

# Request for Tender

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## **Government Vehicle Disposal – 50<sup>th</sup> Celebration**

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**Reference No. 1415xx**

**Date of Release: July 2015**

**Ministry of Finance and Economic Management**



## **Introduction**

### **Summary of Requirement**

Through this RFT, the Ministry of Finance and Economic Management wishes to sell 20 new Hyundai vehicles purchased to supplement the existing private rental fleet and government fleet which is being used for the transportation of a number of VIPs who will be attending the activities celebrating 50 years of Self Government. This RFT is for suitable companies, groups or individuals to submit a tender for the Sale of Assets of one or more of 20 vehicles.

Tenders shall be submitted in two complete hard copies, packaged and labelled "CONFIDENTIAL" and have the following information clearly exhibited on the outside:

- Name of the Ministry of Finance and Economic Management.
- Tender Sale by Tender for Government VIP Vehicles.
- Tender 4pm Friday 31 July 2015.

Tenders must be placed in the Tender Box and submitted in the form specified in Appendix A by the due date. Failure to do so will result in the tender being disqualified.

### **Tender Closing Time**

Tenders close at 4:00 pm on Friday 31 July 2015. The tender box will be located at Office of the Public Sector Commission, Old Philatelic Building (Ground floor) Avarua.

The tenderer is responsible for ensuring that the tender is placed in the Tender Box by the closing time.

Late tenders will not be accepted.

### **Contact Officer**

Negotiations will not be permitted between the Tender Team and any prospective tenderers during the tender advertising period. However, prospective tenderers may seek clarification of the tender documents prior to submitting their tenders. Any enquiries in relation to this tender should be directed to the Contact Officer identified below. Tenderers should note that to ensure no disadvantage to any tenderers, responses to questions pertaining to this RFT will be attached to the tender posting on the Ministry of Finance and Economic Management web site refer:

Any enquiries in relation to this tender should be directed to the Contact Officer at the address given below.

**Name of Person: Mr. Russell Hynd**

**Title: Treasury Operations Manager**

**Address: Ministry of Finance and Economic Management**

**Phone: 29511**

**E-mail: russell.hynd@cookislands.gov.ck**

## **Selection Process**

All tenders deposited in the Tender Box by the Closing Time will be considered. Tenders submitted in the form specified in Appendices A and B to this RFT will then proceed to the evaluation stage.

Evaluation of the responses to this RFT will be in accordance with the Evaluation Criteria described in Appendix C. Failure to comply with the tender conditions will result in immediate exclusion from the evaluation process.

## **Notification of Acceptance**

Tenders shall remain open for acceptance and shall not be withdrawn for a period of sixty (60) working days from the Closing Date of the tender. Unsuccessful tenderers shall be notified in writing by the Principal or their representative within 10 working days of acceptance of the successful tender.

If no tender is accepted by the Principal within twenty (20) working days after the Closing Date, each tenderer will be notified in writing by the Principal or their representative whether their tender is still under consideration or is no longer being considered.

The Tender Team reserves the right to contact referees and/or customers regarding the performance of the tenderer as it may pertain to this RFT.

The Tender Team reserves the right to contact any or all tenderers in order to clarify and points within the tender offer.

The Principal shall not be bound to accept the highest priced tender or the highest scored tender or any tender.

The Tender for each vehicle will be subject to meeting a minimum acceptable reserve price. The tender evaluation committee reserves the right to negotiate with the highest bidder if tenders do not reach the reserve price.

The tenderer must confirm their acceptance of the terms of the contract for services attached at Appendix D. If the tenderer is unable to agree to any clause, it must set out in a table form the clause reference, reason why the tenderer cannot accept it and proposed alternative wording.

## **Probity**

No gifts or entertainment of any nature will be permitted between any parties involved throughout the tender process, including: tenderers or potential tenderers, tender team members, evaluation team members, the Head of Ministry, or any other member or organisation that may have an involvement with any aspect of the tender process.

## **Statement of Requirements**

The Government of the Cook Islands seeks suitable companies, groups or individuals to submit a tender for the Sale of Assets of 20 vehicles. These vehicles will supplement the existing private rental fleet and government fleet which is being used for the transportation of a number of VIPs who will be attending the activities celebrating 50 years of Self Government.

All vehicles will be registered prior to use and sold on the basis that they will be made available for transportation of VIPs during the 50 year celebrations with a number also being required for the combined Pacific Forum Economic and Trade Ministers (FEMM and FTMM) to be held in the week 26 to 31 October 2015. All vehicles will be sold as new by tender on an as-is where is basis.

