



**FISHERIES COMMITTEE FOR THE WEST
CENTRAL GULF OF GUINEA
(FCWC)**

TENDER DOCUMENT

FOR

**PROCUREMENT OF ONE PICK-UP VEHICLE FOR
FCWC**

November, 2023

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Section I. Invitation for Sealed Quotation

Name of Contracting Authority: *Fisheries Committee for the West Central Gulf of Guinea (FCWC)*

Address of Contracting Authority: *P. O. Box BT 62, Tema*

Sealed Quotation No: **FCWC-CPCO-IUCN/PQ/2023/001**

Date of Invitation: *04th December, 2023*

1. The *Fisheries Committee for the West Central Gulf of Guinea, Ghana* invites sealed quotations from eligible registered Suppliers for the supply and delivery of the following items;

Lot No.	DESCRIPTION OF ITEM	QUANTITY
1	<i>One (1) Pick-Up Vehicle</i>	<i>1</i>

2. Sealed quotations must be delivered to the above office on or before **10.00am on 21st December 2023**.
3. Tenders shall be valid for **30 days** from the date of tender submission.
4. Quotation for the goods may be in **Ghana Cedis (GH¢) or in any other convertible currency**.
5. Tenders will be evaluated using the following criteria:
- a. Delivery period
 - b. Conformity to technical specifications
 - c. Price
6. Sealed quotations will be opened in the presence of Supplier's Representatives who choose to attend at **10.00 am on December 21st, 2023** at the Fisheries Committee for the West Central Gulf of Guinea, 4th Floor of Fisheries Scientific Survey Division (FSSD), Community 2, Tema.
7. Your attention is being drawn to section 9.2 of this document which states that payment for the goods shall be made after delivery, installation and commissioning of the goods to the satisfaction of the Contracting Authority
8. Deadline for submission of quotations to the undersigned in a sealed envelope is **Thursday, December 21st, 2023** at the Fisheries Committee for the West Central Gulf of Guinea, 4th Floor of Fisheries Scientific Survey Division (FSSD), Community 2, Tema on or before **10:00 Hrs GMT**. All late submissions will be rejected outright.



[Handwritten Signature]
 DR. ANTOINE GASTON DJIHINTO
 (SECRETARY GENERAL)
 --HEAD OF MISSION--

Firms Invited

- The Managing Director
Japan Motors Trading
Cocoa Processing Rd.,
P. O. Box 199
Tema, Ghana

- The Managing Director
CFAO Motors
Adjacent T-Havana parks
Tema Motorway, Hospital Link Rd
P. O. Box 10348
Tema, Ghana

- The Managing Director
Toyota Ghana Ltd.
Toyota Hse., Graphic Rd.
P.O. Box 1644
Accra, Ghana

- The Managing Director
Rana Motors Ghana Ltd.
Harbour Rd.
Tema, Ghana

- The Managing Director
Swiss Group Ltd.
Opposite Kakalika Plaza
Spintex Rd.

Section II. Conditions of Contract

- | | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Definitions | <p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> a. "The Contract" means the agreement entered into between the Contracting Authority and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein; b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; c. "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Contracting Authority under the contract; d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment. e. "The Contracting Authority" means the organization purchasing the goods; f. "The Supplier" means the organization supplying the goods and services under this contract. |
| 2. Technical Specification | <p>2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.</p> |
| 3. Patent Right | <p>3.1 The Supplier shall indemnify the Contracting Authority against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Contracting Authority's country.</p> |
| 4. Inspection and Tests | <p>4.1 The Contracting Authority or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Contracting Authority's premises.</p> |

5. Packing

- 5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
- 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Goods

- 6.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Contracting Authority in its schedule of requirements.
- 6.2 For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.

7. Insurance

- 7.1 The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 7.2 Where delivery of the goods is required by the Contracting Authority on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Contracting Authority as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. Warranty

- 8.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.

- 8.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Contracting Authority after installation and commissioning of equipment by the Supplier.
- 8.3 The Contracting Authority shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Contracting Authority. The Supplier will be required to remove, at its own risk and cost, the defective goods.

