



INVITATION TO TENDER

SOS/NO 0010/06/2026: TENDER FOR THE SUPPLY AND DELIVERY OF TWO (2) DOUBLE CAB 4X4 PICKUP MOTOR VEHICLES.

SOS Children's Villages Zambia is an independent, non-governmental social development organization that enables children to grow up in a loving home with parents or caregivers. SOS Children's Villages operates in over 130 countries worldwide, with the universal objective of creating a positive framework to maximize the chances for vulnerable children to develop, particularly those who have lost or are at risk of losing parental care. In Zambia, SOS Children's Villages is committed to supporting vulnerable children and families through family strengthening and alternative care services.

SOS Children's Villages Zambia hereby invites eligible, qualified, and duly registered motor vehicle suppliers to submit bids for the supply and delivery of **Two (2) New Double Cab 4x4 Pickup Motor Vehicles**.

1. Eligibility Requirements

Interested suppliers must submit the following documentation as part of their bid:

1. Business Registration Certificate (PACRA Incorporation Certificate)
2. Valid Tax Clearance Certificate
3. Fully priced quotation clearly indicating payment terms and all applicable taxes.
(Note: SOS Children's Villages Zambia does not offer advance payment).
4. Confirmation that the bid shall remain valid for a period of **60 days** from the bid submission deadline specified in the bidding documents.
5. Clearly state lead time for delivery of the vehicles.

2. Vehicle Specifications

The vehicle offered must meet the following minimum specifications:

1. Double Cab, 4x4 Wheel Drive
2. Diesel Engine
3. Manual Transmission
4. Nudge Bar
5. Canopy
6. Side Steps
7. Power Windows
8. Power Door Lock

9. Air Conditioner (Manual)

10. Radio

3. Additional Information

Eligible suppliers may obtain further information from the Procurement Office. The delivery address:

SOS Children's Villages Zambia
Plot No. 23217/35, PHI
Justo Mwale Road.

All business-related communication shall be conducted strictly via email for documentation purposes.

Procurement.NO@sos-zambia.org

4. Submission of Bids

The deadline for submission of bids shall be Wednesday, 17th June 2026 at 10:00AM. **LATE SUBMISSIONS SHALL NOT BE ACCEPTED**

All bids/quotations must be submitted electronically to Procurement.NO@sos-zambia.org

5. Vendor Eligibility Checklist.

Vendors are required to provide written confirmation and supporting documentation where applicable.

#	Criteria	Mark	Vendor feedback
1	Confirm your legal form of business (submit business registration certificate)	Submit	
2	Confirm your legal form of business (submit valid tax clearance certificate)	Submit	
3	Proof of Dealership Authorization	Submit	
4	Warranty Period (Indicate)	Confirm	
5	Confirm that bankruptcy, winding up does not exist		
6	Confirm that no conviction for professional misconduct, fraud, corruption, insolvency exist	Confirm	
7	Confirm that no use of child labour or forced labour exist.	Confirm	
8	Confirm that conflict of interest does not exist	Confirm	
9	Confirm that no misrepresentation of information	Confirm	

	exists		
10	Confirm acceptance of payment after delivery. (30days)	Confirm	
11	Confirm availability of products or services on set dates or specifications provided match the items	Confirm	
12	Price offer	Total price	

Vendor Declaration

I/We hereby certify that the information provided above is true and accurate and that all supporting documents submitted are valid and current.

Authorized Representative: _____

Position: _____

Company Name: _____

Signature: _____

Date: _____