

CORDAID ETHIOPIA

REQUEST FOR QUOTATION (RFQ)

Supply and Delivery of Vehicle Tyres

Tender Information	Details
Reference Number	Tender No. 008-007/2026
Procurement Title	Supply and Delivery of Vehicle Tyres
Issuance Date	12 August 2026
Submission Deadline	27 August 2026 at 5:00 p.m.
Submission Method	Email: procurementET@cordaid.org
Subject Line	Tender No. 008-007/2026

Procuring Entity

Cordaid Ethiopia Country Office
Bole Millennium Hall area, next to Avanti Restaurant
Addis Ababa, Ethiopia
Email: info-ethiopia@cordaid.org

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Section I : Cover Page

I.1 Procurement Information

Item	Information
Procurement Title	Supply and Delivery of Vehicle Tyres
Reference Number	Tender No. 008-007/2026
Issuance Date	12 August 2026
Submission Deadline	27 August 2026 at 5:00 p.m.
Submission Method	Submit technical and financial proposals in two separate files by email to procurementET@cordaid.org
Email Subject	Tender No. 008-007/2026

I.2 Introduction

Cordaid is a Dutch-based humanitarian and development organization with its global office in the Netherlands. In Ethiopia, Cordaid supports and implements development and humanitarian programmes with local NGOs in different regions of the country.

I.3 Procurement Description

Cordaid Ethiopia invites qualified suppliers to submit quotations for the supply and delivery of vehicle tyres in accordance with the requirements and technical specifications set out in this RFQ. The procurement will be conducted in accordance with Cordaid's procurement policies and procedures and, where applicable, relevant donor procurement requirements.

Bidders shall submit their most competitive offers and comply fully with the instructions, mandatory requirements and product specifications contained in this RFQ. Any resulting award or contract shall be subject to the terms, conditions and specifications set out in this document.

Section 2: General Instructions to Bidders

2.1 General

- Bidders shall comply with all requirements of this RFQ, including any written clarification or amendment formally issued by Cordaid.
- This RFQ is conducted in accordance with Cordaid's Operations Policies and Procedures and Contracts Administration policies.
- Submission of a quotation constitutes an offer by the bidder and does not constitute or imply acceptance by Cordaid.
- Cordaid is under no obligation to award a contract to any bidder as a result of this RFQ.
- Cordaid reserves the right to cancel or modify the procurement process at any stage, with written notice to bidders, without liability arising from such cancellation or modification.

2.2 Procurement Description and Quantities

No.	Item	Quantity
1	Vehicle Tyre 7.50 R 16	76 pcs
2	Vehicle Tyre 225/60 R17	5 pcs
3	Vehicle Tyre 215/55 R17	5 pcs
4	Vehicle Tyre 225/60 R18	10 pcs

Detailed technical specifications are provided in Section 6 – Annexes.

2.3 Cost of Preparing the Quotation

Cordaid shall not be responsible for any costs incurred by a bidder in preparing, submitting or clarifying its quotation, regardless of the outcome of the procurement process.

2.4 Supplier Code of Conduct, Fraud and Corruption

- Cordaid upholds high standards of ethics and integrity in procurement and has zero tolerance for fraud, bribery, kickbacks, collusion or any form of improper gift or gratuity, whether monetary or in kind.
- Bid-rigging, collusion among bidders, or collusion between a bidder and Cordaid staff is strictly prohibited.
- Suppliers are selected on the basis of merit, compliance and value for money. Attempts to improperly influence the procurement process may result in disqualification.
- Cordaid staff are required to disclose actual or potential conflicts of interest and, where appropriate, withdraw from participation in a procurement process involving the affected supplier.
- Concerns regarding potential misconduct or violations may be reported to Cordaid Ethiopia Management through integrity@cordaid.org and the Country Office Management Team. [Cordaid-Code-of-Conduct.pdf](#)

2.5 Conflict of Interest

- Cordaid staff shall declare any actual or potential conflict of interest and may be removed from the procurement process where a conflict exists.
- Bidders shall disclose any actual or potential conflict of interest, including where the bidder or its personnel were involved in preparing the RFQ, specifications or cost estimates.
- Bidders shall declare whether any owner, officer or key personnel is related to Cordaid staff involved in the procurement, affiliated with relevant government entities, or affiliated with implementing partners under this RFQ.

2.6 Procuring Entity Address

Cordaid Ethiopia Country Office, Bole Millennium Hall area, next to Avanti Restaurant, Addis Ababa, Ethiopia

2.7 Currency and Quotation Terms

Quotations shall be submitted in Euro or USD. Unit prices and total prices shall be clearly stated and shall include all applicable taxes and duties, including VAT, excise duty and customs duties, where applicable. **If the calculation is unclear or the total is incorrect, we will use the unit price as the basis for evaluation.**

2.8 Price Validity and Variations

The quotation shall remain valid for at least 60 days from the submission deadline. No price variation arising from escalation, inflation, exchange-rate fluctuations or other market factors shall be accepted during the quotation validity period.