9. Payment

- 9.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's tender.
- 9.2 Payment of the goods supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and commissioning of goods to the satisfaction of the Contracting Authority.
- 9.3 Payment of the goods to be supplied from abroad shall be made in the following manner:
- a. On shipment: Eighty (80) percent of the contract price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents.
 - b. On acceptance: Twenty (20) percent of the contract price of goods received shall be paid within thirty (30) days of receipt of the goods upon submission of claim supported by the acceptance certificate issued by the Contracting Authority.
- Or
- c. Full payment on satisfactory delivery and acceptance of goods.

10. Prices

- 10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.

- 11. Liquidated Damages** 11.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Contracting Authority shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Contracting Authority may consider termination of the contract.
- 12. Resolution of Disputes** 12.1 The Contracting Authority and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Contracting Authority and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of Ghana.
- 13. Governing Language** 13.1 The Governing Language shall be English
- 14. Applicable Law** 14.1 The applicable law shall be the Laws of Ghana.
- 15. Notices** 15.1 Contracting Authority's address for notice purposes:
Fisheries Committee for the West Central Gulf of Guinea
P.O. Box BT 62, Tema.
[Attention: Seraphin Dedi Nadie]
- 15.2 Supplier's address for notice purposes:

- 16. Taxes and Duties** 16.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees for the initial period of purchase covered by warranty and other such levies imposed by the Government of Ghana.
- 17. Operation, Maintenance and Spare-parts Manuals** 17.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

Section III. Form of Contract

THIS AGREEMENT made the ____ day of _____ 20____ between *[name of Contracting Authority]* (hereinafter called “the Contracting Authority”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Contracting Authority invited bids for certain goods and ancillary services, viz.,

[brief description of goods and services]

and has accepted a tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Tender Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Contracting Authority’s Notification of Award.
3. In consideration of the payments to be made by the Contracting Authority to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Contracting Authority to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Contracting Authority hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Contracting Authority

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Date:

To: *[name and address of Contracting Authority]*

Gentlemen and/or Ladies:

Having examined the tender documents, we the undersigned, offer to supply and deliver

[description of goods and services]

in conformity with the said tender documents for the sum of _____,
 _____ *[total tender amount in words and figures]* or such other sums as may
 be ascertained in accordance with the Schedule of Prices attached herewith and made part
 of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the
 delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to
 _____ percent of the Contract Price for the due performance of the Contract, in the form
 prescribed by the Contracting Authority.

We agree to abide by this Tender for a Period of _____ *[number]* days from the date
 fixed for Tender opening it shall remain binding upon us and may be accepted at any time
 before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written
 acceptance thereof and your notification of award, shall constitute a binding Contract
 between us.

We understand that you are not bound to accept the lowest or any tender you may
 receive.

Dated this _____ day of _____ 20_____.

[Signature]

[In the capacity of]

Duly authorized to sign Tender for and on behalf of _____

Price Schedule for Goods Offered from Abroad (Not applicable)

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Quantity	Unit price FOB port or place of loading (specify port or place)	Unit price CIF port of entry (specify port) or CIP named place (specify order point or place of destination)	Total CIF or CIP price per item (col. 4 x 6)	Unit price of inland delivery to final destination and unit price of other incidental services

Total CIP (place of destination) Price (in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Price Schedule for Domestic Goods Offered from within Ghana

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labour, raw material and component N/A	Total price per item (col. 4 x 5)	Unit price per item to final destination and unit price of other incidental services	VAT and other taxes payable if Contract is awarded

Total Price to final destination (in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or (iii) to the first carrier when the contract is placed on FCA or CIP terms. In order to determine the correct date of delivery hereafter specified, the Contracting Authority has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

LOT NO	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE IN WEEKS/MONTHS
1	<i>One (1) Pick-Up Vehicle</i>	1	<i>Within 6 weeks to the FCWC, FSSD Building, Tema, Comm. 2, Near Agbamami Restaurant</i>