The following vehicles are available for tender:

| Car Types                        | No. | Colour                        | Brochure                                                                                                                  |
|----------------------------------|-----|-------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Hyundai Elantra Elite            | 9   | Black x 4, White x 2, Red x 2 | <a href="http://www.hyundai.co.nz/new-cars/small-cars/elantra/">http://www.hyundai.co.nz/new-cars/small-cars/elantra/</a> |
| Hundai Sonata Elite              | 5   | Black x 4, Blue x 1           | <a href="http://www.hyundai.co.nz/new-cars/sedan-wagon/sonata/">http://www.hyundai.co.nz/new-cars/sedan-wagon/sonata/</a> |
| Hyndai IX 35 2.0 Litre 2WD Std   | 4   | Black                         | <a href="http://www.hyundai.co.nz/new-cars/suv/ix35/">http://www.hyundai.co.nz/new-cars/suv/ix35/</a>                     |
| Hyndai IX 35 2.0 Litre 2WD Elite | 2   | Black                         | <a href="http://www.hyundai.co.nz/new-cars/suv/ix35/">http://www.hyundai.co.nz/new-cars/suv/ix35/</a>                     |

The links provided herein provide access to information regarding the vehicles. No further information is available at the date of this publication. All vehicles are supplied standard with internal floor mats.

The vehicles are scheduled to arrive from New Zealand by ship on Saturday 18 July 2015. They will be will be available for viewing as soon as possible (with a location to be coinformed) until required for the transportation of VIPs for the duration of the 50<sup>th</sup> anniversary of independence celebrations. The Cook Island Government will be responsible for insurance of the vehicles during both periods when the vehicles will be utilised by Government. Purchasers are expected to ensure the vehicles remain in as new condition and are insured from the possession date at least up to and including 26 October 2015.

Possession of vehicles will be on full and cleared payment of an accepted tender price and release from the requirements of the celebrations.

Should tenderers wish to identify alternate vehicles in the event that they meet the reserve but are not the successful tenderer in their first choice of vehicle, they may specify alternates in the tender submission form. You should write an offer price beside all primary and alternate selections. E.g. a purchaser wishes to tender for 1 Hyundai Elantra Elite but there are 9 such vehicles listed. They may select 1 as their primary tender and any or all of the others as alternates.

The tender evaluation will consider their bid for their first choice and if unsuccessful, their alternates at prices specified against each vehicle.

## **Conditions of Tendering**

### **Mandatory Conditions**

1. Tenders must be completed in the format contained in Appendices A and B of this RFT. If offers do not comply with this format, they will not be accepted.
2. Tenders must be deposited in the required form in the Tender Box by the closing time as specified in this RFT.
3. All proposals and related documentation in respect of this RFT must be in the English language.
4. Tenders must be presented in hard copy format only and delivered in a sealed envelope to the location specified in this RFT. Telefax and electronic proposals will not be accepted.
5. It is the tenderer's responsibility to view and investigate any and all vehicles they may be interested in tendering for. Any further requests for information will be made public (excluding details of the requester) via the Ministry of Finance and Economic Management web site ([www.mfem.gov.ck](http://www.mfem.gov.ck))
6. The vehicles are sold as new on an as is where is basis

### **Special Conditions**

Tenderers will be required to contract with the Cook Islands Government to make their vehicle available without compensation in any way or form as VIP transport for the following dates that may be prior to or following possession date:

1. Transportation of VIPs during the 50 year celebrations up to and including Friday 7 August 2015 (likely to be prior to possession date)
2. Transport of VIPs during the combined Pacific Forum Economic and Trade Ministers (FEMM and FTMM) to be held Friday 23 October and will be available for collection on Monday 2 November 2015. Owners will be responsible for removing personal items and cleaning before delivery. The Cook Islands Government will ensure the vehicles are cleaned prior to being available for collection on Monday 2 November.

**APPENDIX A****Form of Tender**

**[Insert the address to which responses to this RFT must be directed]**

Having examined the Tender Documents in relation to Tender Reference No. 1415xx and dated July 2015, released by the Ministry of Finance and Economic Management, we submit the following offer.

We offer to purchase the following vehicle(s) in as is where is condition from the Government of the Cook Islands in accordance with the Tender Specifications in conformity with these Tender Documents for the sum Stated in the following table stated inclusive of Value Added Tax, together with such other sums as may be ascertained in accordance with the Contract.

We undertake to ensure that the vehicle or vehicles purchased will be insured and maintained in as new condition until 26 October 2015.

We agree to abide by this Tender for a period of sixty (60) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted by you at any time before the expiry of that period.

Unless and until a Contract Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the highest or any Tender you may receive.

We understand that no contract shall come into existence, and no legal or other obligations shall arise between us and you (or between us and any other agent of the Principal) in relation to the conduct, outcome or otherwise of the Tender process, prior to and apart from your acceptance of our Tender.

