

REQUEST FOR QUOTATION

**CONSTRUCTION OF THE PROPOSED WATER SUPPLY SYSTEM
AT BUHAMA PRIMARY SCHOOL ON KOME ISLAND
BUCHOSA DISTRICT COUNCIL**

**GOOD NEIGHBORS TANZANIA,
P.O. BOX 367,
MWANZA**

Tender No. GNTZ/MAO/T/008/2023

24th November 2023

SECTION I- INVITATION TO TENDER

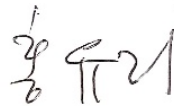


CONSTRUCTION OF THE PROPOSED WATER SUPPLY SYSTEM AT BUHAMA PRIMARY SCHOOL ON KOME ISLAND- BUCHOSA DISTRICT COUNCIL

Date: 24th November 2023

1. Good Neighbors Tanzania, supported by the Korea International Cooperation Agency (KOICA) fund, intends to allocate a portion of its funds for the construction of a Water Supply System for the Buhama Primary School and the adjacent community on Kome Island, Buchosa District Council.
2. Good Neighbors Tanzania Mwanza Area Office (GNTZ-MAO) is now accepting sealed tenders from eligible National Contractors registered in Tanzania for the proposed construction of the water supply system at Buhama Primary School in Kome Island – Buchosa District that comprises of:
 - Construction of lake intake structures along Lake Victoria at Buhama Village, Kome Island
 - Construction of one (1) water storage tanks at Buhama area of (50m³)
 - Construction of transmission mains and distribution network.
3. The tendering process will adhere to the competitive procedures outlined in the Public Procurement Regulations, Government Notice No. 446 of 2013. It is open to all eligible Tenderers, as defined in the Regulations, unless specified otherwise in the Tender data sheet.
4. Interested and eligible Tenderers can obtain further information and request tender documents from the Good Neighbors Tanzania Mwanza Area Office at P.O BOX 367, Olympic Building, Third Floor, Plot No. 493, Block KV, Makongoro Road-Mwanza. Queries can also be sent via email to gntzmwanza@goodneighbors.or.tz or Office Phone number +255 738 204 501, from 8:30 am to 4:00 pm, Monday to Friday, excluding public holidays.
5. A complete set of Tender Documents in English can be requested, and additional sets will be sent to interested Tenderers upon the submission of a written letter of application to the email address provided in paragraph four above.
6. All Tenderers must include a Tender Security declaration in the specified format provided in the Tendering document, unless stated otherwise in the Tender data sheet.
7. All quotations, consisting of one original and two copies, properly filled in, and enclosed in plain envelopes with the reference number, address, and the words “DO NOT OPEN BEFORE,” must be delivered to Good Neighbors Tanzania- Mwanza Area Office P.O BOX 367, Mwanza, by 10:00 am local time on 20th December 2023.

8. All Tenderers must submit **both hardcopies and a softcopy of the Bill of Quantities (BOQ)**. The hardcopies should be included in the sealed envelope as per the Instructions to Tenderers, the softcopy (in Excel format) of the BOQ must be sent through the provided email address mentioned in paragraph 4 above. Ensure that the email subject includes the tender number and company name for easy identification.
9. Late submissions, partial quotations, quotations not received or opened publicly at the ceremony, will not be accepted for evaluation, irrespective of the circumstances.
10. Proposals will be open immediately thereafter in the presence of contractors who choose to attend at GNTZ-MAO's office on 03rd January 2024 at 10:00hrs. This advertisement can also be found at Good Neighbors website www.goodneighbors.or.tz



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Yuri Hong
Project Manager
Good Neighbors Tanzania Mwanza Area Office
P.O.BOX 367,
Mwanza, Tanzania
Email: gntzmwanza@goodneighbors.or.tz

SECTION II – INSTRUCTION TO TENDERS (ITT)

A. General Provisions

2.1 Introduction

2.1.1 GNTZ-MAO as invites tenders for Works Contract as described in the tender documents.

2.2 Eligible Tenderers

2.2.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (spouses, children, brothers, sisters and uncles and aunts) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution.

