



January 3rd, 2024

Transportation Services: Invitation to Bid & Response

Dear Sir / Madam,

Medical Teams International (MTI) is a 501(c)(3) USA based charitable organization which delivers life-saving medical care to people in crisis. It is currently working in Colombia, Ethiopia, Sudan, Tanzania, Uganda, and Ukraine; on areas including refugee medical care, disaster relief and maternal and child health. MTI's competencies cover all three areas of the Core Service Package i.e., Direct Health Services, Community Systems Strengthening and Health Systems Strengthening.

Medical Teams International (MTI) invites your submission of a technical and financial bid to provide services in accordance with the conditions detailed in the attached documents. MTI seeks a supplier for a one-year fixed price agreement for Transportation Services

The Invitation to Tender (ITT) details are as follows:

Subject of Tender:	Transportation Services – Monthly Vehicles and Goods transportation
ITT Period:	3rd January 2024 – 24th January 2024
ITT Closure Date and Time:	24th January 2024 at 14:00Hours
Minimum validity period:	One year

This ITT document contains the following:

- This Cover Letter
- Annex A MTI Bid Form – Invitation to Bid No. MTI-SUD-GDF-024-001
- Annex B Business Information
- Annex C Supplier Code of Conduct and Conflict of Interest Polices
- Annex D Pricing Schedule

The following documents must be submitted via e-mail with a clear subject:

1. The attached MTI Bid Form (Annex A) must be completed and submitted in accordance with Annex C
2. The Delivery Period and Country of Origin must also be shown on the Bid Form.
3. Completed Pricing schedule
4. The attached Tender and Business Information (Annex B) must be completed and be duly signed by an authorized company representative and submitted in accordance with Annex C.
5. Copies of official company/organization registration documents and essential certificates.

Submission of Offers

Full package of bid documents must be submitted in a zipped file via email to bobokey@medicalteams.org

ITT Reference: MTI-SUD-GDF-024-001

Important:

Offers transmitted in any other manner than those indicated or offers received after the closing date and time will not be considered.

All offers should be submitted to MTI within 21 calendar days of the bid announced date but not later than 24th January 2024, 14:00 Hours. Late bids will be rejected.

Bids will be opened in the presence of Bidders or their representatives who choose to attend the bid opening at the addresses indicated above on 25th January 2024, at 12:00pm local time (an online option and video recording of the same shall be available for responsive bidders).

Full bid submissions must be received at the address above no later than 26th January 2024 at 1400 Hours Local Time.

Failure to meet the closing date/time may result in the tender being void. Returned bids must remain valid for consideration for a period of not less than 60 days from the closing date.

All clarifications and questions should be addressed to: www.Sudanbid.com
Brian Oboke – Logistics Coordinator – contact number +2499900200035

Yours faithfully,

Tender Committee
Medical Teams International

PROVISIONAL TIMETABLE

<u>Activity</u>	<u>Date</u>
Issue Tender Notice and Invitation to Tender	3 rd January 2024
Return of tenders (Closing Date)	24 th January 2024, at 1400 Hours
Tender Review Committee	25 th January 2024
Bid clarifications as required	17 th January 2024
Award Contract	1 st February 2024
"Go-Live" with Supplier	1 st February 2024

AWARD CRITERIA

Medical Teams is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will be evaluated against four categories of criteria: 1) Essential Criteria, 2) Preferable Criteria. These criteria have been especially created to help Medical Teams determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

a) ESSENTIAL CRITERIA (50%)

Award of the contract will be evaluated and scored based on the following criteria:

- Legal registration to work in country of operation (proven registration certificates and Tax ID)
- Prices demonstrate an economically advantageous position for Medical Teams International
- Satisfactory client references

b) PREFERRABLE CRITERIA (50%)

The following criteria are considered quite important in the evaluation of this tender:

- The financial offer of the bidder (Lowest offer)
- Bidder's prices for all the annexures and type of vehicles
- Bidder's ability to provide warranties and guarantees as part of the contract.
- Bidder ability to provide the vehicles on time without any hurdle.
- Best offer in terms of vehicle models, costing and quality.

