

INVITATION FOR TENDER FOR THE PROCUREMENT OF BICYCLES

Ref No: FIO-Y1Q3-BICYCLES

Issue date: 28th May 2020

Deadline: 11th June 2020 @ 17h00 GMT+3

Submit all tenders to: tenders.fv@adra.mg Subject: Tender Fiovana

Contact Number : +261 34 137 1899 or +261 33 238 7277

STRUCTURE OF TENDER DOCUMENT

ADRA MADAGASCAR's tender document is comprised in its entirety of the following sections and appendices:

Sections of tender document

- Section 1 Tender Instructions
- Section 2 Special Provisions
- Section 3 Description of Goods
- Appendix A: Cover Letter
- Appendix B: Tender document Checklist

SECTION 1 – Tender INSTRUCTIONS

All qualified Tenders are encouraged to include the below required documents in their Tenders.

1.1 Tender requirements

Tenders must indicate the Tender Reference number, title, and closing date. Interested Tenders who meet the above minimum criteria may submit their Tender. Complete tender documents must be in sealed brown envelopes

- a) Valid Business Registration Certificate in local country of trade
- b) Pages of Tenders must be pre-numbered and initialed
- c) Tender must be signed and stamped by an authorized personnel
- d) Tenders must be submitted in English or French
- e) All Tender prices must be quoted in USD or MGA for suppliers in Madagascar
- f) Tenders must quote Duty-Free price and no VAT
- g) Tenders must submit names and contacts details of at least four (4) previous customers
- h) Complete tender documents must be submitted in sealed envelopes by local suppliers in Madagascar to:
 - ADRA Madagascar
 - FIOVANA Tenders (Bicycles)
 - En Face EPP
 - Ambatomaro
 - Antananarivo, 101
 - Madagascar
- i) Suppliers outside of Madagascar may courier to above address or submit a PDF document by email to: tenders.fv@adra.mg (please phone 2 days after submitting to verify if Tender offer has been received)
- j) Tender submitted after the deadline will not be considered
- k) Tenders must indicate delivery schedule
- l) Tenders must mention payment terms
- m) Tenders must mention warrantee details
- n) Tenders must mention shipping & insurance cost if applicable

1.2 Additional Information

1. Bicycles must be factory new.
2. Tender must include photos of items
3. Tenders must submit Cover letter in prescribed Format as specified in Appendix A.
4. In case of price discrepancy between unit price and SUBTOTAL price, unit price shall prevail.
5. ADRA Madagascar reserves the right to change quantities of the items
6. All new suppliers must be cleared by USAID for terrorist white list - to be submitted by ADRA to USAID
7. ADRA Madagascar reserves the right to request additional information from prospective Tenders and reject any or all Tenders that do not meet its minimum requirements without any liability, or when considered to be in the best interest of the agency
8. A sample should be available for inspection of quality

SECTION 2 – SPECIAL PROVISIONS

Tenders are informed that upon the issuance of Contract Award Notification to the chosen Tenderer, a Purchase Order will be issued and payment will be made in accordance with ADRA Madagascar payments terms.

SECTION 3 – DESCRIPTION OF GOODS

TECHNICAL SPECIFICATIONS- BICYCLES

NO	SPECIFICATIONS	QTY
NO	SPECIFICATIONS –	
1	NUMBER OF BICYCLES	120
	Bicycle Type	VTT Bike
	Frame size	55cm
2	ACCESSORY	
	Rack Luggage	Rear
	Metal mud guard	Front and rear
	Security	Anti-theft lock and bracket
3	TRANSMISSION	
	Chain	
	Speed	SHIMANO 24 speed
4	WARRANTY	>=6 months



APPENDIX A

Tender COVER LETTER
[On Letterhead]

<Insert date>

TO: The Tender Selection Committee

Dear Sir/Madam:

We, the undersigned, offer to submit our **Tender with Reference to: ADRA MADAGASCAR** for the Procurement of Bicycles in accordance with your Invitation for Tender (IFT) dated <Insert date>. Therefore, we submit our Tender for the sum of <insert amount>. Please see attach our Tender.

Our Tender shall be binding upon us subject to modifications resulting from contract negotiations. We understand you will reject any tender submitted after the deadline.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Email:

Address:

APPENDIX B:
FIOVANA CHECKLIST

(Please check all that apply and include this page in the sealed envelope with the proposal)

Reference Number: FIO-Y1Q3-Bicycles

Tenderer Name: _____

Have you?

- Submitted your Tender to ADRA Madagascar in a sealed envelope on or before the deadline?

Does your proposal include the following?

- Cover Letter *(use ADRA Madagascar format on your Letterhead) indicated in Appendix A)*
- Detailed cost breakdown of quotation (show unit prices for each item with subtotal and total)
- Tender submitted in USD currency or MGA (Malagasy Ariary for local suppliers)
- Tax Clearance, Business Registration
- Manufacturer letter
- Proof of spare part availability and a visible workshop (photos of workshop)
- Ensure that all pages of the Tender document are signed and numbered.