2.9 Negotiations

Cordaid reserves the right to negotiate technical and/or financial aspects with shortlisted bidders, where considered appropriate and in accordance with its procurement procedures.

2.10 Right to Reject or Cancel

Cordaid may reject any or all quotations, amend the RFQ, or cancel the procurement process at any time, subject to applicable Cordaid procedures and written notification where appropriate.

2.11 Submission Format

- The technical proposal and financial proposal shall be submitted as two separate files.
- Both files shall be sent to procurementET@cordaid.org with the subject line **“Tender No. 008-007/2026”**.
- Bidders shall ensure that all mandatory documents are clearly legible and included before submission.

Section 3: RFQ Mandatory Requirements and Specific Instructions

3.1 Mandatory Requirements

No.	Required Document / Information
1	Valid Business License for 2018 E.C.
2	Valid registration documents.
3	Valid tax clearance certificate.
4	TIN and VAT certificates.
5	Importer's license or manufacturer's license, as applicable.
6	Company profile and evidence of financial capacity.
7	At least two references from INGOs/NGOs and one government or private companies, supported by official company-headed letters.
8	Technical proposal confirming compliance with the required specifications.
9	Financial proposal clearly indicating unit prices and total prices.

Important: Failure to provide the mandatory requirements may result in the bidder being declared non-responsive and excluded from further evaluation.

3.2 Specific Instructions

Bid Security

The bidder shall submit a Cash Payment Order (CPO) amounting to 2% of the bidder's total bid amount, calculated in ETB using the applicable exchange rate on the date of submission. Where the bidder submits prices by lot, the CPO shall be calculated based on the total value of the quantities offered for the relevant lot(s). The CPO shall be issued in the name of Cordaid only.

No bid bond or bank guarantee shall be accepted in place of the required CPO. The original CPO shall be delivered in person to the Cordaid Ethiopia Country Office at the address stated in this document.

3.2 Specific Instructions (continued)

Bid Security – CPO

- The CPO shall remain valid for at least 180 days from the bid submission deadline.
- The CPO may be forfeited if the successful bidder withdraws its offer during the validity period, fails to sign the contract after award, or otherwise fails to comply with a mandatory award condition.
- The CPO of unsuccessful bidders shall be returned within 15 days of contract award, subject to Cordaid's applicable procedures.

Payment Terms

Payment shall be made within 30 days after receipt and acceptance of the goods by Cordaid. Payment shall be processed after Cordaid confirms that the supplied tyres comply with the required technical specifications and upon receipt of a complete and detailed payment request.

Delivery Date and Place

Requirement	Condition
Delivery period	The goods shall be delivered within a maximum of 30 calendar days from the date of signing of contract or Purchase Order issuance. This period applies to all bidders, including local suppliers and importers, and shall cover all importation, customs clearance, transportation, and delivery arrangements.
Delivery location	Cordaid Ethiopia Country Office, Addis Ababa.

Clarifications

All questions or requests for clarification shall be submitted in writing to procurementET@cordaid.org

Section 4: Evaluation Criteria

Cordaid will evaluate responsive bids on a Best Value for Money basis, taking into account technical compliance, quality, price, delivery, warranty/after-sales support and relevant past performance. Administrative compliance shall be assessed before technical and financial evaluation.

The technical evaluation shall carry 80% and the financial evaluation shall carry 20%. Only bidders that achieve the required technical qualification shall proceed to financial evaluation.

Evaluation Area	Weight	Scoring / Assessment
Technical Specifications	30%	30 = exceeds requirements; 20 = meets minimum requirements; 10 = acceptable with minor deviation; 0 = non-compliant.
Documentation	20%	20 = complete; 5 = partial; 0 = none. Includes import documentation and product specifications.
Quality, Standards & Warranty / After-Sales Support	10%	Tyres shall comply with applicable Ethiopian standards. Manufacturing date shall be stated and shall meet the age requirement in the relevant annex.
Delivery Time	10%	10 points: Immediate/from stock or within 15 calendar days ; 5 points: 16–30 calendar days; 0 points: More than 30 calendar days .
References	10%	10 = at least 2 INGO/NGO and 1 private or Government references; 5 = 2 references; 0 = none.
Technical Qualification: Bidders who achieve a minimum technical score of 65 points out of 80 will qualify for the combined evaluation of Technical and Financial scores . Bidders scoring below 65 points will not proceed to the combined evaluation.		
Financial Evaluation	20%	Evaluated based on the compliant financial offer and value for money, in accordance with Cordaid procedures. Then Combined result of Technical and financial will be carried out.
Total	100%	

Award Type

A contract will be signed with the successful bidder(s). Cordaid reserves the right to make multiple awards, award by lot, or make no award, in accordance with its procurement procedures and the evaluation outcome.