Part One: MTI BID FORM – Invitation to Bid No: **MTI-SUD-GDF-024-001**

ANNEX A -1

Goods Transportation cost as per different locations

Option 1 (Wet lease)

* Vehicles required on a per trip basis with fuel and driver.

* Vehicles will carry Nutrition, Medical, Non-Food items, Kits, and other construction material.

SN	Location/ State	Estimated KMs	Vehicle Type & Capacity	Year of Manufacture	Cost Per Trip	Currency
1	White Nile	Min 50 KMs Max 450 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)	2017 and above		
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			
2	Gedaref	Min 50 KMs Max 450 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)			
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			
3	Inter State (across states)	Min 450 KMs Max 1000 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)			
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			

Option 2 (Dry lease)

* Vehicles required on a per trip basis with no fuel and with a driver.

* Vehicles will carry Nutrition, Medical, Non-Food items, Kits, and other construction material.

SN	Location/ State	KMs	Vehicle Type & Capacity	Year of Manufacture	Cost Per Trip	Currency
1	White Nile	Min 50 KMs Max 450 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)	2017 and above		
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			
2	Gedaref	Min 50 KMs Max 450 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)			
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			
3	Inter State (across states)	Min 450 KMs Max 1000 KMs	Truck/Single Cabin (4x4 Vehicle) 14 FEET (CAPACITY 3.5 - 4 MT)			
			Truck (19 Feet) (CAPACITY 5.5 - 10 MT)			
			Truck (24-32 FEET) (CAPACITY 16 TO 25 MT)			

Part One: RI BID FORM – Invitation to Bid No: **MTI-SUD-GDF-024-001**

ANNEX A-2

Staff Transportation cost as per different locations

Option 1 (Wet lease)

* Vehicles required on a per trip basis with fuel and driver.

No	Location/ State	KMs	Vehicle Type & Capacity	Year of Manufacture	Cost Per Trip	Currency
1	White Nile	Min 50 KMs Max 450 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)	2017 and above		
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			
2	Gedaref	Min 50 KMs Max 450 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)			
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			
3	Inter State (across states)	Mini 50 KMs Max 250 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)			
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			

Option 2 (Dry lease)

* Vehicles required on a per trip basis with no fuel and with driver.

No	Location/ State	KMs	Vehicle Type & Capacity	Year of Manufacture	Cost Per Trip	Currency
1	White Nile	Min 50 KMs Max 450 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)	2017 and above		
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			
2	Gedaref	Min 50 KMs Max 450 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)			
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			
3	Inter State (across states)	Mini 50 KMs Max 250 KMs	Double Cabin (4x4 Vehicle) (CAPACITY 4 Seats excluding Driver)			
			Hard Top 4x4 (CAPACITY 4 Seats excluding Driver)			

Monthly Vehicles

- Vehicles are required monthly with no fuel and no driver.
- The vehicles would be utilized on weekdays and on weekends they would not be utilized.
- The vehicles KMs calculated on the average, the vehicle utilization can be low but would not exceed 250 KMs per day.
- All the wear and tear, vehicle maintenance, and other relevant costs would be the responsibility of the vendor/ service provider.
- Vendor will ensure that the vehicle is fully insured, MTI will not take any responsibility in case of any damage, theft, or any other condition.

Location	Vehicle Type	Manufacture Year	Unit	Approx. Required Vehicles	Approximately per day KMs	Per Month Unit Cost	Currency
Port Sudan Office	4x4 Toyota double cabin vehicle without driver and fuel.	2017 and above	Vehicle/Month	1	Mini 50 KMs Max 250 KMs		
Gedaref Office	4x4 Toyota double cabin vehicle without driver and fuel.	2017 and above	Vehicle/Month	1	Mini 50 KMs Max 250 KMs		
Kosti Office	4x4 Toyota double cabin vehicle with driver and fuel.	2017 and above	Vehicle/Month	1	Mini 50 KMs Max 250 KMs		

Required Delivery Date: 24th-January -2024

Offered Delivery Date: _____

Required Delivery Destination: via email: bobokey@medicalteams.org

Offered Delivery Destination: _____

This Bid is valid for: 365 days.

Currency of Bid: SDG or any other currency in case bidder is having account for USD outside country can offer the prices in USD.

