

**BIDDING DOCUMENT FOR PROCUREMENT OF FOOD ITEMS FOR  
SPONSORED CHILDREN AT SONGWE AND DODOMA REGIONS**

**GOOD NEIGHBORS TANZANIA**

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# GOOD NEIGHBORS TANZANIA

## INVITATION FOR BID (IFB)

Bid No. GNTZ/HO/001/2024

FOR

### **PROCUREMENT OF FOOD ITEMS FOR SPONSORED CHILDREN AT SONGWE AND DODOMA REGIONS.**

1. Good Neighbors has set aside funds during the financial year 2024. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the **Procurement of food items for sponsored children at Songwe and Dodoma Regions.**
2. Good Neighbors Tanzania (GNTZ) invites sealed bids from eligible suppliers who meet the requirements to supply food items to respective areas.
3. Bidders may request a clarification of bidding document only up to Three (3) days before the Bid submission deadline at the office of Good Neighbors-Tanzania Head Office, Plot No. 2047, Block 'K', Boko Chama, Dar es Salaam from 08:00 AM to 04:00 PM, Monday to Thursday, except on Public Holidays.
4. Tenders should be delivered direct (hand delivery) to our office located in Dar es Salaam, along Bagamoyo road, Boko area, near Chama before **10:00AM, 6<sup>th</sup> February 2024.** Tenders shall be opened thereafter at the same address in the presence of the bidders.
5. The advert for respective tender is also available to Good-Neighbors Tanzania website: [www.goodneighbors.or.tz](http://www.goodneighbors.or.tz)

**NB. Only bidders available to respective locations (Songwe and Dodoma Regions) are encouraged to apply to this tender.**

## BID DATA SHEET (BDS)

Part of the Instructions to Suppliers used to reflect specific terms and assignment conditions.

<b>Procurement Details</b>	The subject is to procure food items for sponsored children in Songwe and Dodoma Region. The food items will be delivered to Songwe and Dodoma Region as per respective distribution centres.
<b>Period of Service</b>	Period for supply of goods is within 14 days after Contract signing or issue of Local Purchase Order.
<b>Tender Validity Period</b>	Bids remain Valid for 60 days after submission date.
<b>Language of Tender</b>	The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and Good Neighbors Tanzania shall be written in the <b>English language</b> .
<b>Preparation and Instruction to Bid Submission</b>	<p>The bidder shall seal the two envelopes (<b>both Technical and Financial bids in two separate envelopes</b>). One envelope marked as “Technical bid” and another envelope marked as “Financial Bid”. The two envelopes should be put in one outer cover marked <b>“TENDER No. GNTZ/HO/001/2024 Procurement of food items for sponsored children in Songwe Region.</b></p> <p style="text-align: center;"><b>or</b></p> <p><b>TENDER No. GNTZ/HO/001/2024 Procurement of food items for sponsored children in Dodoma Region.</b></p> <p>NB: Submitted tenders will not be considered for further evaluation when instructions are not followed.</p>
<b>Receipt, and Opening of Tenders</b>	<p>The completed Technical and Financial Bids must be delivered at Good Neighbors Tanzania (Dar es Salaam) on or before the time and date stated. 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, tender documents shall be opened immediately by the Tender Committee.</p>
<b>Evaluation of Tenders</b>	<p><u>Evaluation of Technical Bids</u></p> <p>The evaluation committee appointed by the GNTZ shall evaluate the technical bids on the basis of their responsiveness to Instruction to bid, applying the evaluation criteria as follows: -</p> <p style="text-align: center;"><b>CRITERIA</b></p> <p><b>1. Eligibility of supplier</b></p> <ul style="list-style-type: none"> <li>● Company Profile</li> </ul> <p>(Include detailed information about products and services).</p>

- Certificate of Registration/Incorporation
- Business Licence
- TIN and VRN Certificate
- Tax Clearance Certificate
- TFDA or TMDA Certificate
- Declaration of No Conflict of Interest
- Anti Bribery Policy
- Litigation History

\*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.

## 2. General experiences of Supplier (60 Marks)

- Minimum 5 years of experience in supplying Food items to International NGOs/Non-profit organisations/ medium to large multinational corporations **(5 Marks)**.
- Provide a list of at least 5 Clients served in the last 5 years both International NGOs/Non-profit organisations/ 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 company and International NGOs/Non-profit organisations/ medium to large multinational corporations. **(40 Marks)**.

\*Past experience submitted should be similar to the tender announced.

\* The Minimum Technical Score required to Pass: **40 Marks**

### Evaluation of Financial Bid

After Technical Proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.

#### **Criteria**

##### i. Financial Strength

-Recent duly audited account (Last two years) **(5 Marks)**

(Bidder to include acknowledgement certificate for financial statement upload to TRA website or stamped by TRA).

-Bank Reference Letter **(5 Marks)**

##### ii. Financial Score

month bank statement, they will not proceed to the next evaluation process.

