

**Embassy of the Argentine Republic in Kenya**

**BIDDING TERMS AND CONDITIONS**

**SELECTION PROCESS**

**Type: Simplified Procedure of Direct Procurement**

**No. 12 Year: 2013.**

**Purpose of Procurement:** PURCHASE OF VEHICLE SUV 4X4, FOR OFFICIAL USE

**File No.** 7/2013

**BID SUBMISSION**

<b>Place/address</b>	<b>Hours and deadline</b>
<b>Embassy of the Argentine Republic in Kenya, located at Kitisuru Tate Close 3.3.E; P.O.BOX 30283 – 00100 - GPO - Nairobi</b>	<b>Bussiness days from Monday 9 december 2013 to Monday 16 december 2013, between 10 am, and 14 pm. Deadline for the submission of bids Monday 16 december 2013, 14 pm.</b>

**IMPORTANT: BIDS SUBMITTED AFTER THE DEADLINE WILL NOT BE ACCEPTED, REGARDLESS OF THE REASONS FOR THE DELAY.**

**BID OPENING**

<b>Place/address</b>	<b>Date and time</b>
<b>Embassy of the Argentine Republic in Kenya located at Kitisuru Tate Close 3.3.E; P.O.BOX 30283 – 00100 - GPO - Nairobi</b>	<b>Tuesday 17th december 2013, at 11 am.</b>

I – SPECIFIC CONDITIONS

**SIMPLIFIED PROCEDURE FOR DIRECT PROCUREMENT**

**1 – PURPOSE OF THE PROCUREMENT**

The purpose of this Procurement is to provide a **4X4 VEHICLE SUV, FOR OFFICIAL USE of the Embassy of the Argentine República**, located at **Kitisuru Tate Close 3.3.E.; P.O.BOX. 30283 – 00100 GPO - NAIROBI**, fully in accordance with these Specific Conditions, the Technical Specifications and the other documents governing the procurement.

**2 – HOW TO SUBMIT BIDS**

Bids may be submitted:

In person and inside a sealed envelope, at **KITISURU TATE CLOSE 3.3.E.;P.O.BOX 30283 – 00100 GPO - Nairobi**, on business days, from **Monday 9<sup>th</sup> december 2013 to monday 16<sup>th</sup> december 2013, from 10 am to 14 pm.**

The envelope/e-mail of submission must be identified as follows:

**EMBASSY OF THE ARGENTINE REPÚBLIC in KENYA.**

**Simplified Procedure of Direct Procurement No. 12 / 2013.**

**PURPOSE: PURCHASE OF VEHICLE SUV 4X4, FOR OFFICIAL USE**

**Place, date and time of opening:** Embassy of the Argentine Republic in Kenya ated at Kitisuru Tate Close 3.3.E; P.O.BOX 30283 – 00100 GPO – Nairobi, Tuesday 17<sup>th</sup> december 2013, at 11 am.

**Place, date and deadline for the submission of bids:**Embassy of the Argentine Republic in Kenya located at Kitisuru 3.3.E.; P.O.BOX 30283 – 00100 GPO – Nairobi Monday 16<sup>th</sup> december 2013 at 14 pm

**NAME OF BIDDER:**

**ADDRESS:**

**TELEPHONE:**

**E-MAIL:**

**FAX:**

Submission of a bid implies full knowledge and acceptance by the bidder of the provisions governing this Procurement and the interpretation of its precise scope.

Bids may only be submitted until the submission deadline established. No changes introduced thereafter will be accepted.

### **3 – CONTENT OF THE BID**

The bid must be drafted in **English and/or Spanish** . All deletions, amendments, erasures and text added between lines must be duly initialled by the persons signing the bid.

The bid must be signed on each and every page by the bidder or their legal representative.

The bid must include the following information:

3.1) Name and surname, address, telephone number, fax number and e-mail address.

3.2) Special domicile established in **KITISURU TATE CLOSE 3.3.E.;P.O.BOX 30283 – 00100 GPO - Nairobi**

3.3) Description of the **BID**: The goods or services tendered must be described. To this end, leaflets, manuals and other materials may be included.