Do the above come with special warranties/guarantees? Yes No

Can prices be fixed for a period of 12 months or more? Yes No

Do you have any current criminal or court cases against your company or you as an individual currently? Yes No

Have you or your company ever been accused of sexual exploitation, child abuse / child protection, or fraud? Yes No

Can you guarantee all items on the financial offer will be available within one week of order? If not, please note the agreement will include a penalty for not being able to provide items/quantities required. Yes No

List all professional licenses and certificates your company holds:

Please attach copies of these with your submission.

ANNEX B

Part Two: RI BID FORM – Invitation to Tender No: MTI-SUD-GDF-024-001

BUSINESS INFORMATION

Company Name: _____ Contact person: _____

Company Owner(s): _____

Registration Number: _____ TAX ID: _____

Address: _____ Phone No: _____

_____ Facsimile No: _____

_____ Email Address: _____

A duly authorized company representative. WWW Address: _____

Signed: _____ Title/Position: _____

Print Name: _____ Date: _____

Describe Payment Terms & Conditions: _____

BUSINESS REFERENCES (3 minimum)

Name of Organization	Contact Person	Email / Telephone	Comment

ANNEX C

Supplier Code of Conduct and Conflict of Interest Policies

***This attachment must be signed and submitted with the Bid.**

Medical Teams and the Supplier agree to follow the below policies for all activities involved in their work together and in regard to all stakeholders affected directly or indirectly by this work.

Section 1 Conflict of Interest

A conflict of interest is when one Party, or their friend or relative, will benefit personally from decisions or actions made in the course of business. All actual or potential conflicts of interest must be disclosed to the other Party as soon as possible. Failure to do so may result in penalties or canceling of current and future work together. Managers from Medical Teams and the Supplier must work together to find solutions for addressing any actual or potential conflicts of interest that arise.

Section 2 Ethical Conduct

Both parties agree to observe the highest standards of ethical conduct when dealing with its personnel, suppliers, customers, and other relevant stakeholders. Both parties shall accurately record and disclose information regarding its business activities, structure, financial situation, and performance in accordance with applicable laws as well as prevailing industry business practices.

Both parties agree to implement and maintain processes to address the confidentiality and protection of an employee who in good faith raises a concern, makes a report, or assists with an investigation related to potential ethical or criminal violations.

Section 3 Anti-Corruption

The Parties to agree that they will not participate in any corrupt conduct, including, without limitation, any bribery, extortion, fraud, cartels, abuse of power, embezzlement, money-laundering and other similar activities. Any gifts given to staff of the other Party must be made known to Party Management, and the Management may choose to disallow the gift on principles of integrity and anti-corruption.

If a Party discovers evidence of corruption in the activities carried out together or that impacts the other party, they will inform the other Party in a timely manner. A Party may be required to address actual or perceived corruption within a reasonable timeframe or risk the suspension of current or future work together, including the potential cancellation of current contracts (as identified in each contract). Each Party is expected to have adequate measures in place to prevent corruption in their organization and to promote a culture of integrity.

Section 4 Anti-Terrorism

It is MTI's policy to comply with the laws and regulations of the United States Government, the European Union and the United Nations concerning the ineligibility of vendors, contractors, and suppliers for reasons of fraud, corruption or terrorist activity. These laws and regulations prohibit MTI from doing business with or providing support to any persons or entities that have been found to be engaged in or provide support for any such activities. The Service Provider agrees to abide by this policy.

Both Parties will exercise due diligence to ensure that no resources will be used to support or facilitate terrorist activity in compliance with all **applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including but not limited to, the USA Patriot Act of 2001 and Executive Order 13224**. If any concerns are raised that programs or activities have supported or facilitated terrorism, they shall be immediately and thoroughly investigated and fully reported to all Parties. If either party determines that the funding, programs and/or activities of the other party have directly or indirectly, purposely or inadvertently, been used to support or facilitate terrorist activity, the other party may terminate any contracts immediately with written notice.

Section 5 Harassment

Both Parties agree to forbid all cases of physical, sexual or psychological harassment in their workplaces. Reported incidents must be taken seriously, investigated thoroughly and reported to authorities as required by law.