2.2.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract.

2.2.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer maybe considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:

2.2.3.1 Directly or indirectly controls, is controlled by or is under common control with another tenderer; or

2.2.3.2 Receives or has received any direct or indirect subsidy from another tenderer; or

2.2.3.3 Has the same legal representative as another tenderer; or

2.2.3.4 Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or

2.2.3.5 Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or

2.2.3.6 any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation.

2.3 Tenderer's Responsibilities

- 2.3.1 A Tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 2.3.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 2.3.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.

B. Contents of Tender Documents

2.4 Sections of Tender Document

- 2.4.1 The tender document consists of Parts 1, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued.

PART 1 Tendering Procedures

- i) Section I - Invitation to Tender
- ii) Section II - Instructions to Tenderers (ITT)
- iii) Section III - Evaluation and Qualification Criteria
- ii) Section IV - Quotation Data Sheet (QDS)
- iv) Section V - Tendering Forms

2.5 Site Visit

- 2.5.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

2.6 Documents Comprising the Tender

- 2.6.1 The Tender shall comprise the following:
 - a) Form of Tender prepared
 - b) Schedules including priced Bill of Quantities, completed
 - c) Tender Security or Tender-Securing Declaration
 - d) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer
 - e) Qualifications: documentary evidence in establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
 - f) Conformity: a technical proposal
 - g) Any other document required in the TDS.

- 2.6.2 Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement. **The Tenderer shall chronologically serialize pages of all tender documents submitted.**
- 2.6.3 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under. All blank spaces shall be filled in with the information requested.

2.7 Tender Prices and Discounts

- 2.7.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.
- 2.7.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 2.7.3 The price to be quoted in the Form of Tender, shall be the total price of the Tender, including any discounts offered.

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

2.8 Preliminary Evaluation (Eligibility Criteria)

NO	MANDATORY REQUIREMENTS (bidders must provide all this)	YES	NO
1.	Certified copy of valid Certificate of Incorporation		
2.	Certified copy of valid Business License		
3.	Certified copy of proof of Legal Joint Venture (where necessary)		
4.	Must submit a copy of valid Tax Compliance Certificate from TRA		
5.	Dully Notarized power of attorney authorizing signatory of the tender		
6.	Health and Safety certificate from OSHA		
7.	Registration by relevant regulatory authority (Valid CRB certificate. (Registration as Civil Engineering Contractors (Water Works) minimum of CRB Class 6		
8.	Bank Statement (current previous 1 year)-With Bank Stamp		
9.	Recent duly audited account (Last three years)		
10.	Specimen sample of EFD receipt with QR bar Code		
11.	Must fill the price schedule/BOQ in the format provided where applicable		
12.	Must fill the form of tender in the format provided and instructions provided		
	<p><i>At this stage, the tenderers submission will either be responsive or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered further.</i></p> <p><i>NB: Bidders are also informed to organize their evidentiary documentation in the order above for ease of reference.</i></p>		

2.9 Preparation of Technical proposal

- 2.9.1 The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.
- 2.9.2 The technical proposal shall not include any financial information, The firm's proposal shall be written in the English language
- 2.9.3 While preparing the Technical Proposal, firms must give particular attention to the following:
- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/ or other firms or entity in a joint venture, consortium or sub-consultancy as appropriate by attaching evidence documents. Firms shall not associate with the other firms competing for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
 - ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

- iii. Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Tanzania.
- 2.9.4 The Technical Proposal shall provide the following information using the attached Standard Forms;
- i. A brief description of the firm's organization and an outline experience on assignments of the similar nature.
 - ii. Any comment or suggestions on the RFP, a list of services and facilities to be provided by GNTZ-MAO.
 - iii. A description of methodology and work plan for performing the assignment.
 - iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
 - v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.
 - vi. A detailed description of the proposed methodology, staffing and monitoring of construction work.
 - vii. Any additional information requested in this RFQ

