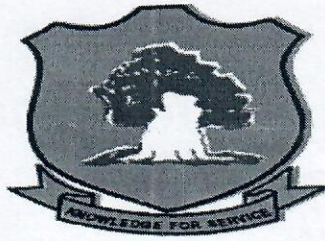


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# UNIVERSITY FOR DEVELOPMENT STUDIES



## MINISTRY OF EDUCATION

### Tender Evaluation Report

And

### Recommendation for Award of Contract

Name of Title: **SUPPLY OF 1NO. STATION WAGON**

Contract Number: **NR/UDS/GD/114/2020**

Date of Submission: **October 23, 2020**

**Tender Evaluation Report  
And  
Recommendation for Award of Contract**

**For**

**SUPPLY OF STATION WAGON**

**IFT No: NR/UDS/GD/114/2020**

**OCTOBER, 2020**

- a. Register of Tender Submissions
- b. Advertisement
- c. List of Tenderers who Purchased Tender Documents
- d. Addendum to Advertisement for



1.0 **INTRODUCTION**

1.1 The West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA) intends to apply part of its African Centres of Excellence (ACE) World Bank Project Funds to fund payments under the contract for the **Supply of 1No. Station Wagon** for which an invitation for tender was issued on the 24<sup>th</sup> September 2020 in Daily Graphic (copy attached).

The University for Development Studies issued the tender document through National Competitive Tendering under the guidelines of the Public Procurement Act, 2003 (Act 663) and Act, 2016 (Act 914) for Supply of the underlisted items:

Serial No.	Description	Quantity
1	<b>Supply of 1No. STATION Wagon</b>	1

1.3 The submission and closing of tenders was at 10:00 GMT on Friday, October 16, 2020.

1.4 Tenders were opened at 10:00 GMT at the Works and Physical Development Conference Room (Room 118) at the Central Administration Building Dungu, in the presence of tenderer's representatives who chose to attend.

1.5 At the tender opening, total tender prices, availability of Tender

Securities and other information on eligibility were announced as shown in the attachments.

- 1.6 The list of tenders received is shown in **Table 1- Record of Tender Prices at Opening** for items being evaluated.

## 2.0 **STANDARD EVALUATION FORMS**

An Evaluation Panel was set up to evaluate and make recommendations for the award of contract. The Panel used the following **Standard Evaluation Forms**, as issued in the Public Procurement Act, 2003 (Act 663).

- a) **Table 1-** Record of Tender Prices at Opening
- b) **Table 2-** Preliminary Examination of Tenders
  - Table 2a-** Commercial Responsiveness
  - Table 2b-** Technical Responsiveness
- c) **Table 3-** Substantially Non-responsive Tenders-
- d) **Table 4-** Correction, Conversion and Adjustment of Tender Prices
- e) **Table 5-** Exchange Rate
- f) **Table 6A-** Currency Conversion (Multiple Currencies)
- g) **Table 6B-** Currency Conversion (Single Currency)
- h) **Table 7-** Additions, Unconditional Discounts
- i) **Table 8A-** Domestic Preference for Goods (**Not Applicable**)
- j) **Table 8B-** Domestic Preference for Works (**Not Applicable**)



- k) **Table 9-** Postqualification
- h) **Table 10-** Proposed Contract Award

### 3.0 **METHOD OF EVALUATION**

The Evaluation Panel adopted a two-stage evaluation method in identifying the lowest evaluated responsive tenderer. These were Preliminary Examination under **Table 2, 2a and 2b**, and Detailed Price Examination under **Tables 4 & 7**.

#### 3.1 **Preliminary Examination**

3.1.1 The following details were verified to ascertain their correctness.

- i. Signed Tender Form
- ii. Delivery Period
- iii. Ex-Works, Place (EXW) UDS Central Administration.
- iv. Responsiveness to the Technical Specifications
- v. Other conditions indicated in the Invitation to Tenders

3.1.2 The information available in each tender was verified to identify and eliminate those which were found to be incomplete, invalid or substantially non-responsive to the terms and conditions in the tender document.