	<p>Basing on Financial Score (Sf) formulae:</p> $Sf = C_{low}/C * W$ <p>Whereas;</p> <p>C = Evaluated Proposal Cost  C low = The lowest of all Evaluated Proposal Costs among responsive Proposals  W=Weight for Financial score (30 points)</p> <p>The bidder achieving the highest combined technical and financial score will be considered as a successful bidder. The combined technical and financial score is calculated: Technical Score + Financial Score.</p>
<b>Negotiation</b>	<p>Before Contract Signing GNTZ may require Negotiation discussion with the successful bidder relating to the following areas.</p> <ol style="list-style-type: none"> <li>A minor alteration to the technical details of the statement of requirements;</li> <li>A minor amendment to the conditions of Contract;</li> <li>Delivery arrangements;</li> <li>Clarifying details that were not apparent or could not be finalised at the time of tendering; or</li> <li>Price.</li> </ol>
<b>Notification and Award of Contract</b>	<p>All tenderers will be informed (via email) of the outcome of their tenders following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <ol style="list-style-type: none"> <li>Notification of award of contract.</li> <li>Notification of Regret.</li> </ol> <p>GNTZ will award the Contract to the Tenderer whose tender has been determined to be substantially responsive to the tendering documents, who has all the rights and legal capacity to enter into a contract for procurement.</p>
<b>Performance of Service</b>	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> <li>Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation.</li> <li>Approved sample for food items shall not change, unless agreed before delivery of service</li> </ul>
<b>Currency and Payment</b>	<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 <b>Tanzania Shillings</b>. GNTZ will make payment within 21 Working days after delivery of Items or services. During delivery, Supplier shall provide Delivery Note, Invoice and EFD receipt. The payments will be made to the respective Account of Supplier or Company.</p> <p>No advance payments will be allowed in the Purchasing Process.</p>

<b>Termination of contract</b>	GNTZ will terminate the Agreement If, <ul style="list-style-type: none"> <li>i. Late deliveries occur during performance of contract</li> <li>ii. Supplier decides to change Item Brand without GNTZ consent.</li> <li>iii. Supplier doesn't adhere to the Ethical Standards.</li> </ul>
<b>Corrupt or fraudulent Practices</b>	GNTZ requires that bidders observe the highest standards of ethics during the selection and award of contract and also during the performance of the service or task. GNTZ will reject a proposal for award if it determines that the bidder recommended for awards has engaged in corrupt or fraudulent practices in competing for the contract in question. Bidders may raise any suspicion of misconduct or unfair treatment to email : gntzHO@goodneighbors.or.tz
<b>Compliance to Safeguarding Policy</b>	All tenderers shall conform to GNTZ Safeguarding Policy as below, <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Sexual activity with any person under the age of 18 is prohibited.</li> <li>● Exchange of money, employment, goods or goods for sex is prohibited. Any of these practices shall be grounds for elimination to participation on this tender.</li> </ul>

**Schedule of Requirements and prices for food items for sponsored children at Songwe and Dodoma Region**

No	Food kit	Item specifications	Quantity	Unit	Delivery Details	Respective Delivery Centres (Schools) with total quantity for food
1.	Rice (Standard)	Packed Rice in 5Kg each for 697 Children  Transparent package printed with GNTZ logo and other information	3,485	Kg	Nambinzo Village	Isenzanya Primary School (700 Kg) Manyara Primary School (500 Kg) Nambinzo Secondary School (1,425 Kg) Good Neighbors Nambinzo Field Office (860 Kg)
2.	Cooking Oil	Korie, 1 liter each for 697 Children	697	Litre		Isenzanya Primary School (140 litres) Manyara Primary School (100 litres) Nambinzo Secondary School (285 litres) Good Neighbors Nambinzo Field Office (172 litres)
1.	Rice (Standard)	Packed Rice in 5Kg each for 589 Children  Transparent package printed with GNTZ logo and other information	2,945	Kg	Shitunguru Village	Shitunguru Primary School (150 Kg) Mwanjelwa Primary School (260 Kg) Nkanga Primary School (250 Kg) Nkanga Secondary School (350 Kg) Iwezya Primary School (255 Kg) Nambinzo Primary School (150 Kg) Naiputa Secondary School (525 Kg) Nampanji Primay School (240 Kg) Good Neighbors Nambinzo Field Office(765 Kg)
2.	Cooking Oil	Korie, 1 liter each for 766 Children	589	Litre		Shitunguru Primary School (30 litres) Mwanjelwa Primary School (52 litres) Nkanga Primary School (50 litres) Nkanga Secondary School (70 litres) Iwezya Primary School (51 litres) Nambinzo Primary School (30 litres) Naiputa Secondary School (105 litres) Nampanji Primary School (48 litres) Good Neighbors Nambinzo Field Office (153 litres)

**A. Supply of Food items to Songwe Region (Nambinzo & Shitunguru Villages)**

## B. Supply of Food items to Dodoma Region (Chamwino District)

No	Food kit	Item specifications	Quantity	Unit	Delivery Details	Respective Delivery Centres (Schools) with total quantity for food
1.	Rice (Standard)	Packed Rice in 5Kg each for 799 Children  Transparent package printed with GNTZ logo and other information	3,995	Kg	Chamwino District, Manzase ward.	Sasajila Primary School (1,465 Kg) Ilewelo Primary School (1,350 Kg) Kazaroho Primary School (1,180 Kg)
2.	Cooking Oil	Korie, 1 litre each for 799 Children	799	Litre		Sasajila Primary School (293 litres) Ilewelo Primary School (270 litres) Kazaroho Primary School (236 litres)

- Kindly share quotation for respective Region showing cost for purchase and delivery of items.