

BIDDING DOCUMENT
PROCUREMENT OF FOOD INGREDIENTS
15 PRE-SCHOOLS IN KATI DISTRICT, ZANZIBAR

GOOD PEOPLE INTERNATIONAL TANZANIA (GPIT)

ZANZIBAR AREA OFFICE

P.O.BOX 694

MBWENI, MAZIZINI/ UNGUJA - ZANZIBAR

EMAIL: pureun@inter-gp.org / khamis@inter-gp.org

Invitation For Bid (IFB)

Bid No. GPIZ/ZAO/003/2025

For Procurement of Agricultural Products

Food Ingredients: Sembe Flour, Sorghum, Wheat Flour, Sugar, Milk Powder,
Cowpeas, Sweet Potato & Salt

Where: 15 Pre-Schools, Kati District, Zanzibar

1. Good People International Tanzania (GPIT) has set aside funds during the financial year. It is intended that part of the funds will be used to cover eligible payments under the contract for the Procurement of Food Ingredients for approximately 1,535 students from 15 Pre-School in Kati District, Zanzibar.
2. Good People International Tanzania (GPIT) Zanzibar Area Office invites sealed bids from eligible local suppliers who meet the requirements and specialize in the supply of food ingredients.
3. Bidders may request a clarification of the bidding document only up to **Three (3) days before** the Bid submission deadline by sending by email to pureun@inter-gp.org and khamis@inter-gp.org
4. Tenders should be delivered directly
Hand delivery each month to 15 preschools located in Kati District, Unguja, Zanzibar, Tanzania from **2ND JUNE 2025 UNTIL 28TH NOVEMBER 2025**.
After the notice period closes, the Tender selects the final local suppliers through document screening and, if necessary, face-to-face interviews through public opening and closing of bids.

BID DATA SHEET (BDS)

Part of the Instruction to local suppliers used to reflect specific terms and assignment conditions.

Procurement Details	Supply of agricultural products (food ingredients) to Approximately 1,535 Students from 15 preschools in Kati district, Unguja, Zanzibar
Period of Service	Period for supplies of the products will be Within 6 months after contract signing or issued Local Purchaser Order from 2ND JUNE 2025 UNTIL 28TH NOVEMBER 2025.
Tender Validity Period	Bids remain Valid for 60 days after the submission date.
Language of Tender	The Tender prepared by the Tender, as well as all correspondence and documents relating to the Tender exchanges by the Tenderer and Good People International Tanzania(GPIT) shall be written in the English Language.
Preparation and Instructions for Bid Submission	The bidder shall seal the two envelopes (Both Technical and Financial bids in two separate envelopes). One envelope to be marked as “Technical bid” Another envelope to be marked as “Financial Bid” The two envelopes should be put in one outer cover marked

	<p>Tender No. GPIT/ZAO/003/2025 PROCUREMENT OF AGRICULTURAL PRODUCTS (Food Ingredients – Sembe Flour, Sorghum, Wheat Flour, Sugar, Milk Powder, Cowpeas, Sweet Potato & Salt) for approximately 1,535 Students From 15 Pre-School in Kati District</p> <p>NB: Submitted tenders will not be considered for further evaluation when instructions are not followed.</p>
Receipt, and Opening of Tenders	<p>The completed Technical and Financial Bids must be delivered at Good People International Tanzania (GPIT) Zanzibar Office on or before the time and date stated.</p> <p>Any bid received after the closing time for submission of bids shall be returned to the respective Supplier unopened.</p> <p>After the deadline for submission of Bids, the tender document shall be opened immediately by the Tender Committee.</p>
Evaluation of Tenders	<p><u>Evaluation of Technical Bids</u></p> <p>The evaluation committee appointed by the GPIT shall evaluate the technical bids based on their responsiveness to Instructions to bid, applying the evaluation criteria as follows:</p> <p>Criteria</p> <p>1. Eligibility of supplier</p> <p>Company Profile (Include detailed information about products and services). Certificate of Registration /Incorporation Business License TIN and VRN Certificate Tax Clearance Certificate Anti Bribery Policy Litigation History Bank reference letter or Recent 6-month bank statement.</p> <p>*All documents should be up to date and related to the field applied. *If the supplier does not submit any of the documents, they will not proceed to the next evaluation process.</p> <p>2. General experiences of Supplier (70Marks)</p>