2.10 Submission, Receipt and Opening of Proposals

- 2.10.1 The original proposal (Technical Proposal and if required, Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be limited by the persons or person authorized to sign the proposals.
- 2.10.2 For each proposal, the firms shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.10.3 The original and all copies of the Technical Proposal shall be placed in the sealed envelope clearly marked "**TECHNICAL PROPOSAL**" and the original and all copies of Financial Proposal in a sealed envelope clearly "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope sealed. This outer envelope shall bear the submission address and other information indicated in the "**ITC**" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE**".
- 2.10.4 The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the "**ITT**". Any bid received after the closing time for submission of bids shall be returned to the respective bidder unopened.
- 2.10.5 The Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the TDS, in the presence of Tenderers' designated representatives who chooses to attend.
- 2.10.6 The envelopes shall be opened one at a time, reading out: the name of the Tenderer and the total Tender Price.

2.10.7 The Tenderers' representatives who are present shall be requested to sign the tender submission form and tender read out figures. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minute.

2.11 General Proposal Evaluation

2.11.1 From the time the bids are opened to the time the Contract is awarded, if any bidder wishes to contact GNTZ-MAO on any matter related to his proposal, he should do so in writing at the address indicated in "ITC". Any effort by the firm to influence GNTZ-MAO in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the firm's proposal.

2.11.2 Evaluators of Technical Proposal shall have no access to the Financial Proposal until the technical evaluation is concluded.

2.12 Evaluation of Technical Proposal

2.12.1 The technical evaluation component holds a weightage of 40 points. The evaluation committee appointed by GNTZ-MAO shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows: -

The detailed evaluation requirements is tabulated below

Item	Description	Documentation required
1.	<p><u>(i) Relevant Construction Experience (15 points)</u> Under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor.</p> <p>Relevant experiences of Supplier</p> <ul style="list-style-type: none"> • More than 5 years of relevant experience: 20 points • 2-5 years of relevant experience: 10 points • Less than 2 years of relevant experience: 5 points 	<ul style="list-style-type: none"> • Copies of Dully signed, stamped Contract of works with corresponding certificate of completion certificate.
2.	<p><u>(ii) Technical Staff (Site Agent/Foreman) (5 points)</u> At least Degree in a Civil/water engineering or equivalent. with 5 years relevant experience.</p> <ul style="list-style-type: none"> • Technical Staff (5 points) 	<ul style="list-style-type: none"> • Copies of academic certificates • Up to Date CV with evidence of undertaking similar works
3.	<p><u>(iii) Equipment detail (5 points)</u> Support Truck/Lorry (1 No.)</p> <ul style="list-style-type: none"> • More than 5 Support Truck/Lorry: 5 points • 2-5 Support Truck/Lorry: 3 points • Less than 2 Support Truck/Lorry e: 1 point 	<ul style="list-style-type: none"> • Copies registration bearing the name of the company/hiring agreement specifying the registration or serial numbers)
4.	<p><u>(iv) Financial Capability (15 points)</u> The minimum required annual volume of construction work for the successful Tenderer in the last 3 years shall be:</p> <ul style="list-style-type: none"> • 500 million Tanzania Shillings: 20 points • 300 million Tanzania Shillings: 10 points • Less than 300 million: 5 points 	<ul style="list-style-type: none"> • Copies of Dully signed, stamped Contract of works showing Contracts amount

NB: Bidders scoring 25 or above in the technical evaluation will proceed to the financial evaluation stage, while those scoring below 25 will be considered non-responsive.

- 2.12.2 Any bid which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposals shall be declared responsive by the evaluation committee.
- 2.12.3 Each responsive bid will be given a technical score. A proposal shall be rejected at this stage if fails to attain the **25 points**.