3.1.3 The findings were summarised on **Table 2**. A "**Yes**" stands for tenders which have met the terms and conditions requested for in the tender document, while a "**No**" stands for non compliance.

3.1.4 Tenders with deviations from the minimum conditions were declared non responsive. (**Refer to Table 2, Table 2a and 2b**. Those tenders

declared responsive in Table 2 were passed on to **Table 4 and 7-**

Detailed Examination.

### **3.2 Detailed Examination**

3.2.1 Under detailed examination price verification was carried out to identify discrepancies between unit and total prices. Corrections were made accordingly on Table 4. Where additions are detected in the tenders, Table 7- Additions, Unconditional Discounts is applied.

### **4.0 RECOMMENDATION FOR AWARD OF CONTRACT**

On the basis of the evaluation (outlined in this Report), which was carried out in accordance with the Tender Document, we recommend accepting the tender for the lowest evaluated responsive tenderer, **Vesterline Co. Ltd, P. O. Box 55, Bibiani** which has been determined as qualified and capable of performing the Contract below.



Summary Evaluation Data & Award Recommendations

**Standard Tender Evaluation Forms**  
**For**  
**Supply of 1No. Station Wagon**

1. Contract Name: Supply of 1No. Station Wagon  
 2. Contract Number: IFT NO.: NPAUDSIDC/2020  
 3. Tender Opening Date: October 16, 2020

TENDER EVALUATION SHEET

Sl. No.	Tenderer's Name	Final Bid Tender Price (Rs)	Conformed To Contribution Currency (Rs)	Substantially Responsive (Yes/No)	Evaluated Tender Price (Rs)	Remarks
1	Prashant Co. Ltd	710,000.00	NA	Yes	710,000.00	Recommended for award
2	Toyoko Inn Germany Ltd	767,700.00	NA	Yes	767,700.00	
3	Kiran's Engineering Solutions	723,000.00	NA	No		No offer submitted
4	Sagar Motors Trading Company Ltd	820,000.00	NA	No		Not fully meet the required technical specifications

## Summary Evaluation Data & Award Recommendations

1. Contract Name: Supply of 1No. Station Wagon
2. Contract Number: IFT NO.: NR/UDS/GD/144/2020
3. Tender Opening Date: October 16, 2020

### 4. TENDER EVALUATION SUMMARY






Lot	Tenderer	Read Out Tender Price GHs	Converted To Common Currency GHs	Substantially Responsive (Yes or No)	Evaluated Tender Price GHs	Rank	Remarks
1	Vesterline Co. Ltd	739,540.00	N/A	Yes	739,540.00	1 <sup>st</sup>	Recommended for Award
2	Toyota Ghana Company Ltd	757,730.50	N/A	Yes	757,730.50	2 <sup>nd</sup>	
3	Klaata Engineering Solutions	726,000.00	N/A	No			No after sales service
4	Japan Motors Trading Company Ltd	559,694.24	N/A	No			Did not meet the required technical specifications



5. The lowest evaluated tenderer has been determined to be qualified and capable of performing the contract

On the basis of the evaluation which was carried out in accordance with the Tender Documents, we recommend accepting the tender of the lowest evaluated tenderer **Vesterline Company Ltd, P. O. Box 55 Bibiani**, which has been determined as qualified and capable of performing the Contract for an amount of **Seven Hundred and Thirty Nine Thousand Five Hundred and Forty Ghana Cedis (Ghs739,540.00)** for the **Supply of 1No. Station Wagon**

**EVALUATION PANEL**

No.	Name	Designation	Directorate/Department	Signature	Date
1	Mr. Iddrisu Muftawu	Finance Coordinator (WACWISA)	Finance		29/10/2020
2	Mr. Maurice A. Awuni	Quantity Surveyor	Works and Physical Development		23/10/2020
3	Mr. Duke Fredua Agyeman	Procurement Coordinator (WACWISA)	Procurement		23-10-2020
4	Sylvester Ayambila	Applied Research Coordinator (WACWISA)	School of Applied Economics and Management Sciences		23/10/2020
5	Mr. Emmanuel Doku	Assistant Transport Officer	Registry		23-10-2020



**FORM 1**

**Contract: Supply of 1No. Station Wagon**

**Contract no.: NRIUDS/GD/114/2020**

The following tenders were received by the tender closing deadline fixed at **10 HRS GMT on October 16, 2020** and were immediately opened thereafter.

