


# Windows of Hope Project

# Leather Sewing Machine Procurement

# Bid Document

**Reference no:**

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**Addis Ababa, Ethiopia**

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# Part 1: Invitation and General Information

## 1.1 Invitation to Bid

Youth and Cultural Development Foundation (YCDF) invites eligible and qualified supplier to submit sealed bids for the **supply of 16(sixteen) leather sewing machine under its 'windows of hope project'.** The supply ***includes the sixteen machine delivery, installations, testing, training on basic operation system, and after sales service***. All machines which will be supplied must be new, unused, in an appropriate quality, and compliant with the technical specifications outlined in section 2.1 of this bid document.

The bidder should submit technical and financial proposal along with the bidding documents which will assist us to undertake the procurement process. The procurement process aims to identify and select qualified and reliable suppliers capable of providing quality leather sewing machines. The selection will be in accordance with the required technical specifications, delivery time, proper installation, basic operator training, warranty coverage, reliable after-sales technical support, access to spare parts, and qualified technicians within Ethiopia.

## 1.2 About Youth and Cultural Development Foundations

The Youth and Cultural Development Foundation (YCDF) is a non-governmental organization established in 2013, committed to empowering youth and vulnerable communities through skills development, education, and livelihood opportunities. YCDF works to enhance employability, entrepreneurship, and economic inclusion, particularly among women, youth, persons with disabilities, and other disadvantaged groups. The organization implements programs that promote vocational skills training, job creation, self-employment, and sustainable livelihoods. Through partnerships with government institutions, the private sector, and development partners, YCDF strives to create inclusive economic opportunities and improve the livelihoods of communities.

## 1.3 About Windows of hope project

The windows of hope project is funded by Mastercard Foundation and implemented by YCDF through its leading partner organization called Emanuel Development Association (EDA). The project aims to expand opportunities for young people through practical technical skills development, employability's, entrepreneurship, income-generating activities. This project targets 275 youths on entrepreneurship, life skills and practical leather sewing training. Off the 275, the project will facilitate an opportunities for 206 youth for starting a job. After the training, trainees will be grouped into ***a member of 10 with 16 total groups***. For these 16 groups, YCDF intends to procure leather sewing machine for use by targeted beneficiaries.

***This is a second round re-advertisement, and interested suppliers who meet the requirements are invited to participate in the bidding.***

## Part 2: Technical Specifications

The 16 Leather Sewing Machines must meet the following minimum technical Specifications and it is recommendable to submit JA-03A and equivalent Heavy-Duty Walking-Foot Leather Sewing Machine.

| **Parameters** | **Required specifications** |
|---|---|
| Machine Type | Industrial, single-needle, two-thread, direct-drive heavy-duty walking-foot sewing machine suitable for leather and comparable heavy materials; JA-03A or equivalent meeting every requirement below |
| Needle Type | DP×17; supported sizes 18–23; single needle |
| Stitching system | Single needle, two-thread lockstitch |
| Stitch Length | 37 mm / 9 mm |
| Hook | Double-capacity hook, suitable for the specified thread and material |
| Bed Size | 477 × 178 mm, or equivalent functional work area |
| Voltage | 220–240V, single-phase, 50 Hz; plug and electrical connection suitable for local use |
| Accessories | Complete working set including motor, controller, table/stand, treadle, belt or direct-drive components as applicable, bobbins, bobbin case, needles suitable for the offered machine, basic tools, oiling accessories, power cable/plug and all parts needed for safe operation |
| Warranty: | Minimum 12-month warranty |
| After-Sales Service | Availability of spare parts, maintenance, and after-sales technical support |

***Bidders must clearly indicate the brand, model, country of origin, and technical specifications of the machines they are offering.***

***In a case of other specifications, bidder should clearly state the new specifications and its equivalency with the suggested specifications.***

## Part 3: Eligibility and Bidder Qualifications

Interested bidders must be legally registered suppliers with the capacity to supply the required machines. Bidders must submit the following documents; missing mandatory documents may result in rejection.

