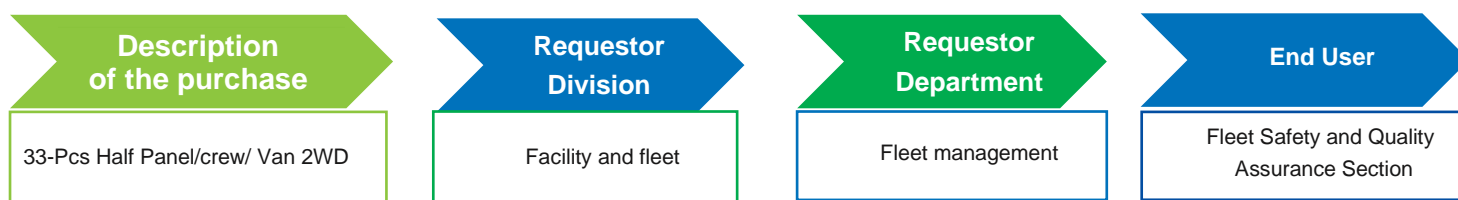


TEMPLATE NAME	A CHECKLIST FOR PURCHASE REQUIREMENT
TEMPLATE OWNER	SOURCING AND SUPPLY CHAIN
REQUESTOR DIVISION	Facility and Fleet Division
BASIC ELEMENTS	PART I - Details for the purchase request (<i>Description & Requestor</i>) PART II – Objective and impact of the purchase, PART III - Purchase history & priority level PART IV – Sourcing/procurement method PART V - Classification of the requirement

OBJECTIVE OF THE TEMPLATE

To capture all the necessary information as per the following details. All this information supports the decision makers to analyze and run deliberate reasoning's that can benefit the company in terms of achieving the strategic objectives.

PART I - Details for the purchase request



PART II – Objective and impact of the purchase (Please make (✓) wherever it fulfills the requirement and attach the detail analysis, business case and justification for unplanned purchase)

Objective of the Purchase	The purchased of half van or crew van is used for half panel van for all zonal, regional and corporate network team						
Impact of the purchase	Maximize revenue	Increase QoS & customer satisfaction	Ensure business continuity	Contribute to operational excellence	Brings efficiency & effectiveness	Create conducive working environment	Other
			✓	✓	✓	✓	
Is the purchase	Within a plan...✓.... Unplanned.....						

PART III - Purchase history and priority level (Please make (✓) wherever it fulfills the requirement)

Is the resources to be purchased is:

Purchase frequency		Inventory check result			Priority level via importance Vs urgency					
1 st time/ New purchase	Recurrent purchase	Out of stock	Avalied and yet need more	Avalied but not usable	Critically Important & Urgent	Moderately Important & Urgent	Critically Important but not urgent	Moderately important but not urgent	Less important but urgent	Less important and not urgent
✓					✓					

PART IV - Sourcing /Procurement method for unplanned purchases or for change of sourcing method if the request is within a plan.

(Please make (✓) wherever it fulfills the requirement & attach the detail justification)

Direct purchase	Restricted Tender	Open Tender	Performa/Shopping
	✓		

Bidders Guide: Request for Quotation (RFQ) _____ Request for proposal (RFP) _____

PART V. Classifications of the requirement

(Please make (✓) wherever it fulfills the requirement)

Technical Requirement/Specifications
For Crew/Half Panel-Van 2WD Diesel

No.	Requirement Description	ET Request	Evaluation Methodology	Allotted point	Bidders Offer/ Proposal
1	GENERAL REQUIREMENTS:				
The intent of this specification is to describe a light duty two - axle general cargo truck to be used for transporting goods on roads in Ethiopia .it shall be constructed, assembled and equipped with as per current manufacturing practices.					
1.1	Service requirements: The vehicle shall be required to operate under the following environmental conditions:				
	Temperature	0-55 °C	Knock Out		
	Climate	Humid Tropics-arid Desert	Knock Out		
	Altitude	Sea level -2500 m	Knock Out		
1.2	Warranty	12 months or 60,000 km or greater from both whichever comes first with all conditions stipulated under the bid instruction	Knock Out		
1.3	Spare parts list	Manufacturers recommended spare parts list to value at least 15% of the vehicle price shall be submitted with the offer. The current price quoted shall remain fixed at least for one year.	Merit point	8	
1.4	Pre-Delivery Service	The manufacturer or his delegated dealer shall give washing, lubrication and inspection services before the vehicle is put into operation.	Knock Out		
2	TECHNICAL SPECIFICATIONS				
2.1	Fundamental Requirements				
	Vehicle Type	Crew/Half Panel van	Knock Out		
	Gross Vehicle Weight	≥_1500kg	Knock Out		

