

INVITATION TO TENDER

Global LTA - Supply and Delivery of Vehicles Our Ref. 11910 CTM-id Ref. RFT 198231

Dear Madam, Dear Sir,
Welthungerhilfe (hereinafter referred to as "WHH") was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many others worldwide recognized donors.

1. Introduction

For the implementation of the projects in Afrika, Asia and Latin America reliable vehicles are essential. There is a need of about 30 vehicles a year. WHH is free to choose the brand and the type of the vehicle. Due to conditions at destination (availability of workshops), own needs and technical specifications Toyota brand is preferred in many cases. Average 27 units a year are Toyota brand.

An LTA (long term agreement) is a written agreement between WHH and a supplier that is established for specific goods or services at prescribed prices or pricing provisions for a defined period of time, year, against which specific Orders (call-offs) can be placed at any time, during the defined period.

It is intended to award multiple vendor for the supply and delivery of Vehicles. In total three LTA's for the duration of 2 years for:

1. Toyota brand;
2. Equivalent alternative to Toyota brand;
3. Equivalent alternative to Toyota brand.

WHH shall be entitled to renew the LTA's for a-further two years on the same terms and conditions by giving the Supplier written notice of its intention to renew the LTA not less than 30 days prior to the Expiry Date.

- The LTA's will be nonexclusive, and WHH will be entitled to procure the same or similar service from other suppliers, as fit.
- WHH has no legal obligation to order any minimum or maximum quantity.
- LTA awardees can review their rates every 12 months subject to agreement with the Employer.

WHH prefers to buy "ex stock". It is well known that the vehicles can be bought on a basis "ex factory" for better rates. WHH will not accept this option due to total lead time. The Toyota vehicles shall be send ex stock to destination countries (door-to-port shipment only, inland haulage upon request only). The import of vehicles into the project countries is normally free of customs and duties. Import documentation will be arranged through WHH staff in destination countries. Import documentation / final customs clearance through WHH.

Bonn, 21. November 2018

Deutsche Welthungerhilfe e.V.
Friedrich-Ebert-Straße 1
D-53173 Bonn
Tel. +49-228-2288-0
Fax +49-228-2288-333
www.welthungerhilfe.de

Moritz Crößmann
Procurement & Internal services

Tel. +49 (0)228 2288-723
Fax +49 (0)228 2288-
moritz.croessmann@welthungerhilfe.de

Patron:
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2. Tender overview

This is an open invitation to tender for the above-mentioned LTA's.
The following documents constitute the tender dossier:

- A. Tender invitation (this document)
- B. Annexes:
 - I: Pre-Qualification document
 - II: Terms and Conditions for International Procurement of Goods and Services
 - III: Welthungerhilfe office locations
 - IV: Quotation template Toyota
 - V: Quotation template Toyota alternative

3. General remarks and special condition

All vehicles must be brand-new, recent models, sound, fair and in merchantable quality.

- It is very urgent that models are permissible for destination region.
- Supplier must be able to arrange transport to usual destinations worldwide on a door-to-port-basis.
- Supplier must be able to install accessories and extra options professionally.
- Supplier must be able to provide spare parts and maintenance packages.
- The Offered vehicle brand must have a licensed workshop available in most countries of Annex III.
- We appreciate fast availability ex-stock.
- Please indicate within your offer for all models the following minimum information:
 - Brand and type (Only if not Toyota)
 - Model-Code and model year (Only if not Toyota)
 - Technical Specifications (Only if not Toyota)
 - Place of Origin
 - Available colours
 - Warranty and After-Sales-Service
 - Stock location
 - Current Stock

4. Participation

Tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping (consortium) of tenderers) which are established in any state. Tendering is also open to international organizations.

5. Indicative Timetable

	DATE	TIME*
Deadline for requesting clarifications from the Contracting Authority	11. December 2018	17:00 CET
Deadline for submission of tenders	27. December 2018	17:00 CET
Tender opening session	28. December 2018	-
Notification of results	Presumably January 2019	
Signature of the supply contract	Presumably January 2019	-

6. Anti-Terrorism Policy

The Contracting Authority renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, the Contracting Authority is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of the Contracting Authority to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, the Contracting Authority will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

7. Models

Item	Model	Model Code
1	Hilux Double Cabin, 5 seater – LHD Airbag, A/C, ABS	LAN125L-DNMSSEN-A1
2	Hilux Double Cabin, 5 seater TD (abs, air bags) – LHD Airbag, A/C, ABS	GUN125L-DNFSHN-A1
3	Hilux Double Cabin, 5 seater TD (abs, air bags) – RHD Airbag, A/C, ABS	GUN125R-DNFXHN-A1
4	Land Cruiser Hardtop, STD, 10 seater LHD/RHD Airbag, A/C, ABS, HRR	HZJ76L/R-RKMRS-A2
5	Land Cruiser Hardtop, STD, 10 seater LHD/RHD Airbag, A/C, ABS, HRR, PWD	HZJ76L/R-RKMRS-A3
6	Land Cruiser Hardtop, 6 seater LHD/RHD Airbag, A/C, ABS, HRR	HZJ78L/R-RJMRS-A4
7	Land Cruiser Hardtop, 13seater LHD/RHD Airbag, A/C, ABS, HRR	HZJ78L/R-RJMRS-A3
8	Land Cruiser Pick-Up, Single Cabin LHD/RHD Airbag, A/C, ABS	HZJ79L/R-TJMRS-A2
9	Land Cruiser Pick-Up, Double Cabin LHD/RHD Airbag, A/C, ABS, HRR	HZJ79L/R-DKMRS-A2
10	Toyota Fortuner, 7 seater, LHD Airbag, A/C	LAN155L-SNMSSEN-A1
11	Toyota Fortuner, 7 seater TD, LHD Airbag, A/C	GUN156L-SNFSHN-A1
12	Toyota Fortuner, 7 seater, TD, RHD (2018 model) AirbagA/C	GUN156R-SNFSHN-A1
12	Toyota Fortuner, 7 seater TD,RHD (2019 model) Airbag, A/C	GUN156R-SNFSHN-A2
13	Land Cruiser Prado, 7 seater LHD/RHD Airbag, A/C, ABS	LJ150L/R-GKMEE-A1
14	Land Cruiser Prado, 7 seater TD, LHD/RHD Airbag, ACC, ABS, ALM	KDJ150L/R-GKFEY-A1