Section 5: Penalty Clauses

5.1 Delay in Delivery

If the Supplier fails to deliver the goods within the agreed delivery schedule, a penalty of 0.5% of the total contract value per week of delay shall apply, up to a maximum of 10% of the contract value. Delays caused by force majeure, as recognized under the applicable contract provisions, shall not incur penalties.

5.2 Defective Goods / Non-Conformance

If any goods supplied do not conform to the technical specifications, agreed quality standards or other contractual requirements, the Supplier shall, at its own cost, repair or replace the non-conforming goods within 14 days of notification by Cordaid.

Failure to rectify the non-conformance within the required period shall result in a penalty of 1% of the contract value per week until the issue is rectified, up to a maximum of 5% of the contract value, without prejudice to Cordaid's other contractual rights.

5.3 Breach of Contract

In the event of a material breach of contract, Cordaid may terminate the contract in accordance with its terms and may claim a penalty equivalent to 10% of the total contract value, in addition to any reasonable costs or losses incurred as a result of the breach, subject to the applicable contract provisions.

Section 6: Annexes

Annex I: Tyres – 7.50 R 16

Description	Specification
Quantity	76 pcs
Tyre Size	7.50 R 16 (width 7.50 inches, diameter 16 inches)
Load Index	Typically 110–120, subject to vehicle manufacturer requirements.
Speed Rating	Typically L (120 km/h) or as specified by the vehicle manufacturer.
Ply Rating	8–10 ply or heavy-duty radial suitable for off-road/rough-terrain use.
Tyre Type	All-Terrain (AT) or Off-The-Road (OTR) radial.
Construction	Radial ply; steel-belted for durability.
Tread Pattern	Deep tread with reinforced sidewalls for off-road traction and puncture resistance.
Inflation Pressure	3.0–3.5 bar, subject to vehicle load and manufacturer recommendation.
Load Capacity	Approximately 1,000–1,200 kg per tyre, depending on ply rating and manufacturer.
Application	4x4 vehicles, light trucks, SUVs and hardtop field vehicles.
Key Features	Cut- and chip-resistant rubber compound; heat-resistant construction; reinforced shoulder and sidewall for off-road durability.
Manufacturing Age	Tyres must be brand new and not older than 24 months from the date of manufacture at the time of delivery.

Annex 2: Tyres – 225/60 R17

Description	Specification
Quantity	5 pcs
Tyre Size	225/60 R17
Load Index	Minimum 99 (775 kg per tyre)
Speed Rating	Minimum H (210 km/h) or higher
Construction	Standard passenger/SUV radial; steel-belted radial construction.
Tyre Type	Tubeless radial
Tread Pattern	All-Season or Highway Terrain (HT), suitable for paved roads and light off-road use.
Load Capacity	Minimum 775 kg per tyre.
Application	SUV/passenger vehicle
Manufacturing Age	Tyres must be brand new and not older than 12 months from the date of manufacture at the time of delivery.

Annex 3: Tyres – 215/55 R17

Description	Specification
Quantity	5 pcs
Tyre Size	215/55 R17
Load Index	Minimum 94 (670 kg per tyre) or higher
Speed Rating	Minimum V (240 km/h) or higher, as recommended by the vehicle manufacturer.
Tyre Type	Tubeless radial
Construction	Steel-belted radial construction.
Tread Pattern	Symmetrical or asymmetrical tread suitable for highway use.
Inflation Pressure	As specified by the vehicle manufacturer.
Application	Passenger car
Manufacturing Age	Tyres must be brand new and not older than 12 months from the date of manufacture at the time of delivery.

Annex 4: Tyres – 225/60 R18

Description	Specification
Quantity	10 pcs
Tyre Size	225/60 R18
Load Index	Minimum 100 (800 kg per tyre) or higher
Speed Rating	Minimum H (210 km/h) or higher, as recommended by the vehicle manufacturer.
Tyre Type	Tubeless radial
Construction	Steel-belted radial construction.
Tread Pattern	All-Season or Highway Terrain (HT), optimized for paved roads and light off-road use.
Inflation Pressure	As specified by the vehicle manufacturer.
Application	SUV/Crossover passenger vehicle
Manufacturing Age	Tyres must be brand new and not older than 12 months from the date of manufacture at the time of delivery.

Bidder Submission Checklist

- Technical proposal submitted as a separate file.
- Financial proposal submitted as a separate file.
- All mandatory legal and registration documents included.
- Technical compliance with the applicable tyre specification confirmed.
- At least two INGO/NGO and one private or government companies references provided.
- Original CPO submitted in person to Cordaid Ethiopia.
- Quotation submitted before 5:00 p.m. on 27 August 2026.