

Request for Quotation (RFQ) – Station Wagon vehicle, 4wheel drive, seven-seater, 4-8 cylinder

Subject RFQ #:	RFQ-CATALYZE-217772-Ethiopia-2022-0261 (Re-Advertised)
RFQ Issue Date:	17 June 2022
Terms of Reference / Specifications:	Station Wagon vehicle, 4wheel drive, seven-seater, 4-8 cylinder
Project	CATALYZE
The Company	Palladium International LLC
Country of Performance	Ethiopia
Closing Date and Time	01 July 2022 5:00 PM EST
Contact Person	Desalegn Mhired
Details for Submission	Electronic submissions will be accepted at - EthiopiaMS4G.Procurement@thepalladiumgroup.com

Thank you for your interest in the above procurement. As implementer for the Project, Palladium invites you to submit a quote for the Goods or Services listed below. Your quote must be valid for the Validity Period.

Please forward your quote in accordance with the Details for Submission above by the Closing Date and Time. This RFQ in no way obligates Palladium to award a contract nor does it commit Palladium to pay any cost incurred in the preparation and submission of a quote. Palladium bears no responsibility for data errors resulting from transmission or conversion processes.

I look forward to your response. If you have any queries, please do not hesitate to contact by e-mail at CATALYZE.Procurements@thepalladiumgroup.com no later than **24 June 2022 5:00 PM EST**.

Yours sincerely,

Genet Menelik
Deputy Country Director, Operations & Compliance
CATALYZE Ethiopia MS4G

Terms and conditions

1. Quote Conditions

By submitting a quote, potential suppliers are bound by these terms and conditions. Potential suppliers must submit offers with all details provided in English and with prices quoted in a single currency.

2. Quote Lodgement

The Company may grant extensions to the Closing Time at its discretion. The Company will not consider any quotes received after the Closing Time specified in the RFQ unless the Company determines to do so otherwise at its sole discretion.

3. Evaluation

The Company may review all quotes to confirm compliance with this RFQ and to determine the best quote in the circumstances.

4. Alterations

The Company may decline to consider a quote in which there are alterations, erasures, illegibility, ambiguity or incomplete details.

5. The Company's Rights

The Company may, at its discretion, discontinue the RFQ; decline to accept any quote; terminate, extend or vary its selection process; decline to issue any contract; seek information or negotiate with any potential supplier that has not been invited to submit a Quote; satisfy its requirement separately from the RFQ process; terminate negotiations at any time and commence negotiations with any other potential supplier; evaluate quotes as the Company sees appropriate (including with reference to information provided by the prospective supplier or from a third party); and negotiate with any one or more potential suppliers.

6. Amendments and Queries

The Company may amend, or clarify any aspect of the RFQ prior to the RFQ Closing Time by issuing an amendment to the RFQ in the same manner as the original RFQ was distributed. Such amendments or clarifications will, as far as is practicable be issued simultaneously to all parties.

Any queries regarding this RFQ should be directed to the Contact Person identified on the cover page of this RFQ.

7. Clarification

The Company may, at any time prior to execution of a contract, seek clarification or additional information from, and enter into discussions and negotiations with, any or all potential suppliers in relation to their quotes. In doing so, the Company will not allow any potential supplier to substantially tailor or amend their quote.

8. Confidentiality

In their quote, potential suppliers must identify any aspects of their quote that they consider should be kept confidential, with reasons. Potential suppliers should note that the Company will only agree to treat information as confidential in cases that it considers appropriate. In the absence of such an agreement, potential suppliers acknowledge that the Company has the right to disclose the information contained in their quote.

The potential supplier acknowledges that in the course of this RFQ, it may become acquainted with or have access to the Company's Confidential Information (including the existence and terms of this RFQ and the TOR). It agrees to maintain the confidence of the Confidential Information and to prevent its unauthorised disclosure to any other person. If the potential supplier is required to disclose Confidential Information due to a relevant law or legal proceedings, it will provide reasonable notice of such disclosure to the Company. The parties agree that this obligation applies during the RFQ and after the completion of the process.