We understand that you may contact the referees nominated by us in this offer and make whatever enquiries you deem necessary regarding our financial health and ability to meet the obligations of this tender. Further, during the assessment stage we understand and agree that you may request specific information from all tenderers in order to assist your assessment. We acknowledge that a failure to provide such information may result in disqualification from the process.

We provide the following information required to be submitted with this Tender:

- Completed Schedule of Prices
- List of Referees you may contact in relation to this offer.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_

**Tenderer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**E-mail**

**Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Facsimile No.:** \_\_\_\_\_

**Referees who may be Contacted**

**Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Facsimile No.:** \_\_\_\_\_

**Nature of Relationship  
with Tenderer:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX B****Tender Specifications****Schedule of Prices**

I \_\_\_\_\_ offer to purchase \_\_\_\_\_ (insert number) of the following vehicles identified in the table below as Primary Tender (or their alternate selection) for the sums listed below (Incl VAT).

| Vehicle Make/Model                      | Colour                         | VIN Number/Identification | Primary Tender | Alternate Selection | Offer Price |
|-----------------------------------------|--------------------------------|---------------------------|----------------|---------------------|-------------|
| Hundai Sonata 2.4 Elite A6              | Phantom Black                  | KMHE341FMFA087559         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Brilliant Red, Interior Black  | KMHDH41EMFU434035         |                |                     |             |
| Hundai Sonata 2.4 Elite A6              | Coastal Blue                   | KMHE341FMFA099878         |                |                     |             |
| Hyndai IX 35 2.0 Gdi Litre 2WD Elite A6 | Hyper Metallic, Interior Black | KMHJU81FMFU099225         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Brilliant Red, Interior Black  | KMHDH41EMFU411549         |                |                     |             |
| Hundai Sonata 2.4 Elite A6              | Phantom Black                  | KMHE341FMFA099700         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Phantom Black, Interior Black  | KMHDH41EMFU434744         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Phantom Black, Interior Black  | KMHDH41EMEU308323         |                |                     |             |
| Hundai Sonata 2.4 Elite A6              | Phantom Black                  | KMHE341FMFA088319         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Phantom Black, Interior Black  | KMHDH41EMFU536110         |                |                     |             |
| Hyndai IX 35 Gdi 2.0 Litre 2WD A6       | Phantom Black, Interior Black  | KMHJT81FMFU090875         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Creamy White, Interior Black   | KMHDH41EMFU796466         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Phantom Black, Interior Black  | KMHDH41EMFU433972         |                |                     |             |
| Hyndai IX 35 Gdi 2.0 Litre 2WD A6       | Phantom Black, Interior Black  | KMHJT81FMFU090910         |                |                     |             |
| Hyndai IX 35 2.0 Gdi Litre 2WD Elite A6 | Hyper Metallic, Interior Black | KMHJU81FMFU097725         |                |                     |             |
| Hundai Sonata 2.4 Elite A6              | Phantom Black                  | KMHE341FMFA099703         |                |                     |             |
| Hyndai IX 35 Gdi 2.0 Litre 2WD A6       | Phantom Black, Interior Black  | KMHJT81FMFU091086         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Creamy White, Interior Black   | KMHDH41EMFU433980         |                |                     |             |
| Hyundai Elantra FL 1.8 Elite A6         | Brilliant Red, Interior Black  | KMHDH41EMFU535727         |                |                     |             |
| Hyndai IX 35 GDi 2.0 Litre 2WD A6       | Phantom Black, Interior Black  | KMHJT81FMFU091257         |                |                     |             |

**Delivery Conditions**

Possession will be available on completion of the 50<sup>th</sup> Anniversary Celebrations VIP requirements no later than 7 August 2015 upon completion of the requirements of the contract to purchase and final payment of the agreed purchase price.



Inclusive of the contract to purchase will be a requirement to make the vehicle(s) available without compensation in any way or form as VIP transport for the following dates:

**Friday 23 October to Monday 2 November**

Vehicles will be required for transport of VIPs during the combined Pacific Forum Economic and Trade Ministers (FEMM and FTMM) to be held 26-30 October 2015. The must be delivered on or before 4.00pm on Friday 23 October and will be available for collection on Monday 2 November 2015. Owners will be responsible for removing personal items and cleaning before delivery. The Cook Islands Government will ensure the vehicles are cleaned prior to being available for collection on Monday 2 November and will be insured by Government for the duration of use.

**APPENDIX C****Evaluation Criteria**

In accordance with clause 24.5 of the Policy, Tenders that did not meet the Standard Conditions are deemed non-compliant.