	kerb Weight	Shall be indicated	Knock Out		
	Pay load	250-500 kg	Knock Out		
	Cab Seating Capacity	4-5 person	Knock Out		
	Fuel type	Diesel/petrol	Knock Out		
	Drive	2WD	Knock Out		
2.2	Engine				
	Make & Model	Shall be indicated	Knock Out		
	Type	4 Cycle, Diesel/petrol	Knock Out		
	No. of Cylinders	≥ 4, inline	Knock Out		
	Displacement	Shall be indicated	Knock Out		
	Bore x Stroke	Shall be indicated	Knock Out		
	Compression ratio	Shall be indicated	Merit Point	4	
	Power output	≥ 50 hp @ ≤ 6000 rpm (SAE net)	Knock Out		
	Torque output	≥ 7 kg-m @ ≤ 5000 rpm	Knock Out		
	Aspiration	Shall be indicated	Knock Out		
2.3	Fuel System				
	Fuel Tank Capacity	≥ 45 Liters	Knock Out		
	Filler Cap	Lockable	Knock Out		
	Fuel Pump	Manufacturer's current standard	Knock Out		
	Fuel Management	Electronic Injection	Knock Out		
	Fuel filters	Manufacturer's current standard	Knock Out		
2.4	Lubrication System				
	Type	Manufacturer's current production shall be accepted.	Knock Out		
2.5	Cooling System				
	Medium	Water/Coolant is preferable	Knock Out		
	Circulation	Mechanically pump forced	Knock Out		
	Radiator	Tropical, heavy duty type	Knock Out		
	Cooling Fan	Manufacturers current standard	Knock Out		

	Thermostat	Tropical type	Knock Out		
	Warning Device	Audible	Merit Point	2	
		visual	Knock Out		
2.6	Air Intake System:				
	Type	Heavy Duty, Dry type Air cleaner	Knock Out		
2.7	Exhaust System:				
	Emission Standard	Euro-2 and above	Knock Out		
	Type				
		Manufacturer's current standard capable of maintaining the sound and pollution level as low as possible	Knock Out		
2.8	Electrical System:				
	Ignition System	Manufacturers Current Standard	Knock Out		
	Battery type and capacity	Tropical, 12V/≥50Ah @ ≥20 HR. Rating	Knock Out		
	Alternator output	Shall be indicated	Merit Point	2	
	Starter motor capacity	Shall be indicated	Merit Point	2	
	Horns	Dual, Electrical	Knock Out		
	Lighting System	Manufacturer's current standard	Knock Out		
	Wind shield wipers	Electrically operated Greater than or equal to 2- speeds with electrical washers	Knock Out		
	Speed Limiter	Shall be installed according to ES6413:2019 if require during plate processing	Knock Out		
2.9	CHASSIS				
2.9.1	Power train				
	Clutch	Manufacturer's current standard. (Type, total friction area and torque capacity shall be given.	Merit point	2	
	Transmission				
	Transmission Type	Automatic/Manual, floor shift	Knock Out		
	Shifting mechanism	Synchromesh if it is manual	Knock Out		
	No of speed	≥ 5*1	Knock Out		

	Gear box ratio	Shall be indicated	Knock Out		
	Propeller shaft	Manufacturer's current standard	Knock Out		
	Final reduction ratio	Shall be indicated	Merit Point	2	
	Axle				
	Front capacity	Shall be indicated	Knock Out		
	Rear capacity	Shall be indicated	Knock Out		
	Differential	Manufacturer's current product. (Fill in and drain plug shall be magnetic)	Knock Out		
2.9.2	Steering				
	Type	Left hand, power assisted Tilt able	Knock Out		
2.9.3	Brakes				
	Service brake	Manufacturer's current standard shall be accepted. (Brake efficiency shall be indicated)	Merit Point	3	
	Parking brake	Manufacturer's current product. Hand lever operated shall be accepted. (Brake efficiency shall be indicated)	Merit Point	3	
	ABS (EBS) or other latest Technology	Shall be fitted	Knock Out		
2.9.4	Wheels & Tires				
	Wheel & tires	All wheels and rims shall be interchangeable.	Knock Out		
	Tire Type	Tube/Tubeless Radial	Knock Out		
	Size	≥ 165/70R13	Merit Point	3	
	Spare Tire	A complete spare tire with carrier shall be provided.	Knock Out		
2.9.5	Suspension system				
	Front & Rear	Manufacturer's current product, heavy duty double acting telescopic shock absorber.	Knock Out		
	Suspension Type and efficiency	Type, rate of damping & other essential parameters shall be provided.	Merit Point	5	
2.10	BODY (Fundamental)				
	Type	Crew/Half Van	Knock Out		
	Construction	All Steel welded	Knock Out		