9. Alternatives

Potential suppliers may submit quotes for alternative methods of addressing the Company's requirement described in the RFQ where the option to do so was stated in the RFQ or agreed in writing with the Company prior to the RFQ Closing Time. Potential suppliers are responsible for providing a sufficient level of detail about the alternative solution to enable its evaluation.

10. Reference Material

If the RFQ references any other materials including, but not limited to, reports, plans, drawings, samples or other reference material, the potential supplier is responsible for obtaining the referenced material and considering it in framing their quote. And provide it to the Company upon request.

11. Price Basis

Prices quoted must be provided as a fixed maximum price and show the tax exclusive price, the tax component and the tax inclusive price.

The contract price, which must include any and all taxes, supplier charges and costs, will be the maximum price payable by the Company for the Goods and/or Services.

12. Financial information

If requested by the Company, potential suppliers must be able to demonstrate their financial stability and ability to remain viable as a provider of the Goods and/or Services over the term of any agreement.

If requested by the Company, the potential supplier must promptly provide the Company with such information or documentation as the Company reasonably requires in order to evaluate the potential supplier's financial stability.

13. Referees

The Company reserves the right to contact the potential supplier's referees, or any other person, directly and without notifying the potential supplier.

14. Conflict of interest

Potential suppliers must notify the Company immediately if any actual, potential or perceived conflict of interest arises (a perceived conflict of interest is one in which a reasonable person would think that the person's judgement and/or actions are likely to be compromised, whether due to a financial or personal interest (including those of family members) in the procurement or the Company).

15. Inconsistencies

If there is inconsistency between any of the parts of the RFQ the following order of precedence shall apply:

- (a) these Terms and Conditions;
- (b) the first page of this RFQ; and
- (c) the Schedule

so that the provision in the higher ranked document will prevail to the extent of the inconsistency.

16. Collusion and Unlawful Inducements

Potential suppliers and their officers, employees, agents and advisors must not engage in any collusive, anti-competitive conduct or any other similar conduct with any other potential supplier or person or quote any unlawful inducements in relation to their quote or the RFQ process.

Potential suppliers must disclose where quotes have been compiled with the assistance of current or former the Company employees (within the previous 9 months and who was substantially involved in the design, preparation, appraisal, review, and or daily management of this activity) and should note that this may exclude their quote from consideration.

Potential suppliers warrant that they have not provided or offered any payment, gift, item, hospitality or any other benefit to the Company, its employees, consultants, agents, subcontractors (or any other person involved in the decision-making process relating to this RFQ) which could give rise to a perception of bribery or corruption in relation to the RFQ or any other dealings between the parties.

17. Jurisdiction

This RFQ shall be subject to the laws of the District of Columbia, United States of America. The language of the arbitration will be English.

The Potential Supplier and the Company will use their best efforts to settle amicably any dispute, controversy, or claim arising out of, or relating to this RFQ or the breach, termination, or invalidity thereof. If no agreeable settlement can be found, any dispute, controversy, or claim arising out of or relating to this RFQ or the breach, termination, or invalidity thereof, shall be settled by mediation through the American Arbitration Association by filing a request for mediation with the AAA and the other party. The Parties will be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute.

Purpose

Palladium invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale for One (1) Station Wagen Vehicle. Palladium reserves the right to reject all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate Palladium to enter a contract nor does it obligate Palladium to pay any costs incurred in the preparation of submission of any response.

Type of Contract

Palladium anticipates that this RFQ will result in a Fixed-Priced Purchase Order (PO) agreement.

Anticipated Contract Term

The period of performance is expected to commence on July 15, 2022, to September 1, 2022

Company Information

Palladium is a global leader in the design, development and delivery of Positive Impact — the intentional creation of enduring social and economic value. We work with corporations, governments, foundations, investors, communities and civil society to formulate strategies and implement solutions that generate lasting social, environmental and financial benefits.

The Project**CATALYZE Project:**

USAID CATALYZE Ethiopia: MS4G is designed to benefit the Ethiopian people, build community resilience, and strengthen rural-urban linkages in the areas of food security, and Water, Sanitation, and Hygiene (WASH). MS4G invests in developing relationships with private sector players, co-investing in inclusive business models, advisory services, digital solutions, and market-based initiatives that increase the resilience and sustainability of Ethiopian enterprises and employment for women and youth. The project supports activities in Addis Ababa and the secondary cities of Ethiopia. MS4G invests in developing relationships with private sector players, co-investing in inclusive business models, advisory services, digital solutions, and market-based initiatives that increase the resilience and sustainability of Ethiopian enterprises and employment for women and youth.