2.13 Public Opening and Evaluation of Financial Proposal

- 2.13.1 The Financial Proposal shall carry a total of 40 points. The tender evaluation committee will determine whether the financial proposals are complete (i.e. whether the firm has priced all the items of the corresponding Technical Proposal and corrected any computation errors). The cost of any un-priced shall be assumed to be included in other cost in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.13.2 The formula for determining the financial score (**Fs**) shall, unless an alternative formula is indicated in the **Appendix "A"**, be as follows: - **$Fs = 100 * FM/F$** where **Fs** is the financial score; **Fm** is the lowest priced financial proposal and **F** is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (**Ts**)
- 2.13.3 The bid evaluation committee shall evaluate the proposals within 5 days from the date of opening the proposals.
- 2.13.4 Contract price variations shall not be allowed for contracts not exceeding one year (**12 months**).
- 2.13.5 Price variation requests shall be preceded by the procuring entity within 30 days of receiving the request.

2.14 Interview with Potential Bidders

- 2.14.1 Following the combination of Financial and Technical marks, bidders who have scored a total of 50 points or above will be identified as potential candidates for the interview stage. This combined score takes into account both the Technical Proposal evaluation and the Financial Proposal evaluation.
- 2.14.2 The Procuring Entity shall notify the shortlisted bidders in writing, indicating the date, time, and venue for the interview. The notification shall be sent to the address provided by the bidders in their proposals.
- 2.14.3 Shortlisted bidders are required to attend the interview in person or, if permitted by the Procuring Entity, through virtual means as specified in the notification. Failure to attend the interview may result in the disqualification of the bidder
- 2.14.4 During the interview, potential bidders may be asked to elaborate on specific aspects of their Technical Proposal, provide additional clarifications, and respond to questions posed by the Procuring Entity.
- 2.14.5 The interview shall carry a total of 20 marks, and the evaluation criteria for the interview stage shall be as follows:

- a) Presentation and clarity of responses: 8 Points
- b) Understanding of project requirements: 6 Points
- c) Communication skills: 4 Points
- d) Relevance of additional information provided: 2 Points

2.15 Negotiations

- 2.15.1 Negotiations will be held at the same address as “address to send information to GNTZ–MAO” indicated in the Appendix “A”. The aim is to reach the agreement on all points and sign a contract.
- 2.15.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. GNTZ–MAO and the firm will then work out final Terms of reference, staffing and bar charts including activities, staff period in the field and in the head office, staff-months, logistic and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of service” and form part of the contract. Special attention will be paid to get a firm that can offer within the available and clarify defining the inputs required from the client to ensure satisfactory implementation of the assignment.
- 2.15.3 Unless there are exceptional reasons, the financial negotiation will not involve the remuneration rates for staff (no breakdown of fees).
- 2.15.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, GNTZ–MAO expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations GNTZ–MAO will require assurance that the experts will be actually available. GNTZ–MAO will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that changes are critical to meet the objectives of the assignment. If this is not the case and if it is established the key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.16 Award and Contract

- 2.16.1 The contract will be awarded following. After negotiations are completed, procuring entity will promptly notify other firms on the shortlist that they were unsuccessful.
- 2.16.2 Procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.16.3 Procuring entity shall give prompt notice of the termination to the bidders on request give its reasons for termination within 14 days of receiving the request from any bidder.
- 2.16.4 To qualify for contract awards, the bidder shall have the following;
 - a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - b) Legal capacity to enter into a contract for procurement
 - c) Shall not be insolvent, in relationship, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
 - d) Shall not be debarred from participating in public procurement.

2.17 Confidentiality

2.17.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the firms who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

2.18 Corrupt or fraudulent practices

2.18.1 GNTZ-MAO requires that bidding firms observe the highest standards of ethics during the selection award of the consultancy contract and also during the performance of the assignment. The bidder shall sign the declaration he has not and will not be involved in corrupt or fraudulent practices.

SECTION IV – QUOTATION DATA SHEET (QDS)

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the Instructions to quotations.