	Construction	Rain, road splashes, dust and sound proof.	Knock Out		
	Roof type	High Preferable	Knock Out		
	Floor	Flat	Knock Out		
	Room dimensions	L x W x H shall be indicated	Knock Out		
	Doors	One right side sliding door and RR double Hing door	Merit point	4	
	Seats	Current product	Knock Out		
	Front seat	Separate and adjustable	Knock Out		
	Safety belt	shall be provided for both the driver & passengers	Knock Out		
	AIR bag for safety:	Shall be fitted for at least driver	Knock Out		
	Glass	Safety type, frosted blind side & back panels	Knock Out		
	Sun visors	Dual adjustable	Knock Out		
	Hand hold grips	Shall be provided	Knock Out		
	Mirrors	2 exterior	Knock Out		
	Instrument panel	Current product (Detail list shall be provided)	Knock Out		
	Wheel base	2515-2350 mm	Knock Out		
	Ground clearance	≥150 mm	Knock Out		
	Bumpers (F & R)	Heavy duty steel construction or Hard plastic with inside metal frame	Merit Point	4	
	Towing device (F & R)	Shall be fitted	Merit Point	2	
	Mud flaps (F & R)	Shall be provided	Merit Point	2	
	Audio system	FM/AM or SW,4Bnd Radio with CD or tape player, two speakers and antenna.	Knock Out		
		FM/AM or SW,4Band Radio with CD or tape player, and able to play with flash player, blue tooth two speakers and antenna.	Merit Point	2	
	Air conditioner	Shall be provided	Knock Out		
	Foot rest	Shall be provided	Merit Point	3	
	Wind screen defrosters	Shall be provided	Knock Out		

2.11 PERFORMANCE REQUIRMENTS					
	Turning radius curb to curb	≤ 5.2 m + 0.5m	Knock Out		
	Grade ability (degree)	Shall be indicated	Merit Point	3	
	Maximum speed	≥ 150 km /hr.	Knock Out		
	Fuel consumption	Shall be given	Merit Point	3	
	Certified engine test data	Shall be given	Merit Point	4	
	Tread (front /rear)	Shall be given	Merit Point	2	
	Approach angle	Shall be given	Merit Point	1	
	Departure angle	Shall be given	Knock Out		
	Certified braking distance at average speed in meter	Shall be given	Merit Point	5	
3 TOOLS					
	ALL essential standard manufacturers tools shall be provided with each vehicle		Knock Out		
4 OTHERS					
	Grease gun	Required	Merit Point	1	
	Jack, hydraulic with wheel wrench	1 each	Knock Out		
	Fire extinguisher	Required	Merit Point	3	
	Cigarette Lighter	Required	Merit Point	1	
	Ashtray	Required	Merit Point	1	
	First aid kit	Required	Merit Point	3	
	Hand hold grip	Required	Merit Point	2	
	Pintle hooks (F & R)	Required	Merit Point	2	
5 OPTIONAL ITEMS (Fundamental)					
	Manufactures optional items with price list shall be provided.		Knock Out		
6 COLOR					
	Color type		As per the buyer's choice	Knock Out	

7	MANUALS				
	Owner manual	1 each /unit	Knock Out		
	Parts manual	1 each /lot (optional but price list shall be provided)	Merit Point	8	
	Repair manual	1 each /lot (optional but price list shall be provided)	Merit Point	8	
8	MANUFACTURING YEAR & COUNTRY OF ORIGIN				
	Manufacturing Year (In G.C)	≥ 2021	Knock Out		
	Country of Origin	Shall Be specified	Knock Out		
9	Delivery and after sales service				
	Delivery	From stock or not more than 6 Month	Knock Out		
	After sales service	Having structured an after-sales service facility and willing to sign and provide an aftersales service	Knock Out		

