



**TERMS OF REFERENCE
FOR NOTICE FOR REQUEST FOR EXPRESSION OF INTEREST**

EXPRESSION OF INTEREST

Call for Expression of Interest for the supply and delivery of road construction and maintenance equipment to AWF office in Voko by Garoua, Cameroon. Offer N°: AWFCM001/23.

Applicant submitting the Expression of Interest: _____, _____

(organisation name, registration number)

Dear Sir or Madam,

The undersigned:

.....

acting as the legal representative of the organisation

declares that the organisation that he/she represents:

- a) is submitting this Application in response to the Call for Expression of Interest **SUPPLY AND DELIVERY OF ROAD CONSTRUCTION AND MAINTENANCE EQUIPMENT TO AWF OFFICE IN VOKO BY GAROUA, CAMEROON. OFFER N°: AWFCM001/23;**
- b) all information contained in this expression of interest and its appendices is complete and correct in all its elements;
- c) if selected to supply and deliver the equipment, to commit to comply with all requirements set by AWF or its appointed Service Provider necessary for the successful completion of the assignment.

Signature(s):

Stamp of the Applicant:

Date (day/month/year):



Appendices



- 1. Appendix 1 Information about the Applicant**
- 2. Appendix 2 Declaration on honour concerning the exclusion criteria**
- 3. Appendix 3 List of documents to be attached for assessment**



Appendix 1 to the Expression of Interest

INFORMATION ABOUT THE APPLICANT

1.1 Applicant information

Information required	
Name of the Applicant	
Contact Details	Address (registered office): Telephone: E-mail:
Legal Form	
Registration Details	Denomination of register: Date of registration: Country of registration: Registration number:
Tax	Registration number:
Description of the applicant (main objectives and activities, administrative structure etc)	

1.2 Person authorised to submit the Expression of Interest

Information required	
Name	Surname: First name:
Position	
Contact Details	Address: Telephone: E-mail:

1.3 Person for communications (if different from paragraph 1.2)

Information required	
Name	Surname: First name:
Position	
Contact Details	Address: Telephone: E-mail:



Appendix 3 to the Expression of Interest

**CHECK-LIST OF DOCUMENTS TO BE ATTACHED FOR ASSESSMENT
OF EXPRESSIONS OF INTEREST**

Mandatory Documents to be attached to the Expression of Interest	
a. Expression of Interest duly signed	
b. Information about the Applicant (as per template provided in Appendix 1)	
c. Official registration of the Applicant evidencing the statute under which it operates (e.g. non-governmental organisation, foundation)	
d. Declaration on honour regarding situations of exclusion, duly signed (as per template provided in Appendix 2)	
e. A list of EU-funded projects supported in the past if any.	
f. Applicant to confirm that the following manuals will be supplied should they win the tender:	
i. All literature will either be in English or French Language	
Oui	Non
<input type="checkbox"/>	<input type="checkbox"/>
ii. Repair manual supplied	
Oui	Non
<input type="checkbox"/>	<input type="checkbox"/>
iii. Parts catalogue supplied	
Oui	Non
<input type="checkbox"/>	<input type="checkbox"/>
iv. Driver's handbook and service schedule supplied	
Oui	Non
<input type="checkbox"/>	<input type="checkbox"/>



Only Applicants who submit the above documents shall be considered for the Technical Evaluation Process

Technical Evaluation

The Technical Evaluation Criteria, given below, will be applied for the assessment of the technical quality of the expression of interests submitted.

A tender must score a minimum of 70% to qualify for further consideration at the tendering stage

No	Item	Score (%)
a.	At least four (4) references for the supply and delivery of Similar Machines. Attach evidence in form of LPO/LSO/contracts and evidence that the machines were supplied, delivered and tested in form of relevant documents and certificates (each evidence carries 10 Marks) (Total 40 Marks)	
b.	Years in business (Attach proof with Certificate of incorporation/registration), i. Over 10 years = 15 marks ii. Less than 10 years and above 7 years = 7 marks iii. Less than 7 years and above 5 years = 5 marks iv. Less than 5 years and above 3 years = 2 marks v. Below 3 years and above 1 year = 1 mark	
c.	Volume of business handled in the last two (3) years (Attach evidence) (15marks) i. Over USD. 300,000 (15 marks) ii. Over USD. 200, 000 and below 300,000 (10 marks) iii. Over 100,000 and below 200,000 (8 marks) iv. Over 50,000 100,000 (5 marks) v. Below 50,000 (3marks)	
d.	Applicant offers Warranty and aftersales service for the equipment supplied for at least one year (Attach evidence) (5 marks) A letter of authorization from the manufacturer confirming the following: i. 2 years and above Warranty (5 marks) ii. 1-year warranty (2 marks) iii. Less than 1-year warranty iv. No warranty (0 Mark)	
e.	Applicant shares Country/Site/where the models are produced (Attach evidence) (5 marks)	
f.	Availability of spares, workshop and technical personnel (10 Marks) i. Work shop: To include but not limited to service areas (Attach evidence) (5 Marks) ii. Workshop personnel: To include but not limited to floor supervisor, certificate mechanics (Attach evidence) (5marks) iii.	
g.	Proof of dealer outlets in all the following regions for the last five (5) years: (Attach evidence)	



	<p>(Names and addresses of dealers/agents indicating the location of the workshops facilities). (10 Marks)</p> <ul style="list-style-type: none">i. Doula (1 Mark)ii. Yaounde (2Marks)iii. Garoua Area (3 Marks)iv. Voko Area (4Marks)	
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