



Monrovia, 28/06/2023

Supplier: \_\_\_\_\_

Subject: Request for tender\_Vehicle Services

Project: CAD-L

Ref. project: 14819

Reference: 05D/2023\_QR\_CAD-L 14819

## **1. BACKGROUND:**

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

## **2. PURPOSE**

With reference to the above mentioned project, AIFO Liberia is considering the Servicing of it`s vehicles detailed Below:

1. Two Toyota Land Cruiser
2. Two KIA Sportage

## **3. SCOPE OF SERVICES:**

- The spare parts to be provided should be of original make/genuine quality.
- The workshop shall stand guarantee for the parts replaced for a minimum period of six months.
- The replaced parts must be returned to AIFO Office.
- The contractor shall ensure that vehicles sent for repair jobs are repaired satisfactorily.
- Contractor shall have to undertake the repair work of the vehicle, free of cost, in case the same problem persists within a period of one month of repair of the said vehicle.
- The approved contractor shall submit his bill (in triplicate) on completion of repairs.

## **4. SUBMISSION REQUIRMENT:**

- The economic offer for the supply of the services described in Annex 1;
- Supplier Declaration (Annex 2);
- General information about the Bidder (Annex 3);
- Quotation for the service;
- Valid Business Registration;
- Tax Clearance up to date;



**NOTE: All the required documents should be signed and stamped in all pages.**

## **5. EVALUATION CRITERIA:**

- The procedure will be carried out according to the principles of transparency, proportionality, equality of treatment, traceability equal treatment and non-discrimination.
- The selection will be based according to the best value for money principle.

**Further information (will be considered in the evaluation process):**

- Price in USD;
- Duration of the offer for 12 months;
- Time of delivery of the service;
- Every supplementary cost/taxes must be evidenced separately;
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer;
- **No cash payment are allowed;**
- No advance payment will be made;

## **6. SUBMISSION DEADLINE:**

All submissions must be sent to AIFO Liberia via email to [procurement.liberia@aifo.it](mailto:procurement.liberia@aifo.it) by Wednesday 12th July, **16:00 PM**. And hard copies in **close envelope** to:

AIFO Liberia Office

Opposite Joy of Learning International School

Jallah Town Road, Sinkor, Monrovia-Liberia

Monrovia, Liberia

**If preferable, please advise on whether AIFO should pick up your quotation from your office.**

**NOTE: Late submissions will not be considered.**

## **7. CONTACT INFORMATION:**

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters

Email: [willie.peters@aifo.it](mailto:willie.peters@aifo.it)

Phone: 0775-269-125/0770-541-719/0886-541-719

Note: The offer must be released to the kind attention of:

AIFO Liberia

Administration Department

Opposite Joy of Learning International School

Jallah Town Road, Sinkor, Monrovia-Liberia

Monrovia, Liberia

AIFO-Liberia

Opposite The Joy of Learning Montessori Institute Inc.

5th Street, Plumkor, Jallah Town Road, Sinkor, Monrovia, Liberia

Phone: +231778507196/0775269126 Website: [www.aifoliberia.org](http://www.aifoliberia.org)

Accreditation#: 0094-Ministry of Finance and Development Planning, Republic of Liberia

## Annex 1

### Description of the services

INVITATION TO BID		
<b>SERVICING OF Two Toyota Land Cruiser 76 series &amp; Two Kia Sportage</b>		
<b>N0.</b>	<b>Description</b>	<b>Labour Cost</b>
1.	Engine oil change with filters	
2.	Clean fuel pump filter bowl	
3.	Replace radiator, hoses & cowling	
4.	Grease propshaft U-Joints & slip joints	
5.	Replace complete clutch	
6.	Work on steering system, shackle pins & bushes-springs, centre bolt and hanger brackets	
7.	Replace hub seals, grease pack & adjust wheel bearings	
8.	Repair Diff lock operation	
9.	Replace hub seals, grease pack & adjust wheel bearings	
10.	Secure stabilizers	
11.	Secure and replace faulty wiring	
12.	Secure fuel tank and brackets	
13.	Replace faulty relays and switches	
14.	Grease all nipples	
15.	Strip and replace brakes	
16.	Adjust or replace brakes & handbrake	
17.	Replace door handles and locks	
18.	Complete engine overhaul	
19.	Complete gearbox overhaul	
20.	Complete diff overhaul	
21	Align head lights	



## Annex 2

### Exclusion criteria in the Contract Award procedures

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
  - Fraud
  - Corruption
  - Participation in Criminal organizations
  - Illicit funds clening or terrorism funding
  - Child labour or human trafficking

Yours faithfully

Place.....date ...../...../.....

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### **Annex 3**

#### **GENERAL INFORMATION ABOUT THE BIDDER**

**(To be submitted attached to the quotation)**

1 - Company Name

2 - Company Business

3 - Representative Name

4 - ID card number (Attached the Copy)

5 - Address

6 - Contact Number (mobile)

7 - Email address