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# Jhpiego Request for Proposal Vehicles Global Preferred Vendor

September 2021

**Note:** This document contains Jhpiego Business Confidential Information and shall not be distributed outside of your organization without the prior written consent of Jhpiego

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## INTRODUCTION

Jhpiego solicits bids to obtain various categories of vehicles, including motorcycles, for purchase and use by Jhpiego staff and program personnel globally.

The engagement will be dependent on the vendor's ability to provide services that meet the requirements outlined in the Scope of Work and at the lowest price.

Although Jhpiego is entering into this RFP process with the intention of evaluating vendors and possibly purchasing vehicles from a vendor, this document in no way commits Jhpiego to make any purchase or make any other legal commitment to enter into a business relationship with any bidder.

Jhpiego thanks you for your participation in this RFP process and looks forward to learning more about your organization.

## JHPIEGO

Jhpiego (pronounced "ja-pie-go"), is an international non-profit health organization affiliated with the Johns Hopkins University.

For almost 50 years and in over 155 countries, Jhpiego has empowered front-line health workers by designing and implementing effective, low-cost, hands-on solutions to strengthen the delivery of health care services for women and their families. By putting evidence-based health innovations into everyday practice, Jhpiego works to break down barriers to high-quality health care for the world's most vulnerable populations. Jhpiego's focus is on training and support for health care providers-including doctors, nurses, midwives and health educators working in limited-resource settings throughout Africa, Asia, the Middle East, Latin America and the Caribbean.

Jhpiego's program management strategy recognizes the technical complexity and geographical, cultural, socio-economic and political diversity among our programs. We develop global program initiatives and technical interventions that can be adapted for country-specific applications. In support of this field-driven philosophy, Jhpiego uses a decentralized organizational structure that consists of a global "delivery system" designed to implement the entire portfolio of Jhpiego awards with assistance from key technical, programmatic and administrative staff.

## SCHEDULE

The following is the planned schedule for this RFP process. All dates are listed in the local time for Baltimore, MD, USA (EDT - UTC/GMT-5). We will update you if circumstances dictate a change to this schedule.

- Distribution of the RFP: **September 21, 2021 (11:00 AM ET)**
- Bidder Questions Due: **September 29, 2021 (5:00 PM ET)**
- Answers to Questions Published: **October 4, 2021 (5:00 PM ET)**
- Proposals Due: **October 12, 2021 (5:00 PM ET)**
- **Note:** Failure to comply with any of the above deadlines will be interpreted as your intention to not participate in this RFP

## CONTACT DETAILS

Please direct all questions and RFP responses to the following primary contact. Include RFQ/RFP Number in the Subject line of the email:

**Nawid Atayee**

Jhpiego.sourcing@jhpiego.org

**NOTE:** All formal responses and questions must be submitted **by email** to the contact listed above. Questions will not be answered over the phone.

## LOCATIONS

Jhpiego's headquarters is located at the below address, from where this effort will be managed:

1615 Thames Street  
Baltimore, MD 21231, USA

### Jhpiego Country Office Locations:

- Kabul, Afghanistan
- Luanda, Angola
- Dhaka, Bangladesh
- Ouagadougou, Burkina Faso
- Abidjan, Cote d'Ivoire
- Kribi, Cameroon
- N'Djamena, Chad
- Addis Ababa, Ethiopia
- Accra, Ghana
- Conakry, Guinea
- New Delhi, India
- Jakarta, Indonesia
- Nairobi, Kenya

- Monrovia, Liberia
- Antananarivo, Madagascar
- Lilongwe, Malawi
- Bamako, Mali
- Maputo, Mozambique
- Yangon, Myanmar
- Abuja, Nigeria
- Islamabad, Pakistan
- Davao City, Philippines
- Kigali, Rwanda
- Juba, South Sudan
- Dar es Salaam, Tanzania
- Lomé, Togo
- Kampala, Uganda
- Sana'a, Yemen
- Lusaka, Zambia
- Harare, Zimbabwe

## SCOPE OF WORK

Jhpiego is present in over 40 countries around the world. As their operations and size increase, the company purchases a significant number of vehicles annually. Procuring vehicles, and having vehicles readily available, is therefore a priority for many Jhpiego offices. Jhpiego plans to purchase vehicles from one or more vendors, have the vendor(s) manage the shipment of vehicles to the final destination, and have the vehicles serviced locally (based on the Jhpiego office location).

Jhpiego is seeking to establish a relationship with one or more vendor(s) based on the evaluation of bids submitted for each of the following vehicle categories. Each category along with its listed requirements will be assessed separately. There are no exceptions to the minimum general requirements for each vehicle category stated below. Note that this list is not all-inclusive for the vehicles Jhpiego may purchase, but represents the vehicles purchased most frequently by Jhpiego.

We ask that you provide fixed pricing in US Dollars (USD) for all vehicle categories that you quote. We will request quote each time we place the order for a vehicle(s). Shipping costs will be requested and quoted at the time of each order when exact destinations are known.