Clause	Ref.	Description
A. Introduction		
1.	1.1	The procuring entity (PE) is GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE, P.O BOX 367, MWANZA. The Project is CONSTRUCTION OF THE PROPOSED WATER SUPPLY SYSTEM AT BUHAMA PRIMARY SCHOOL IN KOME ISLAND- BUCHOSA DISTRICT COUNCIL Identification Number of the work is GNTZ/MAO/T/008/2023
	1.2	The works is expected to commence on <i>one day after signing of contract</i>
B. Quotation Documents		
2.	2.1	The number of copies of the quotation to be completed and returned shall be ONE ORIGINAL AND TWO COPIES
	2.2	Address for clarification is GOOD NEIGHBORS TANZANIA, MWANZA AREA OFFICE, P.O BOX 367, MWANZA; LOCATED AT OLYMPIC BUILDING, PLOT NO.493, BLOCK “KV” MAKONGORO ROAD-MWANZA, Email: gntzmwanza@goodneighbors.or.tz
C. Preparation of Quotation		
3.	3.1	Language of Quotation is <i>ENGLISH</i>

3.2	<p>Other information or materials required to be completed and submitted by bidders include the company profile with: -</p> <ol style="list-style-type: none"> i. Certified copy of valid Certificate of Incorporation ii. Certified copy of valid Business License iii. Certified copy of proof of Legal Joint Venture (where necessary) iv. Must submit a copy of valid Tax Compliance Certificate from TRA v. Dully Notarized power of attorney authorizing signatory of the tender vi. Health and Safety certificate from OSHA vii. Registration by relevant regulatory authority (Valid CRB certificate. (Registration as Civil Engineering Contractors (Water Works) minimum of Class 6) viii. Bank Statement (current previous six month)-With Bank Stamp ix. Recent duly audited account (Last three years) x. Specimen sample of EFD receipt with QR bar Code xi. Must fill the price schedule/BOQ in the format provided where applicable xii. Must fill the form of tender in the format provided and instructions provided
3.1.1	<i>In addition, the quotation MUST be accompanied with programme schedule proposing the implementation period, with detailed each activity's accomplishment timeline.</i>
3.1.2	The currency in which the prices shall be quoted shall be: Tanzanian Shillings
3.1.3	The Tender validity period shall be 60 days.
3.1.4	The Tender Security shall be in the form of TENDER SECURING DECLARATION
D. Submission of Quotations	
4.	<p>4.1</p> <p>Quotations shall be submitted to GOOD NEIGHBORS TANZANIA-MWANZA AREA OFFICE Not later than the date and time specified – 20th December 2023 at 10:00am</p> <p>Address P.O BOX 367, MWANZA Building/Plot No. 493, BLOCK KV, Located: OLYMPIC BUILDING MAKONGORO ROAD City/Town MWANZA- TANZANIA</p>

SECTION V – TENDER FORMS

FORM OF TENDER

[Date]

To: [name and address of Employer]

We [insert name of tenderer], offer to execute the [name and identification number of contract] in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of [amount in numbers], [amount in words] [name of currency].

We declare that our tendering price did not involve agreements with other tenderers for the purpose of tender suppression.

We hereby confirm [insert the name of the Appointing Authority], to be the Appointing Authority, to appoint the adjudicator in case of any arisen disputes

We are not participating, as tenderers, in more than one Tender in this tendering process other than alternative tenders in accordance with the tendering documents.

We declare that, as tenderer(s) we do not have conflict of interest with reference to Eligibility of bidders

With reference to Eligibility of bidders, it is our intention to subcontract approximately [insert the percent] percentage of the Tender /Contract Price, details of which are provided herein.

Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared ineligible by the Government of the United Republic of Tanzania under Tanzania's laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

The following commissions or gratuities of fees have been paid or are to be paid by us to agents relating to this tender, and to contract execution if we are awarded the contract: -

Name and address of agent or recipient	Amount and currency	Purpose of commission or gratuity

(if none has been paid or is to be paid, state “none”)

This tender and your written acceptance of it shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you receive.