MS4G Activity: USAID CATALYZE Ethiopia: MS4G is designed to benefit the Ethiopian people, build community resilience, and strengthen rural-urban linkages in the areas of food security, and Water, Sanitation, and Hygiene (WASH). MS4G invests in developing relationships with private sector players, co-investing in inclusive business models, advisory services, digital solutions, and market-based initiatives that increase the resilience and sustainability of Ethiopian enterprises and employment for women and youth. The project supports activities in Addis Ababa and the secondary cities of Ethiopia.

Timeline

Questions regarding this procurement may be submitted to Palladium until 24 June 2022 at 5:00 pm EST. Questions and responses will be sent to all identified bidders.

Submission deadlines will be accepted electronically until the Closing Date. Please do not contact CATALYZE team members in regard to this procurement outside of this channel of communication.

Quotes shall be valid for a period of 2 months. Quotes shall be considered final.

Palladium intends to issue a fixed-price PO/subcontract in July 2022 and the provision of services shall commence immediately.

Term of Payment

Negotiable.

Scope of Work and Standards

The selected bidder must complete Due Diligence Questionnaire within 3 business days of notice of award.

Description of Vehicle

Feature/Attribute	Minimum Required Specification
Type of Vehicle	Left hand Station Wagon vehicle, 4wheel drive, seven-seater, 4-8-cylinder, Turbo Diesel
Colour	Preferably White or Silver
Ground clearance	215mm – 230mm
Wheels and tire size	Manufacturers approved sizes or those suitable for 4X4 vehicles
Manufacturing Year	2021 or 2022
Drive Train	4-wheel Drive only
Required Delivery Date	Within 60 days of placement of order or upon arrival in country.
Type of Fuel	Diesel only
Engine and Power	<ul style="list-style-type: none"> • Engine size: 2500 – 4500cc liters electronic fuel injection or CRDI • Engine Minimum 2.5D – 4.0D Turbo Diesel (2.5 – 4.5L) • Cylinders: 4 – 8 • Horsepower: 201-302 • The engine should be standard water cooled with heavy sump guard • Diesel propelled • 4-wheel drive (part time plus diff lock) • Automatic Transmission • Top Speed (Km/h): 200 • Acceleration 0- 100 km/h(sec): 9.0
Fuel Tank Capacity	<ul style="list-style-type: none"> • Minimum 130 - 150 liters (Maximum) • With fuel cup
Safety Features	<ul style="list-style-type: none"> • ABS (Anti-lock Brake System) • Airbags • Dynamic Stability Control • Hill Assist • Parking Sensors - Front and Rear • Rear Camera • Traction Control • Laminated wind shield glass
Interior Features	<ul style="list-style-type: none"> • Cupholders • Foldable Rear Seats • Front Seat Armrest (Optional) • Leather Seats or Fabric seat • Leather Steering Wheel • Power Steering • Rear AC Vents • Seat Adjustment – Automatic/Manual • Automatic day and night internal rear-view mirror (Optional)
Exterior Features	<ul style="list-style-type: none"> • Body Coloured Bumper - Front and Rear • Body Coloured Mirrors • Bumper Sidestep • Chrome Door Mirrors (Optional) • Chrome Exhaust Pipes (Optional) • Door Handles - Body Coloured • Electric Door Mirrors • Fog Lamps - Front Only • Halogen Headlamps • Lock and Unlock Sensing Auto Electric Folding Mirror (Optional) • Power Windows - Front and Rear • Rear Window Defogger (Optional)