### **Vehicle Categories**

- 4x4 Mid-size SUV: Toyota Fortuner, Toyota Land Cruiser Prado (or equivalent)
- 4x4 Full-size SUV: Toyota Land Cruiser Hardtop, Nissan Patrol (or equivalent)
- 4x4 Crossover: Ford Ecosport (or equivalent)
- 4x4 Mid-size Truck: Ford Ranger, Toyota Hilux (or equivalent)
- 4x4 Full-size Truck: Toyota Land Cruiser Double-cabin Pick-up, Nissan Patrol Pick-up or Navara, VW Amarok Highline (or equivalent)
- 4x4 Ambulance SUV: Toyota Land Cruiser Ambulance (or equivalent)
- Sedan: Toyota Corolla, Nissan Sentra or Almera (or equivalent)
- Passenger Van: Toyota Hiace, Ford Transit (or equivalent)
- Motorcycle: Honda XL125LEK (or equivalent)

### **General Vehicle Requirements**

The following minimum requirements apply to the **4x4 Mid-size SUV, 4x4 Full-size SUV, 4x4 Crossover, 4x4 Mid-size truck, 4x4 Full-size truck** vehicle categories:

- Vehicles quoted must be suitable for all-terrain field work; must include:
  - 4x4 four-wheel drive
  - Off-road suspension
- Vehicles must be available in right-hand and left-hand drive.
- Vehicle clearance must be a minimum of 21 centimeters from the ground
- Vehicle must have at least 4 doors for passenger entry and exit
- Manual or Automatic transmission
- Power windows
- Power steering
- Power brakes
- Engine size (maximum 3 liters, 6-cylinder, diesel)
- Fold-flat third row seating for full size SUV (preferred, but not required)
- Color options – White and additional colors
- Alloy wheel locks (anti-theft)
- Tubeless tire rims
- Ball mount for towing
- Rubber floor mats
- Air conditioning/climate control
- Key with central locking for security
- Vehicles must be supplied with one spare tire and basic tool kit

The following requirements apply to the **4x4 Ambulance SUV** vehicle category.

- Vehicle must be suitable for all-terrain field work.
- Vehicles must be available in right-hand and left-hand drive.
- Vehicle clearance must be a minimum of 21 centimeters from the ground
- Vehicle must have at least 3 doors for passenger entry and exit.
- Manual or automatic transmission
- Power windows
- Power steering
- Power brakes
- Engine size (maximum 5 liters, 8 cylinder, diesel)
- Color options – white
- Rubber floor mats
- Air conditioning/climate control
- Key with central locking for security
- Attendant seat
- Electric siren with amplifier & Mic.
- Fire extinguisher (ABC type)
- Frosted glass film
- Hook for intravenous apparatus
- Linoleum floor
- Main stretcher with head pad
- Speaker
- o Red rotary beacon lamp
- Vehicles must be supplied with one spare tire and basic tool kit

The following minimum requirements apply to the **Sedan** vehicle category:

- Vehicle must be available in right-hand and left-hand drive.
- Vehicle must have at least 4 doors for passenger entry and exit.
- Manual or automatic transmission
- Power windows
- Power steering
- Head rest for driver and passengers
- Power brakes
- Engine size (maximum 3 liters, 4 cylinder, diesel)
- Color options –white and others
- Rubber floor mats
- Air conditioning/climate control
- Key with central locking for security
- Vehicles must be supplied with one spare tire and basic tool kit

The following minimum requirements apply to the **Passenger Van** vehicle category:

- Vehicle must be suitable for all-terrain field work.
- Vehicle must be available in right-hand and left-hand drive.
- Vehicle clearance must be a minimum of 21 centimeters from the ground
- Vehicle must have at least 4 doors for passenger entry and exit.
- Manual or automatic transmission

- Power windows
- Power steering
- Head rest for driver and passengers
- Power brakes
- Engine size (maximum 5 liters, 8-cylinder, diesel)
- Color options – white and others
- Alloy wheel locks (anti-theft)
- Rubber floor mats
- Air conditioning/climate control
- Key with central locking for security
- Vehicles must be supplied with one spare tire and basic tool kit

The following minimum requirements apply to the **Motorcycle** vehicle category:

- Suitable for on and off-road
- Number of seats: 2
- Starter: Kick and self-starter
- Strong and sturdy rear carrier to transport items/boxes
- Speedometer
- Front and rear drum brakes
- Rear suspension
- Ground clearance: minimum 265 mm
- Colors: White or other
- Safety helmets: Included
- Spare parts kit: Included

### **Vehicle Warranties and Servicing**

As part of this RFP response, it is important that all vendor(s) provide warranty for all vehicles under every vehicle category. Each warranty type, including what is covered and what is not, will be a significant assessment factor.

Service locations in the cities with Jhpiego office locations are a requirement whether it is a certified service center for the respective manufacturer or a certified third-party service center. Please refer to the list of cities with Jhpiego offices in the “Location” section of this RFP.