	<ul style="list-style-type: none"> • Minimum 5 years of experience in supplying agricultural products (food ingredients) to International NGOs/non-profit organizations/government, medium to large multinational corporations (15 Marks). • Provide at least 3 Clients served in the last 5 years both International NGOs/non-profit organizations/government, medium to large multinational corporations (15 Marks). • Provide at least 5 references of framework agreement contract or Local Purchase Order of a minimum value of TZS 10 million (with proof of business transactions such as Deposit slip, cheque, and EFD receipt copies) between Food supply companies and International NGOs/Non-profit organizations/government, medium to large multinational corporations. (40 Marks). <p>*Past experience submitted should be similar to the tender announced.</p> <p>*The Minimum Technical Score required to Pass (50 Marks)</p> <p>3. Evaluation of Financial Bid (30 Marks)</p> <p>After the technical Proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.</p> <p>Criteria</p> <p>Financial Strength</p> <ul style="list-style-type: none"> - Recent duly audited account (Last two years) <p>(5 Marks)</p> <p>(Bidder to include acknowledgment certificate for financial statement upload to TRA and ZSSF website or stamped by TRA and ZSSF).</p> <ul style="list-style-type: none"> - Bank Reference Letter (5 Marks) - Financial Score (20 Marks) - Monthly bank statement, they will not proceed to the next evaluation process. <p>Based on Financial Xcore *Sf) formulae</p> $Sf = Clow / C * W$ <p>Whereas;</p> <p>C= Evaluated Proposal Cost</p>
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	<p>C low=The lowest of all Evaluated Proposal Costs among responsive Proposals</p> <p>W= Weight for Financial score (30 Marks)</p> <p>The Bidder achieving the highest combined technical and financial score will be considered a successful bidder. The combined technical and financial score is calculated: Technical Score + Financial Score</p>
Negotiation	<p>Before the contract signing, GPIT may require a Negotiation discussion with the successful bidder relating to the following areas.</p> <p>A minor alteration to the technical details of the statement of requirements;</p> <p>A minor amendment to the conditions of Contract;</p> <p>Delivery arrangements;</p> <p>Clarifying details that were not apparent or could not be finalized at the time of tendering; or Price.</p> <p>All tenders will be informed (via email) of the outcome of their price proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <p>Notification of award of contract.</p> <p>Notification of Regret.</p> <p>GPIT will award the Contract to the Tenderer whose tender has been determined to be substantially responsive to the tendering documents</p>
Inspection and test	<p>The agricultural products (food ingredients) must be inspected and tested and approved by the Ministry of Education and Vocational Training, Zanzibar.</p> <p>The contractor must assist with related procedures, including providing samples for this inspection, and additional information may be requested by GPIT depending on the inspection results. Additionally, if the test results are not approved, the contract will be terminated.</p>
Performance of Service	<p>In contract execution supplier should consider the following,</p> <p>Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation.</p> <p>Items or services should be delivered to 15 preschools in Kati District, Unguja, Zanzibar under the direction of Good People International Tanzania (GPIT).</p>

Currency and Payment	<p>The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be in Tanzania Shillings.</p> <p>GPIT pays the down payment in two parts:</p> <ol style="list-style-type: none"> 1. Down Payment 2. Balance <p>During delivery, the Supplier shall provide</p> <ol style="list-style-type: none"> 1. Delivery Note 2. Invoice 3. EFD Receipt <p>The payment will be made to the respective Account of the Supplier.</p>
Termination of contract	<p>GPIT will terminate the Agreement If,</p> <p>Late deliveries occur during the performance of contract.</p> <p>Supplier decides to change Item Brand without GPIT consent.</p> <p>The supplier doesn't adhere to the Ethical Standards.</p>
Corrupt or fraudulent Practices	<p>GPIT requires that bidders observe the highest standards of ethics during the selection and award of contracts and also during the performance of the service or task.</p> <p>GPIT will reject a proposal for an award if it determines that the bidder recommended for awards has engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>Bidders may raise any suspicion of misconduct or unfair treatment by email:</p> <p>pureun@inter-gp.org / john@inter-gp.org</p>
Compliance with Safeguarding Policy	<p>All tenders shall conform to GPIT Safeguarding Policy as below,</p> <p>Supplier shall comply with the Convention on the Rights of the Child which requires that a child shall be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.</p> <p>Supplier shall take all appropriate measures to prevent sexual harassment and sexual exploitation and abuse of anyone by themselves or its employees, or related personnel controlled by the Supplier in execution of this work.</p> <p>Sexual activity with any person under the age of 18 is prohibited.</p> <p>Exchange of money, employment, goods, or goods for sex is</p>

	prohibited. Any of these practices shall be grounds for elimination of participation in this tender.
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PROCUREMENT OF AGRICULTURAL PRODUCTS

Food Ingredients Sembe Flour, Sorghum, Wheat Flour, Sugar, Milk Powder,
Cowpeas, Sweet Potato, Salt

Where 15 Pre-Schools, Kati District, Zanzibar

S/N	Type of Item/Material	Specification Item / Material	Quantity (kg)
1	Agricultural products (Food ingredients)	Sembe flour	2,844
2		Sorghum	2,874
3		Wheat flour	3,018
4		Sugar	2,010
5		Milk powder	2,490
6		Cowpeas	1,584
7		Sweet potato	9,486
8		Salt	240

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