

**BIDDING DOCUMENT FOR PROCUREMENT OF SAMSUNG GALAXY A54
5G FOR SPONSORSHIP PROGRAMME, DATA MANAGEMENT AT GOOD
NEIGHBORS TANZANIA.**

GOOD NEIGHBORS TANZANIA

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DAR ES SALAAM

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GOOD NEIGHBORS TANZANIA

INVITATION FOR BID (IFB)

Bid No. GNTZ/HO/002/2024

FOR

PROCUREMENT OF SAMSUNG GALAXY A54 5G FOR SPONSORSHIP PROGRAMME, DATA MANAGEMENT AT GOOD NEIGHBORS TANZANIA.

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 Samsung Galaxy A54 5G for Sponsorship Programme, Data Management at Good Neighbors Tanzania.**
2. Good Neighbors Tanzania (GNTZ) invites sealed bids from eligible suppliers who meet the requirements to supply Smartphones.
3. Bidders may request a clarification of bidding document only up to Five (5) 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, 21st February 2024.** Tenders shall be opened thereafter at the same address in the presence of the bidders.
5. This advert for this tender is also available to Good Neighbors Tanzania website: www.goodneighbors.or.tz

BID DATA SHEET (BDS)

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

Procurement Details	The subject is to procure Procurement of Samsung Galaxy A54 5G for Sponsorship Programme, Data Management at Good Neighbors Tanzania . The Smartphones will be delivered to Good Neighbors Tanzania Head Office located alongside New Bagamoyo Road, Boko area near chama Dar es Salaam.
Period of Service	Period for supply of goods is within 14 days after Contract signing or issue of Local Purchase Order.
Tender Validity Period	Bids remain Valid for 60 days after submission date.
Language of Tender	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 English language .
Preparation and Instruction to Bid Submission	The bidder shall seal the two envelopes (both Technical and Financial bids in two separate envelopes). One envelope marked as “Technical bid” and another envelope marked as “Financial Bid”. The two envelopes should be put in one outer cover marked “ TENDER No. GNTZ/HO/002/2024 Procurement of Samsung Galaxy A54 5G for Sponsorship Programme, Data Management at Good Neighbors Tanzania .” NB: Submitted tenders will not be considered for further evaluation when instructions are not followed.
Receipt, and Opening of Tenders	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. After the deadline for submission of Bids, tender documents shall be opened immediately by the Tender Committee.
Evaluation of Tenders	<u>Evaluation of Technical Bids</u> 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: - CRITERIA 1. Eligibility of supplier <ul style="list-style-type: none"> ● Company Profile (Include detailed information about products and services). ● Certificate of Registration/Incorporation

- Business Licence
- TIN and VRN Certificate
- Tax Clearance Certificate
- Samsung Dealer or Partner Certificate
- After Sales Support Acknowledgement Letter
- 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 Smartphones 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 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.

Basing on Financial Score (Sf) formulae:

	<p style="text-align: center;">$S_f = C_{low}/C * W$</p> <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>
Negotiation	<p>Before Contract Signing GNTZ may require Negotiation discussion with the successful bidder relating to the following areas.</p> <ul style="list-style-type: none"> (a) A minor alteration to the technical details of the statement of requirements; (b) A minor amendment to the conditions of Contract; (c) Delivery arrangements; (d) Clarifying details that were not apparent or could not be finalised at the time of tendering; or (e) Price.
Notification and Award of Contract	<p>All tenderers will be informed (via email) of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <ul style="list-style-type: none"> (a) Notification for award of contract. (b) Notification of Regret. <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>
Performance of Service	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> ● Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation. ● Approved sample for food items shall not change, unless agreed before delivery of service
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. 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>

Termination of contract	GNTZ will terminate the Agreement If, <ul style="list-style-type: none"> i. Late deliveries occur during performance of contract ii. Supplier decides to change Item Brand without GNTZ consent. iii. Supplier doesn't adhere to the Ethical Standards.
Corrupt or fraudulent Practices	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
Compliance to Safeguarding Policy	All tenderers shall conform to GNTZ Safeguarding Policy as below, <ul style="list-style-type: none"> ● 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. ● 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. ● Sexual activity with any person under the age of 18 is prohibited. ● 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.

**Schedule of Requirements and prices for Samsung Galaxy A54 5G for Sponsorship Programme,
Data Management at Good Neighbors Tanzania,**

S/N	Item	Description	Unit	Quantity	Amount
1.	Samsung Galaxy A54 5G (1 year warranty)	Awesome Graphite, 8GB RAM, 256GB Storage	pcs	20	
2.	USB Type-C wireless microphone (1 year warranty)	-Microphone Mic System for YouTube Facebook Live Stream, Instagram Reels Video Recording Vlog for Type-C Android Microphone -Microphone must be compatible with Samsung Galaxy A54 5G	pcs	20	
NET AMOUNT					
VAT (18%)					
GRAND TOTAL					