**Standard Conditions**

| <b>Criterion</b>                                                                                                                           | <b>Complies<br/>Yes or No</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. Tender is completed in the format contained in Appendices A and B of the RFT.                                                           |                               |
| 2. Tenders must be deposited in the required form in the Tender Box by the closing time specified in the RFT                               |                               |
| 3. Proposal and related documentation must be in the English language.                                                                     |                               |
| 4. Tenders must be presented in hard copy format only.                                                                                     |                               |
| 5. All prices must be in NZ dollars for pickup from the designated collection point. Freight from the pickup point is buyer responsibility |                               |

**Special Conditions**

A Weighted Criteria methodology will apply to the evaluation of this RFT as follows:

| <b>Criteria</b>                                                                 | <b>Weight<br/>%</b> |
|---------------------------------------------------------------------------------|---------------------|
| <b><u>Non-Price Criteria</u></b>                                                |                     |
| 1. Locally established company, rental agent or trader                          | 5                   |
| 2. Ability to complete the payment obligations required in this tender          | 20                  |
| 3. Ability to meet the requirements of the tender conditions and specifications | 15                  |
| <b><u>Total Non-Price Elements</u></b>                                          | <b>40</b>           |
| Price                                                                           | 60                  |
| <b>TOTAL WEIGHTING</b>                                                          | <b>100</b>          |

**Risk**

The Evaluation Committee will conduct a Risk Assessment for each Tender submitted. This will identify the most significant risks presented by the Tender and consider the Likelihood of the risk occurring; the consequence of that risk; and a risk mitigation strategy. In conclusion, the mitigated risk will be determined to form an overall measure of the risk represented by each Tender.

The Risk Mitigation Strategy may include the inclusion of specific clauses in the executed contract. Therefore, a Tender considered to be High Risk might still be selected subject to the Tenderer's willingness to accept the proposed contract amendments.

**APPENDIX D****Agreement for sale of vehicles**

Date:

**Seller:** Ministry of Finance and Economic Management

**Buyer:**

**Background**

- A. The Seller has purchased [*number*] cars for the 50<sup>th</sup> celebrations and has no ongoing need for these cars.
- B. A tender was held to sell the cars and the Buyer was selected as a purchaser of one or more of the cars as more particularly detailed in the Schedule ("Cars").
- C. The parties have agreed to the sale of the Cars on the condition that the Buyer makes the Cars available for the Seller's use (free of charge) during certain periods where other dignitaries are visiting Rarotonga.

It is agreed that:

**1. Agreement**

The Seller agrees to sell and the Buyer agrees to buy those Cars detailed in the attached Schedule subject to the terms and conditions of this agreement.

**2. Price and deposit**

The total price is \$[*amount*] VAT inclusive ("Price"). A 50% deposit on the Price is payable on signing this agreement, the remainder is payable prior to collection of the Cars. Interest shall be payable for late payment from the date set out in the Schedule at 2% per month or part of a month. Where payment is not made by the required time the Seller may elect to sell the Cars to any party at any price.

**3. Collection**

The Buyer is responsible for collecting the Cars from the location advised by the Seller. Collection is not permitted prior to the payment of the Price.

**4. Transfer of Cars to Buyer**

Title and risk in the Cars transfers to the Buyer on payment of the Price.

**5. Quality**

The Seller does not provide any warranties as to the quality, fitness, or description of the Cars.

**6. Damage by Seller**

Where there is damage or any wear other than usual wear and tear during the period that the Seller uses the Cars prior to delivery to the Buyer, the Seller will at its option either make good the damage or reduce

the Price of the Cars accordingly. Where any damage occurs (other than usual wear and tear) during any Lease Period the Seller will make good the same.

**7. Lease**

The sale by the Seller to the Buyer is conditional on the Buyer making the Cars available to the Seller for use during the periods specified in the Schedule. The Cars must be presented in a clean and tidy condition with a full tank of fuel and be free of all personal effects, this includes any adornments to the Cars or advertising material attached to the Cars. Where Cars are not delivered in the condition required by this clause the Seller will invoice the Buyer for the cost of having the Cars professionally cleaned and brought into a suitable condition.

**8. Failure to lease**

Where the Buyer does not make the Cars available on the dates or any one of the dates as set out in the Schedule or the Cars are not able to be brought to a condition which complies with the Seller's requirements, the Buyer will be required to pay the Seller [*amount*] for each period. This is a genuine pre-estimate of the cost that the Seller will face in having to organise alternative transport.

Signed by the Seller:

Signed by the Buyer:

### **Schedule**

Description of Cars:

Model:

VIN Number:

Lease periods:

Collection date: (date from which interest accrues if full payment is not made).