### **Jhpiego Volumes**

The table below identifies the number of vehicles purchased by category between 2015-2017.



Vehicle Category	Total Quantity Purchased
Motorcycle	123
4x4 Full-size SUV	66
4x4 Mid-size SUV	46
4x4 Mid-size truck	43
Passenger van	28
4x4 Full-size truck	3
4x4 Ambulance SUV	3
Sedan	2
4x4 Crossover	1
<b>Grand Total</b>	<b>315</b>

## EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Specification Requirements - Vendor must provide a proposal for vehicles with the exact or similar specifications outlined in the Scope of Work.
- Price - Vendor must provide a proposal for vehicles, based on their capabilities, at the lowest price.
- Lead time – Vendor must identify the respective lead time from receiving an order to the vehicle(s) being ready to pick-up/deliver for every vehicle quoted in each category.
- Distribution capabilities – Vendor shall identify what cities and countries they can distribute these vehicles in.
- Warranty – Vendor must identify the type of warranty, including what is covered and what is not, and warranty period in their proposal.
- Service centers – Vendor must identify either certified service centers for the respective manufacturer or a certified third-party service center for all vehicle classes in the respective locations of Jhpiego offices.

- Manufacturer’s authorization- Vendor must provide documentation from the manufacturer certifying that the vendor is an approved dealer of the offered vehicle brand

References may be considered as an evaluation factor if you are selected as a finalist. The references will not be contacted unless Jhpiego informs you in advance.

Jhpiego may also request copies of your latest, official financial statements if you are selected as a finalist.

## DIRECTIONS FOR RESPONSE

All responses to this RFP must include the components and follow the guidelines below. **Any proposal that does not follow these guidelines may be disqualified.**

Complete and submit the following component in your proposal:

### ANSWER SHEET (EXCEL FILE)

- General – 1<sup>st</sup> tab – Provide your company’s contact information for this RFP process and provide responses to the questions.
- Specifications – 2<sup>nd</sup>-6<sup>th</sup> tabs – Select “Yes” or “No” from the dropdown for each specification identified by vehicle category.
- Vehicle Services – 7<sup>th</sup> tab – Select from the dropdown (“Warranty”, “Third Party”, or “No”) to identify the vehicle services available by city. Also, identify the closest service center address that would apply to each city/country.
- Vehicle Pricing – 8<sup>th</sup> tab – For each vehicle category, identify the make/models of those you are proposing, relative unit price (USD), warranty coverage, lead time, and country of origin for all countries.
- References – 9<sup>th</sup> tab – Please provide at least three customer references Jhpiego may contact. If you have any questions related to completing the answer sheet, please email them to the primary contact for this RFP.

## VEHICLE SPECIFICATION SHEETS (PDF FILES)

- For each vehicle proposed, you must provide the specification sheet of the standard model, along with the options available as well as the respective pricing.

If you have any questions related to completing the answer sheet, please email them to the primary contact for this RFP.

Direct all responses to the primary contact (see “Contact Details” section) via e-mail by the time indicated (EST - UTC/GMT-5) on the day indicated in the schedule.

Under no circumstance should any bidder attempt to circumvent this RFP process by contacting Jhpiego directly, submitting any proposals, offering discounts outside of the parameters of this process. Please submit all proposals and ask all questions according to the provided timelines and through the channels designated in this document and any other tender documents that may follow. Please direct all questions, information, or concerns to the designated primary contact only.

Questions to the designated primary contact are entirely welcome. However, any violation of these directions will be considered an attempt to gain an unfair advantage over the other competitors, and will result in disqualification of the violating bidder. Any disqualified bidders will be removed from the process and any further submissions by that bidder will not be accepted.

Jhpiego reserves the right to reject any and all proposals and bears no responsibility for any costs of preparing any proposal.

## QUESTIONS FROM BIDDERS

In the interest of fairness and completeness of answers, all questions from all bidders will be aggregated, answered and sent to all bidders on the date and time indicated in the schedule. Please submit your questions to the primary contact identified above **via email** by the day they are due (see “Schedule” section). Include RFQ/RFP number in the subject line. Jhpiego will not respond to questions over the phone because it becomes difficult to share those same answers with the other firms. Jhpiego will respond to all bidders simultaneously, including all bidders’ questions and their corresponding responses.

## PROPOSAL VALIDITY

Vendor shall submit a proposal that is valid for **120** days after the proposal due date per the “Schedule” section above.

## AWARD OF CONTRACT

The firm(s) that, in the opinion of Jhpiego, have submitted the proposal providing the best value for Jhpiego based on the evaluation criteria will be established as Global Preferred Vendor for three years. A purchase order may be issued per transaction.

## CONTRACT TERMS

Any resulting agreement will be conditional upon the vendor's acceptance of the Johns Hopkins University Terms and Conditions (<http://ssc.jhmi.edu/supplychain/terms-jhu.html>) and must be approved by Jhpiego's Executive Office. Jhpiego's standard payment terms are Net 30. It is anticipated that any resulting contract will include fixed rates as proposed as part of this RFP.