Section 6 Child Protection

No persons under the age of 18 will be allowed to work or volunteer for any labor required for Medical Teams activities. Both parties agree to conduct their work in a way that avoids any physical or emotional mistreatment, sexual abuse, neglect, or exploitation of children. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person.

Section 7 Prevention of Sexual Exploitation and Abuse

The Supplier will take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Supplier to perform any services under the Contract. The Supplier will refrain from and shall take all appropriate measures to prohibit its employees or persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities or from engaging in any sexual activities that are exploitive or degrading to any person. The Supplier acknowledges and agrees that the provisions constitute an essential term of the contract and that any breach of this representation and warranty will entitle Medical Teams International to terminate the Contract immediately upon notice to the Supplier, without any liability for termination charges or any other liability of any kind.

Section 8 Environmental Protection

Both Parties agree to follow required environmental laws and to conduct their work in a way that causes as little harm as possible to the environment and avoids unnecessary waste of resources.

Section 9 Information Protection

All confidential information shared or collected during or after the Parties work together must be treated with diligent care and protection. Information involving the other Party or joint activities must never be shared with prior written authorization from the other Party.

Section 10 Dispute Resolution

Both Parties agree to use their best, honest efforts to cooperatively resolve any disputes and problems that arise in connection with their work together. Both Parties will make an effort to continue their responsibilities without delay or loss of quality while attempting to resolve any disputes.

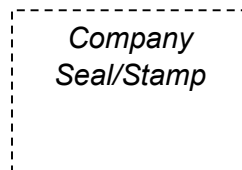
Disputes which remain unresolved after thirty (30) days may require mediation through a mutually agreed arbitration provider or through legal action. Allocation of mediation costs must be agreed by both parties in writing prior to starting the arbitration process. The Parties agree that any decision by an arbiter will be binding and may be entered as a final judgment in any court of competent jurisdiction.

“I acknowledge that, on behalf of myself and the organization stated below, I have read and understood the above policies and agree to fully abide by them regarding all dealings with Medical Teams staff and operations. I am authorized to represent the organization in these regards.”

Full Name: _____

Title: _____

Company Legal Name: _____



Signature: _____

Date: _____

Any concerns should be communicated to the local Medical Teams office or to headquarters: info@medicalteams.org or (503) 624-1000 or toll-free at (800) 959-4325. Concerns can also be reported anonymously using our hotline at Ethicspoint.com or by calling +(866)-384-4277.

ANNEX D Pricing Schedule

MTI Sudan Program hereby request your best financial offer for transportation of staff & goods, to run and facilitate implementation activities of (Health & Nutrition) sectors, under current and any upcoming grants, during the period of February 1st, 2024, up to January 31st, 2025, at the field level in Gedaref (Al-Gedaref State) and surrounding localities, White Nile and surrounding localities. The scope of work may be extended with new grants for which an addendum shall be issued.

The following are general descriptions and outlines of needed and expected transportation services by the sectors, will give enough indication to:

- The overall mission needed (cost, plan, and capabilities)
- What kind of on-call contract will produce, with obligations of both parties

1. General remarks and requirements

- (i) Vendors should provide within the quotation an overview of their capability to carry out the transport services: this includes the number of vehicles intended to be used, type and model, loading capacity and technical status.
- (ii) Medical Teams International will not accept the awarded contract to be sub-contracted to another transport company.
- (iii) Vendors should provide confirmation that they have access to Medical Teams International operational areas in Port Sudan, Al Gedaref State and White Nile State.
- (iv) The Vendors should indicate whether their company worked before in the medical teams' International operational areas in Al-Gedaref State and White Nile State.
- (v) Vendors should provide confirmation that they have the capacity to undertake the work within the period it is required.
- (vi) Vendors should complete the information in Annex A and annex B, using the BOQ form or company headed paper.

2. Prices (Use the table formats in Annex A)

- (i) Prices Offered for the transportation include costs for fuel consumption, vehicle driver and vehicle validity insurance as well as any other costs related to the vehicle operation to provide the transport service.
- (ii) Medical Teams International (MTI) will not take any charge apart from these agreed costs.

3. Samples

- (iii) The successful supplier/ company might be requested to present to the Logistics Manager/Area Coordinator in Al -Gedaref Office samples of its vehicles it intends to utilize.