

BIDDING DOCUMENTS

For the purchase and delivery of cashew harvesting machines.

Project: LIFFT-Cashew Project / FY25

Prepared by:



Senegal Address: 178, Néma Complémentaire, Ziguinchor (+221) 33 991 94

www.shelter.org

<https://liffproject.com/>

July 2025



INVITATION TO BID

ITB N°: SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

Date: July 22nd , 2025

Shelter For Life International (SFL) Headquartered in Minnesota, USA is an international faith-based (Christian) relief and development organization with over 40 years of experience in providing sustainable development and humanitarian assistance in developing countries around the world.

Under the USDA/FAS Food For Progress (FFPr) program, Shelter For Life (SFL) is implementing an eight-year (2017-2025) project called "Linking Infrastructure, Finance and Farms to Cashew" (LIFFT-Cashew) in Senegal, Gambia and Guinea-Bissau (SeGaBi) that aims to develop and upgrade the value chain linkages needed to support an integrated regional trade network for the cashew value chain. However, in order to make the value chain more attractive, competitive and develop an inclusive economy in SeGaBi, the LIFFT-Cashew project focuses on improving cashew production, processing and trade on local and international markets, in collaboration with other parts of the value chain.

In the framework of LIFFT-Cashew, as part of the improving the agriculture development and crop productivity in SeGaBi region, the SFL intends to support cooperatives in the SeGaBi region to acquire harvesting machine for improving the quality of the harvested RCN, to save more time in harvesting and also increase the cooperative's income by providing services to producers. Shelter For Life is therefore launching a call for tenders for the procurement of Harvesting Machines.

Given the importance attached to improving the production and quality of the nuts to be marketed by the cooperatives.

The SFL Bids Evaluation and Award Committee ("BEAC") now SFL invites interested Vendors/Suppliers to apply to Bid for the supply of proposed below materials:

Items/Materials list under BID:

Feature	Specification
Brand	harvesting machine;
Engine type	Single-cylinder, 4-stroke
Starting system	Manual
Power source	Gasoline Engine
Productivity	250 kg/hours
Installation size	LxWxH: 12000x80X1350 (mm)
Mobility	Two-wheel portable design
Warranty Period	1 year
Total weight	120 Kgs +/- 10%.
Total quantity	11

The Supplier shall be responsible for all aspects of delivery, including packaging, transportation, and off-loading at the designated site located in the below table. Prices quoted should remain valid for at least one month from the closing date of the tender. If the Vendor/Supplier wish to express longer validity period for prices, its welcomed.

Country	Cooperative	Localization
AJAC LUKAL	Senegal	Néma Kadior Ziguinchor
FAMVI	Senegal	Simbandi Balante, Goudomp Department, Sédhiou Region
FADECBA	Senegal	Samine Escale, Goudomp department, Sédhiou region
BALUH-NA	Senegal	Francounda - Djirédji District - Sédhiou Department - Sédhiou Region
FBCFCS	Gambia	Killy Village, Foni Bintang District, West Coast Region
NDARR	Gambia	Fass Njaga Choi Village, Lower Nuimi District, North Bank Region
CONGAI	Guinea-Bissau	Avenida Titina SILLA, Canchungo
NDELUGUAN	Guinea-Bissau	Biombo sector, Biombo region
WAQUILARE	Guinea-Bissau	Farim, Bigene municipality, Oio region
BUWANDENA	Guinea-Bissau	Bairro Madina Curva, Ingore, Cahcheu region
CJAM	Guinea-Bissau	Mansaba, Oio region

This Biding Document includes Instructions to suppliers, Technical Specifications and Administrative Requirements that Ventors/Suppliers will need to follow in order to prepare and submit their quotation for consideration by SFL.

Eligible Bidders (Vendors/Suppliers) may receive the complete set of Bidding Document at above address from July 24th, 2025 at 10:00 to 17:00 local time or download at the following web-site: <https://liffproject.com/> .

Please also regularly follow the SFL web-site for potential publication of agenda or clarifications.

Offers must be submitted to the email below indicating to email title “ **SFL/LIFFT-Cashew PROJECT 5302/2025/02**”: liffcashewinfo@shelter.org .

Or submitted to the address below in **Shelter For Life – 178, Néma Complémentaire, Ziguinchor, Senegal**.

Late Bids shall be rejected.

SFL reserves the right to accept or reject any Bids, and to cancel the procurement process and reject all Bids at any time prior to award of Contract, without obligation to inform the affected Bidder/s of the ground for SFL action.

Sincerely,

SFL

Instructions to Bidders

1. Scope of Bid	1.1 SFL invites Bids for the: purchase and delivery of cashew harvesting machine
2. Project	2.1 LIFFT-Cashew FY25
3. Qualification of the Bidder	<p>3.1 To qualify for award of the Vendors/Suppliers, Bidders shall meet the following minimum qualifying criteria:</p> <ul style="list-style-type: none"> a) Registered company/materials supplier. b) Experience as prime contractor in supplying of equipments materials. The experience of such similar supplies must be supported by copy of contracts and references. c) Copy of license for supplies, including for all types of equipments materials supplies to be bid. d) Having Tax Identification Number, VAT registration. e) All participants will be required to submit a tax clearance dated less than six months. f) Applicants must provide any document that SFL may reasonably request, demonstrating to the satisfaction of the SFL that they continue to be eligible to compete. g) Any participant selected for contract award may be required to undergo a background check conducted by SFL prior to contracting for which the contractor will have to provide necessary required document as necessary. <p style="text-align: center;">Bids that do not meet this requirement will be disqualified.</p>
4. One Bid per Bidder	4.1 Each participant can only bid once per bid tender.
5. Cost of Bidding	5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid and SFL will in no case be responsible or liable for those costs.
6. Site Visit	6.1 (this is section will filled when requested the field visit).
7. Language of Bid	7.1 All documents relating to the Bid shall be in English language.
8. Currencies of Bid and Payment	8.1 All participants will be required to submit offers indicating the VAT in specific line. The unit rates and prices have be quoted by the Bidder entirely in the national currency of The Gambia (DALASIS)
9. Submission Marking of Bids	<p>9.1 Bidders are required to submit their offers to the email below indicating “N⁰ SFL/LIFFT-Cashew PROJECT 5302/2025/02 ” in the subject line: lifftcashewinfo@shelter.org Or submitted to the address below in Shelter For Life – 178, Néma Complémentaire, Ziguinchor, Senegal</p>

