



Plot No. 4, Lumumba/ Amani Street Ilala District,

**P.O Box 20409, Dar es salaam Tel: +255713608068. Email: bakaidtz@yahoo.com Website:
www.bakaid.or.tz**

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 has been coordinating 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 00NGO/R/1805.

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 out of school OVC age 14-17 in councils listed below. Delivery will be at our offices located in Simiyu at Bariadi and the other office in Kigoma at Kigoma ujiji.

Item	Description of Item	Number of Items per Kit for 829 in-school Children aged 6-14
School bag	Backpack – Walter proof (14.5-17-inch length)	1
Mathematical set	Mathematical set including the geometry set ie 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	5

	resists breakages Clear and sharp writing Material: Wood, Dimension: 17.5 x 0.5 x 0.8cm, Point type: Fine	
Eraser	Dimension: 4.3 x 2 x 1cm, Colour: White	5
A4 Exercise books	100 pages	5

****All items must be packed in the backpack, except for the receipt form which will be collected and submitted to BAKAID.***

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 Programm Manager to match the Education Subsidies procured with the request that was provided prior procurement process

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.

Evaluation Criteria

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

Please note

- i. Late or incomplete bids will not be accepted.
- ii. Electronic bids will not be accepted.
- iii. The quote that complies with all the specifications/requirements and offers the lowest price, as well as all evaluation criteria indicated here, shall be selected.
- iv. BAKAID may cancel solicitation and not award.
- v. BAKAID may reject any or all responses received.

- vi. Issuance of request for quotes does not constitute a contract commitment by BAKAID.
- vii. BAKAID reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
- viii. BAKAID reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- ix. BAKAID will be contacting all offerors to confirm contact person; address and that the proposal was submitted for this solicitation.
- x. BAKAID will not compensate Vendors for their response to the solicitation.
- xi. BAKAID may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- xii. 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 all reviewers are bound by non-disclosure agreements.

Appendix 1: Detailed Information on Minimum Eligibility and Qualification Criteria

Minimum Eligibility and Qualification Criteria

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

If the Bid is submitted without one of the minimum eligibility and qualification or/and that does not meet criteria subject marked (*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status (*)	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 2022
Eligibility (*)	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and PASADA List of Blacklisted Vendors Record)	N/A

Certificates and Licenses (If Applicable)	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. ▪ Export/Import Licenses, if applicable 	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
QUALIFICATION		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form A: Qualification Form Certificate of No-Litigation
Previous Experience (*)	Minimum 3 years of relevant experience.	Form A: Qualification Form Company Profile must be Attached
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.	Form A: Qualification Form Evidence of Contracts/PO/Awards List at least two (2) names and addresses of client served.
Financial Standing (*)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form A: Qualification Form Audited Financial Statements for last 2 Years

Appendix 2: Detailed Technical and Financial Evaluation

Technical and Financial part will be evaluated on a merit point/scores system

TECHNICAL EVALUATION (60%)		
Technical Evaluation	The technical bids shall be evaluated on a merit point/scores basis for compliance or non-compliance with the technical specifications identified in the bid document.	See Format of Technical Bid.
FINANCIAL EVALUATION (40%)		
Financial Evaluation	Detailed analysis of the price schedule based on requirements listed in Appendix 1 and	Detailed Quotation

	<p>quoted for by the bidders.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	Bid/Price Validity
--	--	--------------------

Section A: Eligibility and Qualification Form

Bidder should fill/provide below information and submit the required supporting documents

Name of Bidder:		Date:	
Tender reference:			

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in TZS)	Contract Identification	Total Contract Amount (current value in TZS)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

Project name &	Client &	Contract	Period of	Types of activities
----------------	----------	----------	-----------	---------------------

Country of Assignment	Reference Contact Details	Value	activity and status	undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached is the current company profile.

Attached are the evidence of contracts/POs from the Top 3 (three) Clients or more.

Financial Standing

Financial information (in TZS)	Historic information for the last 2 years	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

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

Section B: Format of Technical Bid

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also 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.

SUB-SECTION 1: Bidder's qualification, capacity and expertise (30%)

1.1 General organizational capability which is likely to affect implementation: management structure, project management controls, 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 delivery the required quantities as per specifications provided. Lead time MUST be indicated.*

SUB-SECTION 2: Scope of Supply, Technical Specifications, and Related Services (30%)

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. Include pictures and descriptions of exact items that will be procured for each kit.*

Section C: Quotation Cover Sheet/Price Proposal

Support Document: *A quotation cover sheet in Tanzania Shillings, Fee should be indicated if is VAT Inclusive or exclusive, quotation/offer validity and payment terms (credit payment is preferred).*