- Valid trade license, TIN certificate, tax clearance, VAT registration, and company profile.
- Signed bid submission form, bidder information form, acceptance of procurement terms (Check forms in the annexes part).
- Product catalogue/manufacturer datasheet, completed technical compliance sheet, proposed brand/model, and country of origin.
- Evidence of similar supply experience, such as contracts/purchase orders, delivery notes,
- completion or acceptance certificates, invoices or equivalent evidence; and relevant client references.
- Authorized distributor/dealer certificate or acceptable evidence of authorization, where applicable.
- Details of after-sales service location, qualified technicians, repair capacity, warranty-claim process, spare-parts availability and technical support contacts in Ethiopia.
- Delivery, installation, testing, commissioning and training schedule; warranty offer.

The supplier shall maintain adequate after-sales technical support and access to spare parts within Ethiopia during the **warranty period**.

## Part 4: Bid Preparation and Submission Requirements

The bidders shall submit two separate sealed envelopes: technical proposal and financial proposal.

**Technical Proposal**: the technical proposal should clearly indicate all the required specification.
**Financial Proposal:** all prices shall clearly indicate unit price, quantity, and total price with applicable VAT.
***The quoted price must include transportation, unloading, assembly, installation, testing, and basic operator training.***

## Part 5: Delivery, Acceptance and Defective Machines

The supplier shall deliver to the designated locations of the contracting organization, which is YCDF. The supplier will deliver the 16 machine in one place or in different place as it is arranged by the contracting organizations. Inspection will be undertaken by experts assigned from YCDF in

order to verify quantities, brand/model, physical condition, and compliance with technical specifications. Final acceptance will be after the inspection about quantities, compliant and undamaged machines, successful installation/testing/commissioning, training and submission of required documentation. If a delivered machine does not comply with the agreed specifications, the purchaser may request the supplier to repair, replace, or otherwise correct the non-conformity at the supplier's cost.

## Part 6: Warranty and After-sales service

The bidder shall clearly specify the warranty period to be offered for the supplied machines using the form provided in Annex 7. The warranty shall cover manufacturing defects and other faults covered under the manufacturer's warranty during normal use. The bidder shall provide details of the ***warranty duration and coverage, parts and labor covered response time, repair or replacement arrangements, and warranty claim*** procedures. The successful supplier shall maintain adequate after-sales **technical support and ensure reasonable availability of spare parts** within Ethiopia throughout the warranty period.

The supplier shall also demonstrate sufficient technical capacity and provide qualified technicians to respond to machine faults, repairs, and maintenance requirements, including information on the availability, and sourcing of essential spare parts. The successful supplier shall provide **basic operator training at each designated delivery location at no additional cost** to the youths who will work with the machine. The training shall ensure that designated operators can use and maintain the machines safely and effectively. It shall cover basic machine operation, threading, needle replacement, basic adjustments, safe operating procedures, cleaning, routine maintenance, troubleshooting, and relevant safety precautions.

The supplier shall ensure that the training is practical and appropriate to the supplied machines and that operators receive sufficient guidance to operate the equipment correctly and carry out basic maintenance.

## Part 8: Payment Terms

Payment shall be subject to the supplier's satisfactory fulfillment of the contractual obligations, including the supply and delivery of the required sewing machines and accessories in accordance with the approved technical specifications, quantities, and delivery schedule. Where applicable,

payment will also depend on the successful completion of unloading, assembly, installation, testing, commissioning, and basic operator training, as specified in the contract or purchase order.

Before payment is processed, the contracting organization shall verify that the delivered goods and completed services meet the required standards and contractual requirements. The ***verification process may include physical inspection, testing of the machines, confirmation of quantities*** and specifications, and assessment of the completeness and functionality of the supplied equipment.

**The successful supplier shall issue a separate, valid tax invoice and corresponding payment receipt to YCDF,** in accordance with the payments made and the relevant legal and tax requirements. All invoices, receipts, delivery documentation, and other supporting records shall clearly identify the respective contracting organization and the goods or services covered by the transaction.

**The detail terms of payment will be agreed with successful bidder and to be included within contractual agreements**.

# Part 8: Bid Evaluation and Award

## 8.1 Evaluation Methodology

YCDF will evaluate bids in a fair, transparent, and consistent manner in accordance with the requirements of this Bid Document and applicable procurement procedures. The evaluation shall be conducted in the following stages:

**Stage 1 – Preliminary and Administrative Compliance Evaluation**

In the first Stage, YCDF procurement team will determine whether the bidder has submitted all required administrative and eligibility documents and whether the bid has been properly prepared and submitted.

☞ ***Bids that fail mandatory eligibility or administrative requirements may be rejected without further evaluation.***

**Stage 2 – Technical Evaluation**

Bidders that pass the preliminary/administrative evaluation shall proceed to technical evaluation. In the second stage, YCDF procurement team will assess bidder's technical capacity and responsiveness, including:

- Compliance with the required technical specifications;
- Brand and model;

- Product catalogue and manufacturer's technical documentation;
- Compliance with quantity and delivery requirements;
- Similar supply experience;
- Evidence of previous deliveries;
- Quality and suitability of the proposed equipment;
- Warranty provisions;
- After-sales service capacity;
- Availability of spare parts within Ethiopia;
- Availability of qualified technicians within Ethiopia;
- Installation capacity;
- Basic operator training arrangements;
- Proposed delivery schedule; and
- Any other technical requirement specified in this Bid Document.

Where an equivalent machine/model is proposed, the bidder shall provide sufficient evidence demonstrating equivalency with the required specifications.

☞ ***The technical part will be evaluated out of 70 and bidders who score 50 and above will proceed to financial evaluation, where 30 is provided for financial evaluations***

**Stage 3 – Financial Evaluation**

Bidders who score over 50 in technical evaluations will proceed to financial evaluations.

Unless otherwise stated, financial comparison shall be based on the **VAT-inclusive evaluated price**. Bidders shall quote a **unit price and total amount for the 16 machine.** After provision of scoring for the financial provision out of 30, technical and financial proposal will be added in order to get a total score out of 100. In accordance with their score, bidders will be ranked from one to three.

**Stage 4 – Due Diligence**

Prior to the award, YCDF may conduct **due diligence among the potential bidder(s).** The purpose of due diligence is to verify the accuracy, authenticity, reliability, and capacity of the preferred bidder and the correctness of the information submitted.

**Due Diligence Findings**

Due diligence shall not be used to materially change the bidder's submitted offer or to allow a bidder to correct a material deficiency that should have resulted in rejection during the formal evaluation, except where permitted under applicable procurement procedures.

If due diligence identifies **material misrepresentation, falsified documents, significant undisclosed conflicts of interest, lack of required capacity, or other serious concerns that affect the bidder's eligibility or ability to perform the contract**, the YCDF may:

- Reject the bidder;
- Exclude the bidder from award;
- Conduct due diligence on the next-ranked responsive bidder; or
- Take any other action permitted under the applicable procurement procedures.

The YCDF reserves the right to verify any information submitted by a bidder at any stage of the procurement process.

**Stage 5 –Award and Approval**

Following completion of the evaluation and, where applicable, satisfactory due diligence, the YCDF shall finalize its award in accordance with the applicable procurement and approval procedures.

The recommended bidder shall be the bidder whose offer:

- Meets the mandatory eligibility requirements;
- Is technically responsive;
- Has the best evaluated financial offer in accordance with the applicable evaluation
- methodology; and Has satisfactorily passed the required due diligence process.

☞ ***The final award shall remain subject to the required internal and/or donor approvals, where applicable.***

## Part 9: YCDF Rights

YCDF reserves the right to:

- Accept or reject the bid
- Cancel or withhold the procurement process;
- Request clarification;
- Verify bidder information;
- Conduct reference checks;
- Verify technical specifications;
- Adjust quantities before contract signature

Any material change affecting the scope, price, or competitiveness of the procurement shall be subject to the applicable approval and procurement procedures.

Any approved change in quantity shall be communicated to the affected bidder(s), and the corresponding contract/PO shall reflect the final approved quantity.

☞ ***No bidder shall have a right to claim compensation if its bid was not selected for award.***

## Part 10: Bidder's Responsibility

The bidder shall be responsible for:

- Examining the Bid Document;
- Understanding all requirements;
- Obtaining necessary clarification;
- Preparing complete proposals;
- Ensuring the accuracy of prices;
- Ensuring technical compliance;
- Providing authentic documentation;
- Meeting delivery requirements;
- Maintaining warranty and after-sales support

## Part 11: Conflict of Interest

Bidders shall declare any actual, potential, or perceived conflict of interest with the YCDF staff, procurement committee, evaluators, or representatives.

A bidder shall not participate in the procurement where a conflict of interest materially affects the integrity of the procurement process.

## Part 12: Anti-bribery and Anti-corruption

Bidders shall not engage in bribery, offer gifts or improper benefits, attempt to influence the evaluation process, engage in collusion, submit fraudulent documents, or participate in any other corrupt or unethical practices. Any bidder found engaging in such conduct will directly be disqualified from the procurement process and legal conduct may prevail.

## Part 13: Confidentiality

Bidders shall not attempt to improperly obtain confidential information concerning the evaluation process. YCDF handle bid information in accordance with applicable procurement requirements.

## Part 14: Bid Submission Information

### 14.1: Bid Validity

Bidders shall indicate the validity period of their bids. **The bid shall remain valid for at list 60 days. Any extension of bid validity more than 60 days shall be encouraged.**

## 14.2: Bid Opening

Bids will be opened by the YCDF Bid Opening Committee in accordance with the organization's procurement procedures. Minutes of the bid opening proceedings will be prepared and duly recorded.

## 14.3 Bid Submission and Closing Date

Interested bidders shall submit their complete bid documents in a sealed envelope. The envelope must be clearly marked as:

**"BID FOR THE SUPPLY OF SIXTEEN (16) HEAVY-DUTY WALKING-FOOT LEATHER SEWING MACHINES – SECOND ROUND."**

Bids must be submitted to the address indicated below no later than **November 19, 2026 at 11.00am**

Late submissions will not be accepted.

## 14.3: Bidding and procurement Timeline

| Activities | Dates/time |
|---|---|
| Bid Announcement | November 10, 2026 |
| Bid Submission dates | November 10 to November 19, 2026 |
| Bid Submission deadline | November 19, 2026, 11.00AM |
| Bid opening | November 20, 2026, 10.00AM |
| Technical and Financial evaluations | November 23 to November 26, 2026 |
| Due Diligence | November 27 to November 30, 2026 |
| Notification of award | December 1, 2026 |
| Compliance acceptance | December 1 to December 4, 2026 |
| Contract signing | December 7, 2026 |
| Delivery Time | December 10 to December 15, 2026 |

**NB:** All dates are provided according to the Gregorian calendar, and all times are in East Africa Time (EAT, UTC+3) zone

## 14.4: Bid submissions address

**All bid documents should be submitted physically to the Submission address:**

Youth and Cultural Development Foundation (YDF)

**Address**: Gurd shola, Next to Century City Mall,

Senper Building, Second floor, Office no 201

Addis Ababa, Ethiopia

**For Further Clarification**

For any clarification or additional information bidders may contact YCDF through:

Telephone: +251 911 412 214 / +251 988 043 116

Email: addiswork.t@ycdfet.org / meronycdf@gmail.com

**Annex A: Bid Submission Form**

**To:** Youth and Cultural Development Foundations
Addis Ababa, Ethiopia

**Subject:** Bid Submission for the Supply and Delivery of Sewing Machines

We, the undersigned, hereby submit our bid for the supply, delivery, installation, testing, and basic operator training of 16 sewing machines under the Windows of Hope Project.
We confirm that:

- We have examined the complete Bid Document.
- We accept the requirements and conditions contained in the Bid Document.
- We have provided accurate and complete information.
- We have submitted separate Technical and Financial Proposals.
- We accept the required delivery and installation arrangements.
- We will provide basic operator training, warranty, and after-sales support.
- We shall maintain access to spare parts and qualified technicians within Ethiopia during the warranty period.
- We accept the YCDF right to adjust quantities in accordance with the Bid Document.
- We agree to the applicable procurement terms.

**Bidder Name:** _____

**Position:** _____

**Signature:** _____

**Date**:_____

**Annex B: Technical Compliance**

**Brand and Name of the Sewing Machine**: _____

| Descriptions | Required specifications | Bidder's offer specifications | Compliant(yes/no) |
|---|---|---|---|
| Machine Type | Industrial direct-heavy-duty walking foot machine for leather JA-03A | | |
| Needle type | DP* 17(18-23) | | |
| Stitching System | Single needle, two thread system | | |
| Stitching length | Maximum 9mm | | |
| Hook | Double capacity hook | | |
| Bed size | 477*178 | | |
| Voltage | 220-240V, 50Hz | | |
| Accessories | Complete including machine table, direct-drive motor, stand, foot pedal, accessories, and user manual | | |
| Warranty | Minimum 12 months | | |
| After sales service | Spare part, maintenance, and technical support | | |
| Country of manufacturer | Made in China /Japan | | |
| Other specifications | | | |

***Please include if you want to added any specifications other than the specification mentioned in bidding documents***

**Name: _____**

**Signature: _____**

**Date: _____**

**Annex C: evidences**

Bidders shall attach copies of relevant:

- Delivery notes;
- Completion certificates;
- Purchase orders/contracts;
- Client acceptance certificates; or
- Other evidence demonstrating successful previous delivery
- Valid manufacturer/authorized distributor certificate where applicable

**Annex D: Clients reference form**

| Name of organizations | Contact person | Positions | Telephone | Email |
|---|---|---|---|---|
| | | | | |
| | | | | |

**Annex E: After-sales Service Capacity**

| Requirements | Bidder response |
|---|---|
| Service center location | |
| Number of technicians | |
| Technician qualifications | |
| Repair capacity | |
| Spare part availability | |
| Spare part locations | |
| Technical support contact person name, Telephone and email | |

**Annex F: Warranty Form**

| Descriptions | Bidder Offer |
|---|---|
| Warranty period | |
| Warranty Coverage | |
| Labor Covered | |
| Response Time for defects | |
| Repair period | |
| Replacement arrangement | |
| Warranty contact person name, telephone, and email address | |

**Annex G: Bidder‘s Final Document Checklist**

| Category | Required document | submitted |
|---|---|---|
| Legal and administrative documents | Valid trade license | |
| | Tax Identification number(TIN) certificate | |
| | Valid Tax clearance certificate | |
| | VAT registration certificate | |
| | Company profile | |
| | Separate technical and financial proposal | |
| Experience and Technical Documents | Similar supply experience | |
| | Customer reference letters | |
| | Authorized distributor/dealer certificate | |
| | Technical compliance | |
| | Details of proposed brand, model, and country of origin | |
| | After-sales service capacity | |
| | Spare parts availability within Ethiopia | |
| | Warranty details | |
| | Delivery, installation, testing, and training | |
| Bid forms and declarations | Signed bid submission form | |
| | Acceptance of procurement terms | |
| | Warranty service | |
| | Bid validity period | |
| Financial proposal | Completed financial price | |
| | Unit price clearly indicated | |
| | VAT inclusive Total price | |

I/We hereby confirm that I/we have reviewed the above checklist and have included all applicable documents required under the Bid Document. I/We understand that failure to submit a mandatory document may result in the bid being considered non-responsive.

**Name of Bidder/Company:** _____

**Name of Authorized Representative:** _____

**Position:** _____

**Signature:**_____

**Date:** _____