	<ul style="list-style-type: none"> • Privacy Tempered Rear Side Glass (Optional) • Roof Rails • Roof Spoiler • Wheel Size - 265/65R17 • Wheels – Alloy/Aluminium • Under Spare Wheel Carrier or spare wheel on rear door • Front and rear towing hook • With rear spoiler • With rear window wiper (optional)
Comfort Features	<ul style="list-style-type: none"> • Audio Controls on Steering Wheel • Automatic AC • Rear AC Controls (Optional) • AUX • Bluetooth and Wi-Fi • CD Player • Cool box • Cruise Control • Cruise Control Switch on Steering (Optional) • Navigation System (Optional) • Number of Speakers • Odometer • Push Button Start • Radio • Remote Start (Optional) • USB • Glow Plug and Intake Heater (Optional)
Windows	Electronic
Security	Alarm system and immobilizer with panic button
Brakes	<ul style="list-style-type: none"> • Hydraulic front disc and rear drum brakes • Mechanical parking brake operating on transmission or rear wheels • ABS braking system • Brake system load sensing, proportioning and bypass
After Sales Services	The vendor must have an authorized agent/ dealer in Addis Ababa, to cater for repairs and spare parts or indicate what arrangements he will put in place in case he is awarded the contract. Vehicles make must have a long-standing presence in the region to ensure availability of spare parts for over 15 years.
Additional Required Features	<ul style="list-style-type: none"> • Power steering • Safety belts with warning buzzers • Side impact protection bars • Lockable glove box/ compartment with lamp • Luggage Room Lamp • License Plate Lump • Single Sealed Battery • Triangle Caution Plate • Fire Extinguisher • Emergency Kit • Tools box
Quantity	1 (One)
Price Validity Period	60 Days
Shipment and Delivery place	CIF Addis Ababa

Evaluation and Award Process

Palladium shall evaluate bids on a lowest price/technically acceptable basis.

Evaluation Stage 1. To meet the criteria for technical acceptance, firms must meet the following criteria, which shall be evaluated on a pass/fail basis:

1. A contact name, email address, and telephone number to facilitate communication between The Palladium Group and the prospective contractor.
2. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
3. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual.
 - b. Corporate and tax registration documents
 - c. Full name of the legal representative (president or managing director) of the company
 - d. Name of any individuals or entities that own 50% of more of the company.
 - e. Year business was started or established; and
 - f. Detailed descriptions on the type of vehicle, delivery options and delivery lead time, stock availability and country of origin if the vehicle(s) is/are not in stock, place of manufacturing and price validity which **must not less than 60 Days**.
4. No subcontracting is allowed under this solicitation.
5. Contain detailed cost in USD with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
6. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
7. Late submission may not be acceptable, and it will lead to automatic rejection.
8. Failure to meet one of the eligibility criteria like submission of registration license, VAT registration certificate may result in rejection.
9. UEI number, Provide the UEI number or proof of applying for the UEI number

Note: The offeror must not have any active exclusions from the working with the US government (www.sam.gov), the UN (Sanctions List), or the US Department of the Treasury Office of Foreign Asset Control. No action is required to be taken by offeror. Palladium will conduct a search of these databases as part of the due diligence process.

Evaluation Stage 2. If these minimum criteria are met, offerors will move to the second stage, where the lowest bidder will be awarded the subcontract which scores the highest possible scores during the evaluation of offers based on the following criteria:

1. **Meets required technical specifications (30%)**
2. **Payment terms (20%)**
3. **After Sales Service. The vendor must have an authorized agent/dealer in Addis Ababa to cater for repairs and spare parts when needed (10%)**
4. **Warranty (10%)**
5. **Delivery period (10%)**
6. **Best Overall Value (20%)**

Palladium reserves the right to award under this solicitation without further negotiations. Offerors are encouraged to offer their best terms and prices with the original submission.

PROCUREMENT INTEGRITY AND ETHICS

It is Palladium's Policy that no gifts of any kind and of any value be exchanged between vendors/contractors and Palladium personnel. Discovery of the same will be grounds for disqualification of the vendor/contractor from participation in any Palladium's procurements and may result in disciplinary actions against Palladium personnel involved in such discovered transactions.

Instructions to the Offerors

The following items are required to be submitted as part of the quotation:

- Company Profile (including list of service centres in the region)
- Quotation
- Statement of the offers capability to deliver per the requirements of the RFQ
- Past Performance
- Reference Information (Contact Name, phone number, email)