical specification will be getting the highest score. <ul style="list-style-type: none"> • Engine, gear box : 10 points • Vehicles main part, water tank, crane, etc : 25 points 	35 points
2) Past performance / experience	Suppliers that provide three past performances with all required information will be scored more favorably than those that who will not provide. <ul style="list-style-type: none"> • 5 points for each past performance 	15 points
3)Timetable / Delivery time	Suppliers that provide more advantageous timetable will be scored more favorably than those that will provide less advantageous. <ul style="list-style-type: none"> • 5 points for the availability of providing the vehicles in 2 months • 10 points for the availability of providing the vehicles in 1 months 	10 points
4)Warranty period	suppliers that provide more advantageous warranty period will be scored more favorably than those that will provide less advantageous. (the Suppliers must provide a reasonable warranty period) <ul style="list-style-type: none"> • 5 points for 3 months warranty • 10 points for 6 months warranty 	10 points
5)Price	suppliers that provide more advantageous prices will be scored more favorably than those that will provide less advantageous prices, <ul style="list-style-type: none"> • the lowest submitted offer will get 30 points 	30 points
Total		100 points

Annex 1 to BATAL 19-RFP0373-0409

LOT Summary:

LOT No.	Vehicle Type	Quantity
1	Heavy Plant – BACK HOE LOADER	4
2	Skid Steer Loader (Bobcat)	2
3	Firefighting truck	7

LOT Number 1: Heavy Plant – BACK HOE LOADE

Required information	Description - Links	Instructions
Vehicle Data		
Make		The make of the vehicle you are offering for sale
Model		The model of the vehicle
Year of manufacture		The year the vehicle was built
Dimensions L x W x H		Insert the length, width and height of the vehicle
Weight		What is the unladen weight of the vehicle?
Fuel type - Diesel Only		Do not offer gasoline
Colour		The colour of the vehicle
Engine Details		
Make		The make of the engine
Model		The model of the engine
Type		i.e. Turbo charged intercooler, 4 cylinder
Euro rating		As per European emission standards
Specifications		
Crane information		

Make		The make of the crane
Model		The crane model
Maximum lifting weight		the maximum lifting weight of the crane
specifications		
Other Information		
Pictures		
Data sheets		
Other		

LOT Number 2 : Skid Steer Loader (Bobcat)

Required information	Description - Links	Instructions
Vehicle Data		
Make		The make of the vehicle you are offering for sale
Model		The model of the vehicle
Year of manufacture		The year the vehicle was built
Dimensions L x W x H		Insert the length, width and height of the vehicle
Weight		What is the unladen weight of the vehicle?
Fuel type - Diesel Only		Do not offer gasoline
Colour		The colour of the vehicle
Engine Details		
Make		The make of the engine
Model		The model of the engine
Type		i.e. Turbo charged intercooler, 4 cylinder
Euro rating		As per European emission standards
Specifications		
Other Information		

Pictures		
Data sheets		
Other		

LOT Number 3 : Firefighting truck

Required information	Description - Links	Instructions
Vehicle Data		
Make		The make of the vehicle you are offering for sale
Model		The model of the vehicle
Year of manufacture		The year the vehicle was built
Dimensions L x W x H		Insert the length, width and height of the vehicle
Weight		What is the unladen weight of the vehicle?
Fuel type - Diesel Only		Do not offer gasoline
Transmission		The type of transmission (manual/automatic).
Number of gears		The number of gears the transmission has
Colour		The colour of the vehicle, preference will be given to red but other colours will be considered
Painting and decal options		Provide details of custom paint or decal options
Cabin size		Double/single
Crew capacity		Provide details of crew capacity
Number of seats		This should include driver and crew
Steering RHD/LHD		Specify the side of the vehicle that the steering wheel is fitted to.

Other details and Specification		Provide further details relating to the pump here. Links, pictures and other data can be included in serials 28 - 32
Engine Details		
Make		The make of the engine
Model		The model of the engine
Type		i.e. Turbo charged intercooler, 4 cylinder
Euro rating		As per European emission standards
Specification		
Water Tank		
Water tank size		The water tank must be ≥ 5000 litres, however slight variations will be considered
Foam tank size		Foam tank should be ≥ 500 litres
Pump make and model		Provide details of the pump
Flow rate litres per minute		The flow rate of the pump
Storage		Provide details of side and internal storage options
Other details		Provide any other pertinent details relating to the pump here. Links, pictures and other data can be included in serials 28 - 32
Other Information		
Pictures		
Data sheets		
Other		

Annex 2 - FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD

To: Mayday Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the [Insert RFP No.], [Insert project title], in accordance with your Request for Proposal dated [Insert MM/DD/YYYY] and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. A valid Business License

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
- (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
- (c) has a satisfactory performance record;
- (d) has a satisfactory record of integrity and business ethics;
- (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:

Name and Title of Signatory:

Date: