

## SHDEPHA + NETWORK FOR PLHA

KAHAMA BRANCH, P.O.BOX 564 KAHAMA

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### **TERMS OF REFERENCE FOR LOTS 1,2,3,4,5, 6 & LOT 8**

#### **INTRODUCTION**

Service, Health and Development for people living with HIV /AIDS (**SHDEPHA+**) is a national non-governmental organization, registered on 21 November 1994 with registration number SO 8216, to mobilize resources to help people living with HIV/AIDS and to fight the spread of the disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS with over 65 branches countrywide. Each branch of SHDEPHA+ works independently, developing, managing, and implementing its projects, though all branches share one constitution and registration.

#### **REQUIREMENTS:**

S/N	DESCRIPTION	LOT No.
1.	Provision of office stationery.	Lot 1
2.	Provision of office Utilities.	Lot 2
3.	Provision of refreshments.	Lot 3
4.	Provision of conference package.	Lot 4
5.	Provision of vehicle repair and maintenance.	Lot 5
6.	Provision of security service.	Lot 6
7.	Provision of transport and car hire services.	Lot 7
8.	Provision of printing services.	Lot 8

#### **Submission Instructions**

Interested bidders must submit the following information to **SHDEPHA+**:

1. Draft inception detailing the methodology for supplying goods and services, for review and approval by **SHDEPHA+**.
2. Quotes (Refreshments, conference package, printing, and security service)
3. Current company profile.
4. Copies of their registered office's registration certificate and address, valid business license, VAT, TIN certificates, and Tax clearance certificate.
5. Items specifications are fully addressed in the quotation.
6. Current Audited financial statement for two consecutive years i.e. 2021 and 2022
7. Payment terms 100% after delivery.
8. Evidence of similar assignments and at least three (3) names and addresses of clients served.
9. For vehicle repair and maintenance, the bidder has to attach a dealership certificate from Toyota.

## Eligibility

Vendors must be currently legally operating in Tanzania, and the quotation must include all the following information:

- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the items/services no later than the date(s) required

## Evaluation Criteria:

- Price.
- Financial capability.
- Experience.
- Delivery terms.

Interested, eligible dealers/vendors should deliver physically their Proposal/quotation to:

**The Procurement Committee,  
Service Health and Development for People Living Positively with HIV/Aids,  
P.O. Box 564  
Kahama- Shinyanga**

All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope.

**The deadline is 27<sup>th</sup> September 2023 at 11:00 am**

SHDEPHA + will open all bids on **27<sup>th</sup> September 2023 at 12:05 p.m.** in the presence of the bidder's representatives who choose to attend. The present Bidders' representatives shall sign a register evidencing their attendance.

## Please Note

1. Late or incomplete bids will **not** be accepted.
2. Electronic bids will not be accepted.
3. Language of bid submission is English.
4. The quote that complies with all the specifications/requirements and offers the lowest price and other evaluation criteria indicated here shall be selected.
5. SHDEPHA+ may cancel the solicitation and not award.
6. SHDEPHA+ may reject any or all responses received.
7. Issuance of requests for quotes does not constitute a contractual commitment by SHDEPHA+.
8. SHDEPHA+ reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
9. SHDEPHA+ reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
10. SHDEPHA+ will contact all offerors to confirm the contact person, address, and the proposal submitted for this solicitation.
11. SHDEPHA+ will not compensate Vendors for their response to the solicitation.
12. SHDEPHA+ may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
13. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that non-disclosure agreements bind all reviewers.

**Appendix 1: Detailed Information on Evaluation Criteria**

**Minimum Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status(must)</b>	The vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2023
<b>Eligibility (Must)</b>	The vendor is not suspended, debarred, or otherwise identified as ineligible by USAID or other International Entities. (SAMS, OFAC and UN)	
<b>Certificates and Licenses (If Applicable)</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the building owner, or Power of Attorney, if the bidder is not a building owner.</li> <li>▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> <li>▪ Manufacturer authorization certificate for the quoted item/s.</li> </ul>	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
<b>QUALIFICATION</b>		
<b>Litigation History (Must)</b>	No consistent history of court/arbitral award decisions against the Bidder for the last three years.	Certificate or Signed Letter of No-Litigation
<b>Previous Experience</b>	Minimum 2 years of relevant experience.	Company Profile must be Attached

<b>(must)</b>	Minimum three contracts of similar value, nature, and complexity implemented over the last two years.	Evidence of Contracts/PO/Awards  List at least three (3) names and addresses of the client served.
<b>Financial Standing (must)</b>	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Audited Financial Statements for the last 2 Years- (2021-2022)

**Detailed Technical and Financial Evaluation**

**The technical and financial parts will be evaluated on a merit point/scores system**

**Format of Technical Bid (Weight = 60%)**

All Vendors who will score equal to or above the total average score will be selected for the next stage.