Make, model and other relevant information relating to the goods tendered must be included where applicable, including information on whether said goods are new or unused.

3.5) Quote form completed and signed in accordance with Section 4 hereof.

### **4 – QUOTING METHOD**

Quotes must respect the quantities and units of measurement stated in the Quote form, which should include both the unit price and total price. The Quote form must be signed by the bidder or their legal representative.

The total price stated in the quote will be the final price paid by the Representation for all costs and expenses, including taxes and shipping costs, if any.

In the event that the total amount quoted for each line does not match the unit price, the latter will be taken as the quoted price. Errors in any other quoted amounts that are informed by the bidder or detected by the procuring entity before the award will result in the dismissal of the relevant portions of the bid.

## **5 – VALIDITY OF THE BID**

The bid shall be valid for a term of THIRTY (30) running days as from the date fixed for the opening of bids.

## **6 – OPENING OF BIDS**

At the date and time established, bids will be opened in a public meeting, in the presence of the officers appointed to that end and of any persons wishing to attend the meeting. The relevant record will be drafted and signed by all acting officers, as well as by any bidders or interested parties present and wishing to do so.

## **7 – REVIEW OF BIDS**

During the bid review period, bidders may be requested to rectify any amendable errors or omissions in their bids. Bidders may not amend errors or omissions in any way that alters the substance of their bid or improves it in order to gain advantage over other bidders.

If a bidder fails to act upon the rectification request within the term established, their bid will be deemed abandoned.

## **8 – NON-AMENDABLE GROUNDS FOR BID DISMISSAL**

Bids will be dismissed with no opportunity for rectification in the following cases:

- a) Bids drafted in a language other than that established in the bidding terms and conditions.
- b) Bids that are not signed by the bidder or their legal representative in any of the pages.
- c) Bids containing erasures, deletions, amendments or text added between lines that are not initialled in the financial proposal, the description of the goods or services offered, the term of delivery, or any other section that is of the essence to the contract.
- d) Bids that have a shorter term of validity than that established in the bidding terms and conditions.
- e) Bids drafted in pencil or any other means that can be erased and rewritten without trace.
- f) Bids submitted by persons who are currently suspended or prohibited from seeking contracts with the Argentine Government at the time of the opening of the bids, during the bid review period, or at the time of the award.
- g) Bids submitted by individuals or legal entities that are not authorized to seek contracts with the Argentine Government at the time of the opening of the bids, during the bid review period, or at the time of the award.
- h) Bids containing any qualifications.
- i) Bids containing terms that infringe the rules governing the procurement or that prevent a precise comparison against the rest of the bids.

- j) Bids containing substantial errors or omissions.
- k) Bids with quoted prices that are excessively low or not serious.
- l) Bidders who are ineligible.
- m) Bidders submitting more than one bid, either on their own or as part of a group, association or legal entity. This prohibition shall not apply where bids submitted include discounts, alternatives or different options.
- n) Samples not included within the term established in the bidding terms and conditions, where applicable.

## **9 – AWARD**

The contract will be awarded to the bid that complies with all the requirements hereof and offers the lowest price.

The successful bidder and the rest of the bidders will be notified of the award no later than THREE (3) business days following the award, by any of the following means:

- a) direct access to the relevant file by the bidder or their legal representative;
- b) appearance of the interested party or their legal representative at the relevant office, which indicates that the result has come to their knowledge;
- c) certified return receipt letter, or any other postal means that certifies sufficient notice;
- d) fax; or
- e) e-mail.

No later than TEN (10) business days after notice of the award is given, the relevant purchase order will be issued, and the successful bidder will be notified by the same means.

