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INVITATION TO BID

RFP Title: Supply of Education Subsidies

Number: 2023- BAKAID/01/01

Date of Solicitation: 20th February 2023

Closing Date and Time: 05th March 2023, 05:00 pm (Simiyu, Tanzania)

Questions and Clarifications: Due by 26th February 2023.

Introduction to BAKAID and ACHIEVE Project

BAK-AIDS established in 2004 under The National Muslim Council of Tanzania (BAKWATA) which was registered in 1968 under the Societies Ordinance, 1954 with Reg. No SO.NO.5512, to join the national efforts in response to social economic development and emerging health issues. In this initiative BAK-AIDS coordinated the strategic plan, training, implementation and evaluation of all community service interventions throughout Tanzania. According to the amendments to the Non-Governmental Organization Act, No. 24 of 2002 (the NGO Act), as introduced by the written Laws (Miscellaneous Amendments) (No. 3) Act 2019 (the Miscellaneous Amendments Act), BAKWATA registered BAKAID Tanzania as a Non-Governmental Organization under the Non-Governmental Organizations Act, No. 24 of 2002 in 2021 with registration number OONGO/R/1805. Visit us at www.bakaid.or.tz

ACHIEVE is a five-year, USAID-funded global cooperative agreement with the objective of attaining and sustaining HIV epidemic control among at-risk and hard to reach pregnant and breastfeeding (PBF) women, infants, children, and youth, as well as to mitigate the impact of HIV/ AIDS and prevent HIV transmission among these populations.

Objectives of the Assignment

The overall objective of this assignment is to procure and distribute education subsidies to 829 in school OVC aged 14-17 in councils listed below. Delivery will be at our offices located in Bariadi, Simiyu and Kigoma Ujiji, Kigoma.

BAKAID now invites quotes from eligible, registered companies to supply Education Subsidies for OVCs. Below are the requirements;

Item	Description of Item	Number of Items per Kit for 829 in-school Children aged 6-14
School bag	Backpack – Water proof (14.5-17-inch length)	1
Mathematical set	Mathematical set including the geometry set i.e pencil, ruler, sharpener, eraser, stencil, compass, protractor, set square, timetable	1
Ball Pens	Type: Ball pen Material: Plastic Color: Blue/Black Length: 14.5cm	5
HB Pencils	621 HB Pencil, Material: Wood-Superial hb bonded lead resists breakages Clear and sharp writing Material: Wood, Dimension: 17.5 x 0.5 x 0.8cm, Point type: Fine	5
Eraser	Dimension: 4.3 x 2 x 1cm, Colour: White	5
A4 Exercise books	100 pages	5

Interested vendors should download the full Term of Reference (ToR) through www.bakaid.or.tz

All questions and requests for clarification should be directed to procurement@bakaid.or.tz with the subject line **"Request for Clarification: Supply of Education Subsidies"** before CoB **26th February 2023.**

Scope of Work

Specific scope of work includes but should not be limited to the following:

1. Provide sample prior to procurement.
2. Deliver Education Subsidies at our offices as instructed
3. Do an inventory with Program Manager to match the Education Subsidies procured with the request that was provided prior procurement process

Submit to BAKAID a report on the delivery of Education Subsidies and a signed delivery forms per delivery, highlighting number of items delivered.

A. Eligibility

To be considered for the award, vendors must currently be legally operating in Tanzania, and the quotation must be including all of the following information:

- Ability to meet or exceed the requirements/technical specifications.
- Ability to deliver the items/services specified in Terms of Reference no later than the date(s) required.
- Legally registered in Tanzania.

B. Evaluation Criteria

- Price
- Financial capability
- Experience
- Quality of items to be supplied (Short listed applicants will be required to submit samples)
- Delivery

Submission Instructions

Interest suppliers must submit the following information to

BAKAID Tanzania:

1. Draft inception report detailing the methodology for supplying and distributing education subsidies kits, including tentative work plan, for review and approval by BAKAID.
2. Quote, valid for at least 60 days
3. Current company profile
4. Copies of the registration certificates and address of their registered office, 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.
7. Delivery time must be clearly specified.
8. Payment must be done after delivery(100%)
9. Evidence of experiences of similar assignment at least two (2) names and addresses of clients served
10. Shortlisted Vendors will be required to submit sample of backpack to BAKAID Simiyu Office similar to or close to the sample provided.

All interested vendors who wish to answer this Request for Proposal (RFP) should send their proposals in a sealed envelope to BAKAID Tanzania Simiyu Office by 05th March 2023 04:00 PM. All sealed envelopes needed to be marked as: **"TENDER FOR DELIVERY OF EDUCATION SUBSIDIES FOR OVC"**

Office Address

The Tender Committee of BAKAID Tanzania
Bariadi Town Council, Somanda ward, House number 15
P.O. Box 526, Simiyu, Tanzania.

BAKAID will open all bids on **Monday 06th March 2023 at 09.00 AM** in the presence of Bidder's representatives who choose to attend.

Quotes must be in Tanzania shillings and include taxes separately:

- Proposals submitted through emails will not be considered.

Quotations received after that time or at a different address may not be accepted