NB: The user/commodity team may apply the mandatory, and merit at a time to compare the offered proposal of the bidders relatively or independently depending the nature of the product to be procurement

Field kits of spare parts for Crew/half Van 2WD

Item No.	Description	Unit	A-Type	B-Type	C-Type	D-Type	Total Amount	Remark
1	Oil filter assembly	pcs	10	5	3	2	20	20 times over 100,000km every 5,000km
2	Fuel filter	pcs		5	3	2	10	Ten times over 100,000km every 10,000km
3	Air cleaner element	pcs				2	2	Two times over 100,000km every 40,000km
4	Belt(Various)	pcs				2	2	Two times over 100,000km every 40000km
5	Injector assembly	pcs			2		2	One time over 100,000 km @ 50,000 km
6	Clutch disk	pcs		1	1		2	One time over 100,000 km @ 50,000 km
7	Master cylinder	pcs			1		1	One time over 100,000 km @ 100,000km
8	Pressure Plate	pcs		1	1		2	One time over 100,000 km @ 50,000 km
9	Brake lining	kit		2	1		3	Three time over 100,000 km @ 30,000 km
10	Brake Pad	pcs			3	2	5	5 time over 100,000 km @ 20,000 km
11	Lenses (Various)	pcs					0	
12	Fuse (Various)	pcs					0	
13	Bulb (Various)	pcs		1	1		2	Two time over 100,000 km @ 50,000 km
14	Shock absorber (F & R)	pcs				2	2	Two time over 100,000 km @ 40,000km
15	Hoses (Various)	pcs			1		1	One time over 100,000 km @ 100,000 km
16	Wheel cylinder kit	set		1	1		2	Two time over 100,000 km @ 50,000 km
17	ECU	Pcs					0	
18	Brake wheel cylinder	pcs			1		1	One time over 100,000 km @ 100,000 km
19	Glow Plug	pcs				2	2	Two time over 100,000 km @ 40,000km
20	Engine top overall gasket	set			1		1	One time over 100,000 km @ 100,000 km
21	Fuel Pump Assy.	pcs					0	
22	K/M counter cable	pcs					0	
23	Cable Parking Brake	pcs					0	
24	Km Sensor	pcs					0	
25	Rubber wiper blade	set		2	1		3	Three time over 100,000 km @ 30,000 km

Field kits of spare parts for Crew/half Van 2WD

Item No.	Description	Unit	Required Amount	Unit Price	Total Price
1	Oil filter assembly	pcs	150		
2	Fuel filter	pcs	75		
3	Air cleaner element	pcs	30		
4	Belt(Various) Each	pcs	5		
5	Injector assembly`	pcs	4		
6	Clutch disk	pcs	5		
7	Master cylinder	pcs	4		
8	Pressure Plate	pcs	3		
9	Brake lining	kit	20		
10	Brake Pad	pcs	20		
11	Lenses (Various) Each	pcs	5		
12	Fuse (Various) Each	pcs	5		
13	Bulb (Various)Each	pcs	5		
14	Shock absorber (F & R)	pcs	20		
15	Hoses (Various) Each	pcs	6		
16	Wheel cylinder kit	set	8		
17	ECU	Pcs	2		
18	Brake wheel cylinder	pcs	6		
19	Glow Plug	pcs	8		
20	Engine top overall gasket	set	4		
21	Fuel Pump Assy.	pcs	2		
22	K/M counter cable	pcs	4		
23	Cable Parking Brake	pcs	4		
24	Km Sensor	pcs	3		
25	Rubber wiper blade	set	30		

Preventive Maintenance KM INDEX			
Type-A	Type-B	Type-C	Type-D
5,000	10,000	20,000	40,000
15,000	30,000	60,000	80,000
25,000	50,000	100,000	
35,000	70,000		
45,000	90,000		
55,000			
65,000			
75,000			
85,000			
95,000			

Preventive Maintenance KM INDEX			
Type-A	Type-B	Type-C	Type-D
10	5	3	2

Preventive Maintenance KM INDEX			
Type-A	Type-B	Type-C	Type-D
5,000	10,000	20,000	40,000
15,000	30,000	60,000	80,000
25,000	50,000	100,000	
35,000	70,000		
45,000	90,000		
55,000			
65,000			
75,000			
85,000			
95,000			