## **10 – TIME AND PLACE OF DELIVERY**

The delivery of **VEHICLE SUV 4X4, FOR OFFICIAL USE.**

shall be made within 15 business days as from the day following the receipt of the Purchase Order, to **Kitisuru Tate Close 3.3.E.; P.O.BOX 30283; 00100-GPO-Nairobi .**

## **11 – ACKNOWLEDGEMENT OF RECEIPT**

Shipping lists shall be sent to **Embassy of the Argentine Republic in Kenya located at Kitisuru Tate Close 3.3.E.; P.O.BOX 30283 – 00100 GPO – Nairobi.**

The header of all shipping lists must include the Purchase Order Number.

Co-contractors will receive and be notified of acceptance of delivery within 10 days, after compliance with the bidding terms and conditions and with the purchase order is verified.

The Representation shall have the right to perform all the checks and technical tests it may deem necessary.

If any of the batches delivered is rejected, for the purposes of the penalties set forth in Section 14 hereof, the date of delivery shall be the date on which delivery of the new replacement batch is accepted, provided it complies with the relevant requirements.

**12 – TERMS OF PAYMENT AND SUBMISSION OF INVOICES**

Invoices will be paid within 30 days. after submission.

Invoices may be submitted after acceptance of delivery, to **Embassy of the Argentine Republic in Kenya located at Kitisuru Tate Close 3.3.E.; P.O.BOX 30283 – 00100 GPO – Nairobi.**

**13 – GUARANTEE OF GOODS**

**The Guarantee will last one (1) year**

**14 - PENALTIES**

Failure to comply with the terms set forth in Section 10 hereof shall result in a penalty of NOUGHT POINT FIVE PER CENT (0.5%) of the value of the goods/services provided past the relevant deadline for every TEN (10) business days of delay or fraction over FIVE (5) business days.

**15 – TERMINATION OF THE CONTRACT**

Where the successful bidder expressly abandons the contract before the term established for its fulfilment, or where the goods remain undelivered after the expiry of said term, the procuring entity will declare the contract terminated without any court or out-of-court procedures, unless it decides to accept late fulfilment.

**16 – LIABILITY**

The co-contractor shall comply with all laws applicable to the activities conducted under the contract and shall be liable for all court and out-of-court claims, including all costs and expenses resulting from any actions or omissions of the co-contractor, its staff or subcontractors, or any other persons who may be liable to the co-contractor for compliance with any of these terms and conditions.

**B – TECHNICAL SPECIFICATIONS**

**TECHNICAL SPECIFICATIONS**

**4x4 TRUCK**

**TECHNICAL**

**General:**

Type: off road truck.  
Capacity: three rows of seats.  
With luggage space.  
Capacity: 550kg minimum.  
Minimum 5-gear.  
New (0km).

**Engine:**

Fuel: Gasoline  
-Nafta: Electronic injection.  
4x4, with selectable 4x2, 4x4, high and low.  
Motor Position: At Front.  
Fuel tank capacity: not less than 60LTS.  
Power: 135 hp (HP) or higher.  
Transmission: manual and / or automatic, 5 speed minimum.

**Brakes:**

Forwards: Disks.  
Rear: Disc or drum.  
Help brakes:  
-ABS (antilock braking system) in the four-wheel minimum.  
-ESP - Electronic Stability.

**Exterior:**

Body color mirrors.  
Fog lights front and rear  
Alloy wheels or above.  
Protective bar bezel or higher.  
Cargo securing system.  
Carter protector.  
Brake light.

**Comfort:**

Minimum Front Electric Windows.  
Steering.  
Central locking by remote command.  
Automatic climate.  
Power outside mirrors  
Radio AM / FM / CD, minimum.  
Computer functions.  
Multifunction steering wheel.  
Leather-wrapped steering wheel.

**Safety:**

Airbags: (2) front, at least.  
Speed control system constant.  
ELR seatbelts.  
Alarm.  
Collapsible steering column.  
Front and rear head restraints: 7 units.

**C – QUOTATION SHEET**

<b>LINE</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
1	1	PURCHASE OF A VEHICLE (SUV) 4X4, in accordance with Specific Conditions, Technical Specifications, and other documents governing the procurement		

Total price: .....

(Total price in letters. Include currency)

The quotation is made in local legal tender.

**The price includes all taxes.**

.....  
Signature and name of Bidder