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15	Corolla Sedan, 1.6 l Petrol, LHD Airbag, A/C, ABS	ZRE181L-GEFDK-AF
16	Corolla Sedan 1.8l Petrol, RHD Airbag, A/C, ABS	ZRE182R-GEFDK-AF
17	Hiace Commuter Bus, 15 seater, LHD Airbag, A/C, ABS	LH202L-REMDE-A1
18	Hiace Commuter Bus, 15 seater, Turbo Diesel, LHD/RHD Airbag, A/C, ABS	KDH202L/R-REMDY-A1

For Equivalent alternatives to Toyota, please offer one alternative for each of the above models.

It is very urgent that all models are permissible for destination region.

8. Pricing

Basis of offer: Ex stock (Ex works Incoterms 2010).

Currency: To be offered in € (Euro), \$ (USD) or JPY (Japanese Yen).

Please advise location of stock. Offers on a basis "ex factory" will not be accepted.

Freight charges (incl. Shipping documents/customs at origin) will be negotiated case by case before each order. Usual Courier Service charges (DHL / TNT) for documents should be included in freight charges.

Welthungerhilfe has its own transport-insurance. Do not include insurance premium into your quotation.

LTA awardees must be able to install accessories and extra options professionally. A price list for usual accessories should be provided.

Suppliers must support full guarantee of manufacturer.

Any limitation (i.e. delivery in specific region/countries only) should be mentioned.

It is not intended to sign an exclusive contract. Welthungerhilfe will feel free to buy vehicles from other brand or from other sources (i.e. in case of Emergencies from local dealer).

9. Availability

Vehicles should be on stock normally. It will not be accepted that the vehicles will be produced after purchase order. Offers on a basis "ex factory" will not be accepted.

Please provide details of your stock location and current stock per model.

10. Technical Information on Vehicles

LTA awardees must provide actual technical details on these vehicles (website).

11. Transport of Vehicles

LTA awardees must be in a position to arrange transport to usual destinations (see Annex III – Welthungerhilfe office locations) worldwide on a door-to-port-basis. Inland haulage at country of destination shall be offered if possible. Final customs clearance at destination will be arranged by Welthungerhilfe.

Please advise how you are going to send the vehicles (forwarding agent, own shipping department).

It is requested that all transport documents will be provided by supplier
i.e.: Bill of Lading / Airwaybill / CMR-Waybill

- Packing List
- Commercial Invoice (to be addressed to Welthungerhilfe Bonn)
- Pro-Forma-Invoice (to be addressed to Consignee)
- Certificate of Origin (only if requested from Welthungerhilfe)

Distribution of documents:

- 1 set of documents to Welthungerhilfe Headquarter in Bonn
- 1 set of documents to Consignee

12. Payment Conditions

Individual contracts for the vehicles will be signed by Welthungerhilfe Headquarter in Bonn only.
Payment within 10 days after arrival of complete shipping document at our office Bonn.
Payment in € (Euro), \$ (USD) or JPY (Japanese Yen) from head office Bonn.

13. Ordering Party

Welthungerhilfe
Friedrich-Ebert-Strasse 1
53173 Bonn
Germany

14. Consignee

Case by Case.

15. Documents

The following documents must be submitted before tender closing:

- Duly stamped and signed Quotation template (please refer to the Annex IV or Annex V of this document)
- Details of Warranty and After-Sales-Service;
- A price list for usual accessories, extras and spare parts & maintenance packages;
- Signed and stamped pre-qualification of suppliers (please refer to the Annex I of this document).

16. Evaluation of the tenders

- (A): The bids-opening and evaluation is non-public. The opening and evaluation will be executed by Welthungerhilfe;
- (B): Tenderers not providing the requested documents as per Article 15 of this document will be automatically excluded from this competition;
- (C): Technically unacceptable offers will be as well excluded. Nonequivalent offered brand/model's alternative to Toyota will be excluded. The evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant;

- (D): In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the evaluation committee may ask each tenderer individually for clarification of its tender including technical aspects or breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee.

The compliant tender that offers after evaluation of the secondary procedure the best value for money will be chosen. The following criteria will be decisive:

- Price (ex-works) 50%;
- Availability (current stock) 40%;
- Warranty and After-Sales-Service 10%.

17. Terms and Conditions of Contract / Purchase Order:

LTA's may not be awarded to candidates or tenderers which, during the procurement procedure:

- (1) are subject to a conflict of interests;
- (2) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or fail to supply this information.

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the “**Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.**” which can be found as Annex II of this tender. Unless otherwise stipulated in this document or purchase contract, the terms of this Annex II shall apply in full.

18. Offer Conditions

- The offer must be valid 90 days minimum.
- Quotations must specify all details according to the tender text.

Quotations must be uploaded online through the following web tendering portal not **later than the 27th of December 2018 17:00 CET** that is accessible through the following link:

<https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT ID Reference of this tender invitation is 198231.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly.

19. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint at audit@welthungerhilfe.de

For Deutsche Welthungerhilfe e. V.
Mr. Moritz Crößmann
Procurement & Internal Services
Friedrich-Ebert-Strasse 1
53173 Bonn