	Late Bids shall be rejected.
10. Deadline for Submission of Bids	10.1 Submission deadline no later July 30 th , 2025, 17:00 local time.
11. Late Bids	11.1 Any Bid received by SFL after the deadline prescribed will be rejected.
12. Bid Opening	<p>12.1 The Bidders' names, the Bid prices, the total amount of each Bid, any discounts, Bid modifications and withdrawals, the presence or absence of Bid Security, and such other details as SFL may consider appropriate, will be announced by SFL at the opening.</p> <p>12.2 SFL will prepare minutes of the Bid opening, including the information disclosed to those present.</p>
13. Process to Be Confidential	13.1 Information relating to the examination, clarification, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence SFL's processing of Bids or award decisions may result in the rejection of its Bid.
14. Correction of Errors	<p>14.1 Bids determined to be substantially responsive will be checked by SFL for any arithmetic errors. Errors will be corrected by SFL as follows:</p> <p>(a) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of SFL there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.</p> <p>(b) The amount stated in the Bid will be adjusted by SFL in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.</p>
15. Currency for Bid Evaluation	15.1 Bids will be evaluated as quoted in GMD.
16. Complete offer.	<p>16.1 A complete offer must contain all of the following forms duly filled out: Contractor's Bid submission letter; Priced form; Qualification Information form; Equipment materials supply experience form; key supervisory staff form; materials supply schedule form.</p> <p>Any offer not including a part of these documents will be declared incomplete and therefor inadmissible.</p>

Attachment – 1:**CONTRACTOR'S BID SUBMISSION LETTER FORM**

ITB N°: SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

Date:/...../2025

To: **The Chairperson**

Bids Evaluation and Award Committee (BEAC)

Shelter for Life International

below in Salameh Complex Sukuta Highway, Brusubi. West coast Region. The Gambia

We, the undersigned, declare that;

Having examined the Bidding Document for the supply of construction materials Ref **ITB N°:**

SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

, issued on/...../2025, the receipt of which is hereby duly acknowledged, I, representing

..... offer to execute and complete

the SUPPLY FOR PURCHASING CASHEW HARVESTING MACHINE in conformity with the

Bidding Document for the total fixed lump sum price of

..... in accordance

with the Bill of Quantities and Detailed Estimate which is herewith attached and form part of this Bid.

I undertake, if my Bid is accepted, to execute the supplies in accordance with the supply for **purchasing Cashew harvesting machine** materials timetable/schedule set out in the "Instruction to Bidders" of the Bidding Document.

I agree to abide by this Bid for the Bid Validity Period specified in the Bidding Document which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, the Bid, together with your written acceptance thereof and the Notice of Award, shall constitute a binding agreement between us.

I hereby certify that the Bid complies with the requirements stipulated in the Bidding Document.

Dated/...../2025

[Signature and Name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of [name of company]

**Attachment – 2:
QUOTATION FORM**

ITB N°: SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

Item		Description	Quantity	Unit Price with VAT (GMD)	Total price with VAT (GMD)	Unit Price without VAT (GMD)	Total price without VAT (GMD)
Cashew harvesting machine	Brand	harvesting machine;	11				
	Engine type	Single-cylinder, 4-stroke					
	Starting system	Manual					
	Power source	Gasoline Engine					
	Productivity	250 kg/hours					
	Installation size	LxWxH: 12000x800x1350 (mm)					
	Mobility	Two-wheel portable design					
	Warranty Period	1 year					
	Total weight	120 Kgs +/- 10%.					
Total							
<ul style="list-style-type: none"> Completion of this table is mandatory (all the information should be in this table). 							

Annex – 4
KEY SUPERVISORY STAFF FORM

ITB N°: SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

#	Title/Objective	Unit	Necessary quantity of workers		
			Permanent	Temporary	Total quantity
1	Head of organization based on contract				
	<i>Name/surname:</i>				
	<i>Position in the organization:</i>				
	<i>Qualification:</i>				
	<i>Work experience in this organization:</i>				
	Professional staff				
1		person			
2		person			
3		person			
4		person			
	Qualified staff (skilled experts)				
5		person			
6		person			
7		person			
8		person			
9		person			
	Quantity of permanent workers	person			
	Quantity of temporary workers	person			
	Maximum quantity of workers	person			
	We hereby certify that the above key supervisory staff is available for use in the execution of the contract.				
	Attached CV if not yet attached at the eligibility documents submitted.				

Annex – 5
MATERIALS SUPPLY SCHEDULE FORM

ITB N°: SFL/LIFFT-Cashew PROJECT 5302/2025/02 purchasing and delivery of cashew harvesting machine

№	Detail description of Works/supplies	# of Days <i>(indicate with mark X in the box that implies number of days upon signing contract)</i>															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

Total number of days for completion of all supplies:
_____calendar days