**Table 1. Record of Tender Prices (as read out) at Opening**

No	Tenderer Identification			Read-Out Tender Prices			Modifications or Comments or Discounts
	Name (b)	Address (c)	Nationality (d)	Currency (e)	Amounts (f)	(g)	
1	Vesterline Co. Ltd	P. O. BOX 55 Bibiani	GHANAIAIAN	GHs	739,540.00		
2	Klaata Engineering Solutions	P. O. BOX CT 9144 Cantonments Accra	GHANAIAIAN	GHs	757,730.50		
3	Toyota Ghana Company Ltd	P. O. Box 798 Tamale	GHANAIAIAN	GHs	726,000.00		
4	Japan Motors Trading Company Ltd	P. O. Box 384 Tamale	GHANAIAIAN	GHs	559,694.24		



Table 2. Preliminary Examination

No.	Tenderer	Verification*	Eligibility**	Tender Security***	Completeness of Tender****	Substantial***** Responsiveness	Acceptance for Detailed Examination (g)
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Vesterline Co. Ltd	Yes	Yes	Yes	Yes	Yes	Yes
2	Klaata Engineering Solutions	Yes	Yes	Yes	Yes	Yes	Yes
3	Toyota Ghana Company Ltd	Yes	Yes	Yes	Yes	Yes	Yes
4	Japan Motors Trading Company Ltd	Yes	Yes	Yes	Yes	Yes	Yes

\* Signed Tender Form & Price Schedule; Power of Attorney; Manufacturer's Authorization

\*\* Valid Business Registration Certificate; Valid IRS Certificate; VAT Registration Certificate; Valid SSNIT Certificate

\*\*\*2% of Total Price; from a recognized bank/ Insurance Company; valid 28 days beyond tender validity date

\*\*\*\* No partial tenders; No Erasures, additions or other changes not initialed; No missing pages in the original tender; Qualification Information provided

\*\*\*\*\*No price variation from original; No different specifications from original; No phasing of contract



**FORM (2a)**

**Table 2 (a). Preliminary Examination (Commercial Responsiveness)**

No.	Tenderer	Delivery Period; 30 Days	Tender Validity Period; 90 Days	Country of origin of goods	Audited Accounts	List of Supplies performed	Payment Terms; 30 days after complete delivery	Commercially Responsive (YES/NO)	Acceptance for Detailed Examination
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Vesterline Company Ltd	YES	YES	YES	YES	YES	YES	YES	YES
2	Toyota Ghana Company Ltd	YES	YES	YES	YES	YES	YES	YES	YES
4	Japan Motors Trading Company Ltd	YES	YES	YES	YES	YES	YES	YES	YES



**FORM (2b)**

**Table 2(b). Preliminary Examination (Technical Responsiveness)**

REQUIRED TECHNICAL SPECIFICATIONS		Toyota Company Gh Ltd	VESTERLINE Company Ltd	Japan Motors Trading Company Ltd	Klaata Engineering Solutions Co Ltd
	Required				
PRINCIPAL FEATURES SOUGHT					
SPECIFICATION REQUIRED					
OUTLINE SPECIFICATION		Offered	Offered	Offered	Offered
1.PRINCIPAL FEATURES SOUGHT					
<b>General</b>		Comply	Comply	Comply	Comply
Equipment offered should be from the manufacturer's own standard range of production in current supply and conforming as near as possible to the following specifications. Vehicles should be suitable for continuous operation in tropical conditions altitudes 1,500 M above sea level. Bidder shall ensure that the vehicle offered					