The Bidder's Bid should be organized to follow this format of the Technical Bid. When the bidder is presented with a requirement or asked to use a specific approach, it must state its acceptance and describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder's qualification, capacity, and expertise**

1.1 General organizational capability likely to affect implementation: management structure, project management controls, and the extent to which any work would be subcontracted (if so, provide details).

*Support Document Needed: Updated Organizational Structure*

1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

*Support Document Needed: A clear methodology of how the vendor will successfully deliver the required quantities per the specifications. The lead time MUST be indicated.*

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed, and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Conformity of goods to be supplied if they meet technical specifications provided.

***Support Document:***

- i. List of items to be supplied with their full technical specifications.*

**Financial Capacity Evaluation (Weight = 40%)**

Bidders must attach copies of two (2) consecutive years of current audited financial statements (Statement of financial position, cash flow statements, Income statements including all related notes, etc.) for the years required above, complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not a sister or parent company.
- Historical financial statements must be audited by a certified public accountant, signed, and stamped.
- Historical financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**Quotation Cover Sheet**

***Support Document:*** *A quotation cover sheet in Tanzania Shillings.*

Price comparison shall be based on the landed price, including applicable taxes, transportation, insurance, and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).



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### **TERMS OF REFERENCE FOR LOT 7- TRANSPORT AND CAR HIRING SERVICES.**

#### **INTRODUCTION**

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The details of the Vehicles to be hired are as under:

- i. Toyota land cruiser hard top or Prado- seven seaters and above
- ii. The period of hire is 13 months (October 2023-December 2024)
- iii. Vehicles should be insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority.
- iv. The bidder should be able to provide a vehicle that can work on rough roads and in rainy seasons with air conditioning, seatbelts, Tires and spare tires, a Fire extinguisher, Reflectors, Toolbox, a First aid kit, and lights.

## Submission Instructions

Interested bidders must submit the following information to SHDEPHA +:

1. Draft inception detailing the methodology for providing car hiring services, for review and approval by SHDEPHA+.
2. Quote.
3. Current company profile.
4. Copies of their registered office's registration certificate and address, valid business license, VAT, TIN certificates, and Tax clearance certificate.
5. Current Audited financial statement for two consecutive years i.e. 2021 and 2022
6. Payment terms 100% after the provision of the service.
7. The service provider should have a minimum of 3 years of experience in providing vehicle hiring services. (Evidence of at least 3 contracts, name and addresses of clients served)

## Eligibility

Vendors must be currently legally operating in Tanzania, and the quotation must include all the following information:

- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the items/services no later than the date(s) required

## Evaluation Criteria:

- Price.
- Financial capability.
- Experience.
- Delivery terms.
- Quality of the vehicle.

Interested, eligible dealers/vendors should deliver physically their Proposal/quotation to:

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Service Health and Development for People Living Positively with HIV/Aids,  
P.O. Box 564  
Kahama- Shinyanga**

All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope.

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- and other evaluation criteria indicated here shall be selected.
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  - vi. SHDEPHA+ may reject any or all responses received.
  - vii. Issuance of requests for quotes does not constitute a contractual commitment by SHDEPHA+.
  - viii. SHDEPHA+ reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
  - ix. SHDEPHA+ reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
  - x. SHDEPHA+ will contact all offerors to confirm the contact person, address, and the proposal submitted for this solicitation.
  - xi. SHDEPHA+ will not compensate Vendors for their response to the solicitation.
  - xii. SHDEPHA+ may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
  - xiii. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that non-disclosure agreements bind all reviewers.

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<b>Certificates and Licenses (If Applicable)</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the building owner, or Power of Attorney, if the bidder is not a building owner.</li> <li>▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> <li>▪ Manufacturer authorization certificate for the quoted item/s.</li> </ul>	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
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	Minimum three contracts of similar assignment, nature, and complexity implemented over the last three years.	Evidence of Contracts/PO/Awards  List at least three (3) names and addresses of the client served.
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## **SECTION 1: Bidder's qualification, capacity, and expertise**

1.3 General organizational capability likely to affect implementation: management structure, project management controls, and the extent to which any work would be subcontracted (if so, provide details).

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1.4 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

*Support Document Needed: A clear methodology of how the vendor will successfully deliver the required quantities per the specifications. The lead time MUST be indicated.*

1.5 Vehicles should be insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority.

1.6 The bidder should be able to provide a vehicle that can work on rough roads and in rainy seasons with air conditioning, seatbelts, Tires, spare tires, a Fire extinguisher, Reflectors, a Toolbox, a First aid kit, and lights.

## **SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

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2.2 Conformity of goods to be supplied if they meet technical specifications provided.

*Support Document:*

*i. List of items to be supplied with their full technical specifications.*

### **Financial Capacity Evaluation (Weight = 40%)**

Bidders must attach copies of two (2) consecutive years of current audited financial statements (Statement of financial position, cash flow statements, Income statements including all related notes, etc.) for the years required above, complying with the following condition:

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## **Quotation Cover Sheet**

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