* *Warranty Period – years*

Section VI. Technical Specification

PROCUREMENT OF ONE (1) PICK-UP VEHICLE FOR FCWC

MINIMUM REQUIRED SPECIFICATION	OFFERED SPECIFICATION
Tenderer	
Main Application The PICK-UP VEHICLE offered should be based on the manufacturer's current standard production models, which conforms as near as possible to the following specifications:	
Vehicle should be suitable for continuous operations in tropical conditions on road	
Vehicle should be suited for long journeys, rough terrains and inter - city movement	
General Features	
Vehicle type: PICK-UP	
Fully auto Air conditioner	
5-Speed Automatic transmission	
Left Hand Drive	
Power Steering	
5 Seats	
3-point ELR seat belt for all seats	
Separate Front Seats with centre console	
Driver and Passenger airbags	
Headrests-Fronts & Rear (adjustable)	
4 Doors	
Ground Clearance Min of 210mm	
Gross pick-up vehicle weight: Between 3000 and 3500 kg	
Vehicle length: Between 5000 and 5500mm	
Vehicle width: Between 1800 and 1900mm	
Wheel Base – Minimum of 3000mm	
Engine Temperature Gauge	
Oil pressure indicator	
Battery Charging meter	
Radio and Multi-media system (Bluetooth, AUX, USB, etc.)	
Amplifier with 8-Speakers and a Digital Sound Processor (DSP)	
Keyless entry (Remote door lock)	
Central Lock system	

Power window (front & rear)	
Power door mirrors	
Retractable ext. power side mirrors with side indicators	
Parking sensors	
Body rust protection	
Ghana Standard Specification	
Engine	
4 – cylinder, turbocharged, water/coolant cooled; 16valves	
Engine Size: 2753cc and between 2.4 and 3.0L	
Displacement: 1550 – 1700cc	
Min. Power 150kw at engine rated speed	
Max Torque 500Nm at engine rated speed	
Engine Under Cover & Protector	
Electronic Fuel Injection system	
Fuel Tank	
Fuel Type: Diesel	
Fuel Tank: Capacity : 70 Liters (min)	
Transmission	
5/6-Speed Automatic CVT 4x4 transmission	
Brakes	
Front: Ventilated Disc / Solid disks	
Rear: Drum	
ABS with EBD & brake assist	
Accessories	
Digital clock	
Two sun visors+ mirror + Lamp	
Fire extinguishers, Triangle and Safety equipment	
Exterior lights indicator to conform with Ghanaian regulations	
Tool Kit and Jack	
Bidder to specify standard accessories	
Electricals	
12 Volts System	
Heavy-duty battery	
Heavy-duty starter	
Heavy-duty alternator	

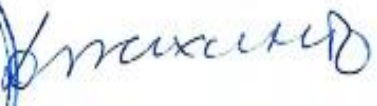
Hazard warning lights	
Exterior Lights Indicator to conform with Ghanaian regulations	
Steering	
Left Hand Drive	
Power Steering with leather steering wheel	
Steering Type: Rack & Pinion – power assisted Adjustable steering wheel	
Steering switches (Call, music control, etc.)	
Turning circle: Max of 12m	
Suspension	
Front suspension: Anti roll bar, Coil spring, Double wishbone, Hydraulic double acting shock absorber	
Rear suspension: Leaf spring, Hydraulic double acting shock absorber	
Other Requirement:	
Outside Temperature Gauge	
Beverage Holders: 2 Minimum	
Side Door Pockets Front & Rear	
Waterproof seat covers	
Front Fog Lamp	
Front And Rear Mud Guard	
Alloy wheels Rim 18 Tyres: 265/60 min and Equivalent with spare alloy wheel.	
Child Proof Door Lock System	
Keyless Entry with 2 transmitters	
Alarm system (manufacturer fitted)	
Mobile phone connectivity	
12-volt power outlet	
Lockable glovebox compartment	
Pick-up tipper cover <ul style="list-style-type: none"> - should be multi-positional (closed, open at 45 degrees and open at cabin height) - should be made of durable material such as fiberglass - should rest on a minimum of 2 arms - Secure lock for back compartment 	
Warranty Manufacturer shall provide warranty for three years or 100,000 Kms, whichever is earlier.	

-Tender should be supported with detailed photos of all components where possible

Section VII. Schedule of Distribution

Lot No.	Description	Within 6 weeks to the FCWC, FSSD Building, Tema, Comm. 2, Near Agbamami Restaurant	Total
1	<i>One (1) Pick-Up Vehicle</i>	<i>1</i>	<i>1</i>




 DR. ANTOINE GASTON DJIHINTO
 (SECRETARY GENERAL)
 --HEAD OF MISSION--