<p>complies with the stipulated requirements of law pertaining to operation vehicles in Ghana or any modification there in effect at the time of submitting the bid. All items to be fully assembled with all the normal standard fittings and tested ready for immediate use.</p>					
<b>1. PRINCIPAL FEATURES SOUGHT</b>					
4 Wheel Drive station wagon	Comply	Comply	Comply	Comply	Comply
Five-door, eight-seat cross country vehicle with separate front seats	Comply	Comply	Comply	Comply	Comply
Left-hand drive, power assisted steering	Comply	Comply	Comply	Comply	Comply
Diesel engine with Output Power of 183kW (SAE) At 3200 rpm	Comply	Comply	Comply	Comply	Comply
Max Torque of 650 Nm @ 2200rpm	Comply	Comply	Comply	Comply	Comply
4-wheel drive	Comply	Comply	Comply	Comply	Comply
GVW 3350 kg.	Comply	Comply	Comply	Comply	Comply
FM/AM radio/stereo with DVD player	Comply	Comply	Comply	Comply	Comply
+EMV Navigation + Bluetooth = USB/iPod port +14 speakers	Comply	Comply	Comply	Comply	Comply
Passenger headrest entertainment system	Comply	Comply	Comply	Comply	Comply
360 degrees' camera	Comply	Comply	Comply	Comply	Comply
Rear view camera	Comply	Comply	Comply	Comply	Comply
Rear sensors	Comply	Comply	Comply	Comply	Comply
Front sensors	Comply	Comply	Comply	Comply	Comply
Chrome bumper spoiler	Comply	Comply	Comply	Comply	Comply
Clearance and back soner	Comply	Comply	Comply	Comply	Comply
Back guide Monitor (Reverse camera)	Comply	Comply	Comply	Comply	Comply
Front guide monitor	Comply	Comply	Comply	Comply	Comply
Dual rear seat entertainment with 11.6 inch monitors	Comply	Comply	Comply	Comply	Comply
Air conditioner (Auto Independent Control)	Comply	Comply	Comply	Comply	Comply



D+P Seat ventilation type	Comply	Comply	Comply	Comply	Comply
Leather Upholstery	Comply	Comply	Comply	Comply	Comply
Smart Start with smart entry	Comply	Comply	Comply	Comply	Comply
Driver and Passenger + side + curtain Air bags +	Comply	Comply	Comply	Comply	Comply
Knee with sensors	Comply	Comply	Comply	Comply	Comply
Cool box	Comply	Comply	Comply	Comply	Comply
Side impact beams on all doors	Comply	Comply	Comply	Comply	Comply
Roof rail	Comply	Comply	Comply	Comply	Comply
Seating capacity :8 persons	Comply	Comply	Comply	Comply	Comply
Cruise control	Comply	Comply	Comply	Comply	Comply
Spare tyre mounted under with Lock	Comply	Comply	Comply	Comply	Comply
<b>2. GENERAL</b>					
Overall width: 1980mm	Comply	Comply	Comply	Comply	Comply
Overall height: 1945mm	Comply	Comply	Comply	Comply	Comply
Thread Front/Rear: 1680/1675mm	Comply	Comply	Comply	Comply	Comply
Long Wheelbase: 2850 mm	Comply	Comply	Comply	Comply	Comply
Ground clearance:225mm	Comply	Comply	Comply	Comply	Comply
Gross Vehicle Weight:3350kg	Comply	Comply	Comply	Comply	Comply
Curb weight:2630kg	Comply	Comply	Comply	Comply	Comply
Turning radius (Body/Tire) m: 6.3/5.9 m	Comply	Comply	Comply	Comply	Comply
Fuel tank capacity: 93 (Main), 45 (Sub)	Comply	Comply	Comply	Comply	Comply
Towing capacity with brake (kg): 3500	Comply	Comply	Comply	Comply	Comply
Towing capacity without brake (kg): 750	Comply	Comply	Comply	Comply	Comply
Angle of departure (degrees): 24	Comply	Comply	Comply	Comply	Comply
<b>3. ENGINE</b>					
Diesel 4 stroke 8 cylinder DOHC V-Line	Comply	Comply	Comply	Comply	Comply
Engine capacity: 4461 cc	Comply	Comply	Comply	Comply	Comply
Diesel engine with Output Power of 183 kW (SAE)	Comply	Comply	Comply	Comply	Comply
At 3200 rpm	Comply	Comply	Comply	Comply	Comply
			Did	not	Comply
			Comply		
			Did	not	Comply
			Comply		
			Did	not	Comply
			Comply		