We hereby confirm that this tender complies with the tender validity and Tender Security required by the tendering documents and specified in the Tender Data Sheet.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

STANDARD POWER OF ATTORNEY

TO ALL IT MAY CONCERN

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*, WE the undersigned *[insert name of the company/donor]* of *[insert address of the company/donor]*, by virtue of authority conferred to us by the Board Resolution No..... ofday of*[insert year]*, do hereby ordain nominate and appoint *[insert name of donee]* of *[insert address of the donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. *[insert tender number]* that is to say;

To act for the company and do any other thing or things incidental for *[insert tender Number]* of *[insert description of procurement]* for the *[insert name of the procuring entity]*;

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said *[[insert name of the company]* and delivered in the presence of us this *[insert date]* day of *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at *[insert region]* for and on behalf of *[insert name of the company]*
.....

SEALED and **DELIVERED** by the
Common Seal of *[insert name of the donor/coy]* }
This *[insert date, month and year]* }

.....
DONOR

BEFORE ME:

.....
COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name of donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the terms and conditions contained in this POWER OF ATTORNEY and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[*Insert name of donee*] Identified to me
by [*insert name*]
The latter known to me personally
This [*insert date, month and year*],



.....
DONEE

BEFORE ME

.....
COMMISSIONER FOR OATH

TENDER-SECURING DECLARATION

Date: *[insert **date** (as day, month and year)]*

Tender No.: *[insert **number of tendering processes**]*

To: *[insert complete name of Procuring Entity (PE)]*

We, *[insert the name of tenderer]*, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time determined by the Authority, if we are in breach of our obligation(s) under the Tender conditions, because we:

- a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender;
- (b) Disagree to arithmetical correction made to the tender price; or
- (c) have been notified of the acceptance of our Tender by the PE during the period of tender validity, (i) fail or refuse to execute the Contract, if required, failure to sign the contract if required by PE to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents. We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the Tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

1. TECHNICAL PROPOSAL SUBMISSION FORM

.....Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide the construction service for (Title of construction service) in accordance with your Request for Proposal dated..... (Date) and our proposal, we hereby submitting our proposal which includes this Technical Proposal, (and a financial proposal sealed under a separate envelop-were possible).

We understand you are not bound to accept and Proposal that you receive.

We remain,

Yours sincerely,

..... (*Authorized Signature*)

..... (*Name and Title of Signatory*)

..... (*Name of firm*)

..... (*Address*)

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your Firm/Entity (profiles)
Name of Client:		Clients contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date:	Approximate Value of Services (Tshs):
Name of Associated Consultants. If any:		No of Month of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions		

Performed:	
Narrative Description of project:	
Description of Actual Services Provided by Your Staff:	

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF FIRMS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Request for proposal:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client

- 1.
- 2.

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

.....

Name of Firm:

.....

Name of Staff:

.....

Profession:

.....

Date of Birth:

.....

Years with Firm:Nationality:

.....

Membership in Professional Societies:

.....

Detailed Task Assigned:

.....
.....
.....
.....
.....
.....

Key Qualification:

(Give an outline of staff member's experienced and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations)

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained.

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of the position held, and locations of assignments.)

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

..... Date:
.....

(Signature of staff member)


.....Date:.....
(Signature of authorized representative of the firm)

Full name of staff member:
.....

Full name of authorized representative:
.....

7. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												
												

(1st, 2nd, etc., are months from the start of assignment)

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

APPENDIX

FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

- 1. Financial proposal submission form.
- 2. General description of the costs.
- 3. Percentage wise breakdown of costs.

1. FINANCIAL PROPOSAL SUBMISSION FORM

..... Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide the construction services for

..... *(Title of construction service)* in accordance

With your Request for quotation dated (_____) [Date] and our bid. Our attached BOQ, total project cost will be

(.....) *(Total amount in the Tshs currency)*

1) We wish to request for an advance payment. (Please mark one)

[] Yes

[] No

2) If yes, please specify the requested amount for Advance payment or percentage of the contract sum: _____

We remain

Yours sincerely,

_____ *(Authorized Signature)*

_____ *(Name and Title of Signature)*

_____ *(Name of Firm)*

_____ *(Address)*