Volume – 1.0m3	Comply	Comply	Comply	Comply	Comply
GVW: min 2910 kg	Comply	Comply	Comply	Comply	Comply
Max Torque of 650 Nm @ 2200rpm	Comply	Comply	Comply	Comply	Comply
Fuel pump (Common-Rail Type)	Comply	Comply	Comply	Comply	Comply
Heavy duty dry type air cleaner with replaceable element(s) and square precleaner	Comply	Comply	Comply	Comply	Comply
Positive oil and fuel filtering systems with replaceable elements	Comply	Comply	Comply	Comply	Comply
Dust proof crankcase breather and oil filler cap	Comply	Comply	Comply	Comply	Comply
Heavy duty, tropicalized engine cooling system with direct drive cooling fan	Comply	Comply	Comply	Comply	Comply
<b>4. TRANSMISSION, TRANSFER AND DRIVELINE</b>					
Automatic transmission (multi-mode) type; 6 speeds forward, 1 reverse all synchromesh and floor-mounted shift lever	Comply	Comply	Comply	Comply	Comply
Full-time 4WD	Comply	Comply	Comply	Comply	Comply
Rear Differential lock	Comply	Comply	Comply	Comply	Comply
Active traction control	Comply	Comply	Comply	Comply	Comply
Hill start assist	Comply	Comply	Comply	Comply	Comply
Crawl control	Comply	Comply	Comply	Comply	Comply
Multi terrain selector	Comply	Comply	Comply	Comply	Comply
Automatic free running hubs	Comply	Comply	Comply	Comply	Comply
Heavy duty full-floating axle	Comply	Comply	Comply	Comply	Comply
<b>5. STEERING SYSTEM</b>					
Left hand side control	Comply	Comply	Comply	Comply	Comply
Power assisted steering	Comply	Comply	Comply	Comply	Comply
Electronic Tilt + Telescopic with Memory	Comply	Comply	Comply	Comply	Comply
Multi-functional steering wheel	Comply	Comply	Comply	Comply	Comply
4 spoke Leather wrapped steering	Comply	Comply	Comply	Comply	Comply



<b>6. BRAKE SYSTEM</b>								
Dual circuit hydraulic system with vacuum booster	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Front brake: Ventilated disc brakes	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Rear brakes: Ventilated disc	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Mechanical parking brake	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
ABS with Brake Assist and Electronic Brake Force Distribution	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Brake assist system	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
<b>7. SUSPENSION</b>								
Front: Heavy duty Double Wishbone suspension with coil spring and double acting, telescopic shock absorbers	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Rear : Heavy duty 4-link Coil Rigid suspension with Lateral and double acting, telescopic shock absorbers	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
<b>8. TYRES AND WHEELS</b>								
Tyre size: 265/70R20 alloy wheels	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Full size spare tyre mounted on a suitable carrier with security lock	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
<b>9. ELECTRICAL AND ANCILLARIES</b>								
12 volts. All electrical components tropicalized	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Heavy duty battery	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Heavy duty alternator	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Exterior lights and indicators conform with Ghanaian regulations	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Hazard warning light	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Headlamp Aiming (Dynamic AUTO)	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Headlamp Cleaner (washer linked)	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Rear wiper with washer	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
Fog lamp	Comply	Comply	Comply	Comply	Comply	Comply	Comply	Comply
<b>10. INSTRUMENT MONITORS AND</b>								



<b>WARNING DEVICES</b>								
All calibrations on gauges/metres are in metric units			Comply			Comply		Comply
Speedometer, odometer, tripmeter			Comply			Comply		Comply
Engine coolant temperature gauge and temperature warning light			Comply			Comply		Comply
Engine oil pressure gauge and/or low pressure warning light			Comply			Comply		Comply
Battery charging meter			Comply			Comply		Comply
Fuel level gauge and low fuel warning light			Comply			Comply		Comply
Illuminated entry system (Ignition switch + Room lamp)			Comply			Comply		Comply
Anti-theft immobilizer +alarm			Comply			Comply		Comply
<b>11. CAB AND ACCESSORIES</b>								
Leather upholstered seats			Comply			Comply		Comply
Knee panel for Driver + Passenger			Comply			Comply		Comply
Power seat adjustment			Comply			Comply		Comply
Power front seats height adjuster			Comply			Comply		Comply
Separate bucket seats for driver and front passenger.			Comply			Comply		Comply
Head restraints on all seats. Adjustable on front seats.			Comply			Comply		Comply
Driver and passenger sun visor, assist grip for all passengers			Comply			Comply		Comply
ELR Seatbelts on all seats			Comply			Comply		Comply
Side step			Comply			Comply		Comply
Full tropicalized ventilation and air conditioning system			Comply			Comply		Comply
Digital Clock			Comply			Comply		Comply
Window front and rear			Comply			Comply		Comply
Door-mounted rear view mirrors (left & right)			Comply			Comply		Comply



Day/Night E-mark inside rear view mirror		Comply	Comply	Comply	Comply
Central lock system	15	Comply	Comply	Comply	Comply
Power window		Comply	Comply	Comply	Comply
Power lift up (vertical) only upper side back door		Comply	Comply	Comply	Comply
Parking assist sensors (Clearance and Back Soner)		Comply	Comply	Comply	Comply
Wireless Door Lock + Smart Entry		Comply	Comply	Comply	Comply
Power outer mirror with memory		Comply	Comply	Comply	Comply
Driver power seats and memory for driver and passenger		Comply	Comply	Comply	Comply
<b>12. BODY EXTERIOR</b>					
Laminated windshield and safety glass throughout		Comply	Comply	Comply	Comply
Horizontal opening (swing-type) rear doors		Comply	Comply	Comply	Comply
Rear step		Comply	Comply	Comply	Comply
Fuel tank with security lock		Comply	Comply	Comply	Comply
Moon roof		Comply	Comply	Comply	Comply
Pintle hook		Comply	Comply	Comply	Comply
Roof rail		Comply	Comply	Comply	Comply
Rear mounted camera		Comply	Comply	Comply	Comply
Front Guard		Comply	Comply	Comply	Comply
<b>13. MISCELLANEOUS</b>					
1kg Fire extinguisher		Comply	Comply	Comply	Comply
Warning triangle		Comply	Comply	Comply	Comply
First aid kit		Comply	Comply	Comply	Comply
Heavy duty vehicle jack, wheel spanner and all accessories		Comply	Comply	Comply	Comply
Manufacturer standard toolkit		Comply	Comply	Comply	Comply
<b>Protection against corrosion:</b> Optimum and guaranteed protection		Comply	Comply	Comply	Comply
<b>14. MANUALS (IN ENGLISH)</b>					



One operator's maintenance manual									
15. Additional Features: Bidder is invited to list features offered which are additional to those specified above.			Comply	Comply	Comply	Comply	Comply	Comply	Comply
16. Warranty: 100,000km or 36 months, whichever comes first			Comply	Comply	Comply	Comply	Comply	Comply	Comply
17. After sales service <i>Tenderer must have authorized after sales and maintenance workshop, equipped with both off line and online automotive diagnosing equipment software</i>			Comply	Comply	Comply	Comply	Comply	Comply	Did not Comply
<b>Total Required</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>
<i>Deviations From Minimum Technical Specifications</i>			<b>0</b>	<b>0</b>			<b>1</b>		<b>1</b>
<i>Acceptance For Detailed Examination</i>			<b>Yes</b>	<b>Yes</b>			<b>No</b>		<b>No</b>