

Service

Terms of Reference (TOR)

**Proposal to participate in GNTZ supplier
prequalification process
Good Neighbors Tanzania
Head Office**

January 2024

Good Neighbors Tanzania

1. Project Profile

Service Name	Proposal to Participate in GNTZ Supplier Prequalification Process - GNTZ Head Office
Project Number	GNTZ/HO/AD/0001/2024.
Service Objective	Overall To establish a pool of reputable and reliable suppliers who can fulfill our organization's diverse needs for materials, equipment, and services.
Service Location	GNTZ – Boko Chama, P.O. Box 33104
Project period	Annually

2. Introduction

Good Neighbors Tanzania (GNTZ) is a Non-Profit organization with a mission of making the world a place without hunger, where people live together in harmony, respecting human rights of our neighbors suffering from poverty, disasters and oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

3. Purpose

To enhance GNTZ's procurement processes and achieve greater efficiency and transparency in our supply chain operations, GNTZ is implementing initiatives to establish supplier prequalification and a supplier database. These initiatives aim to improve supplier selection, standardize processes, and enhance transparency and accountability by evaluating and assessing potential suppliers before engaging in formal procurement processes.

4. Note for the Bidder:

- We encourage all interested suppliers to carefully review the Supplier Prequalification Plan, which contains detailed information on our organization's requirements, prequalification criteria, evaluation tools, and other useful information that suppliers should rely on when preparing and submitting their proposals.

- Bidders are encouraged to note that this is not a service agreement but rather a prequalification process. Prequalified bidders should be prepared to comply with GNTZ's procurement policy.
- Bidders are encouraged to quote “Proposal to Participate in the GNTZ Supplier Prequalification Process—GNTZ Head Office” as the heading of their submitted proposal.
- To this end, GNTZ invites all interested bidders to submit their proposals based on the type of service and GNTZ's requirements as outlined and shared in the separate attached document (Proposal for implementing of GNTZ supplier prequalification), while considering the prequalification criteria table and other relevant details provided in this document.

5. Submission Instructions:

- Interested suppliers are requested to follow the guidelines outlined in the Supplier Prequalification Plan and submit their well-arranged documents of their proposals.
- The plan contains detailed instructions regarding the required documentation and any additional information that should be included in the proposals.

All application should be addressed to: -

Country Director,
Good Neighbors Tanzania, Head Office
P.O. Box 33104, Dar es Salaam, Tanzania
Plot no. 2047, Block K, Tegeta Wazo –Bagamoyo Road
Dar es Salaam.
Tel: 0735-991-530

6. Important Dates:

- Deadline for inquiries: [29th of February 2024]
- Deadline for proposal submissions: [13th of March 2024]

Contact Information:

For inquiries or clarifications regarding the supplier prequalification process, interested suppliers can contact [GNTZ procurement team] at:-

HOlogistics@goodneighbors.or.tz

or

[+255 735 991 530].

The advert for this service is also available at Good Neighbors Tanzania Website:-

www.goodneighbors.or.tz

We look forward to receiving proposals from reputable suppliers who share our organization's commitment to quality, sustainability, and ethical business practices. The successful prequalification of suppliers will lead to mutually beneficial partnerships that contribute to the success of our organization's initiatives.

/END/

Good Neighbors Tanzania (GNTZ) Supplier Prequalification and Supplier Database Plan

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About Good Neighbors:

Good Neighbors is an international humanitarian development NGO founded in Korea in 1991. It was granted General Consultative Status from the United Nations Economic and Social Council (UN ECOSOC).

Our Mission

- Good Neighbors exists to make the world a place without hunger, where people live together in harmony.
- Good Neighbors respects the human rights of our neighbours suffering from poverty, disasters, oppression, and helps them to achieve self-reliance and enable them to rebuild hope.

Our Core Value

- We serve people in need beyond ethnicity, religion, belief, and nationality
- We implement the rights of the child as top priority
- We organize local volunteers to contribute in developing their own communities
- We promote self-reliance in sustainable development for individuals, families, and communities
- We prosper global citizenship in mutual respect
- We cooperate with all people who understand our mission and program
- We work with professionalism, and pursue financial and operational transparency
- We strive to induce more people to join our work as Good Neighbors members

Open Note for the Bidder

To enhance GNTZ's procurement processes and achieve greater efficiency and transparency in our supply chain operations, GNTZ is implementing initiatives to establish supplier prequalification and a supplier database. These initiatives aim to improve supplier selection, standardize processes, and enhance transparency and accountability by evaluating and assessing potential suppliers before engaging in formal procurement processes.

To this end, GNTZ invites all interested bidders to submit their proposals based on the type of service and GNTZ's requirements as outlined in Table A, while considering the prequalification criteria table and other relevant details provided in this document.

Bidders are encouraged to note that this is not a service agreement but rather a prequalification process. Prequalified bidders should be prepared to comply with GNTZ's procurement policy, which not limited includes: -

- Quality and consistent service
- Bank transfer payment
- Payment after 21 after service delivery and approval of supplier invoice
- Legal and acceptable payment documents with client names and TIN no to be submitted on time-of-service delivery

Table 1: GNTZ Requirements

- This table defined specifications of the products and services required by Good Neighbors Tanzania

S/N	Category	Service/Needs	Description
1	Fire extinguisher	Replacement and serviced of Fire Extinguishers	GNTZ requires a supplier who can provide regular replacement or serviced of fire extinguishers as per the recommended safety standards and regulations. This includes the inspection, testing, and replacement of expired or damaged fire extinguishers to ensure the organization's compliance with fire safety regulations and the maintenance of a safe working environment.
2	Medical Equipment and Supplies	Medical Equipment Procurement & Medical Supplies	<p>GNTZ is in need of a reliable supplier for various types of medical equipment, including but not limited to, examination tables, diagnostic devices, medical instruments, The supplier should be able to provide high-quality, approved medical equipment that meets the organization's standards and regulatory requirements.</p> <p>GNTZ also requires a supplier for medical supplies such as bandages, syringes, gloves, sanitizers, face masks and other consumables necessary for healthcare operations. The supplier should be able to consistently deliver these supplies in a timely manner to ensure the uninterrupted provision of medical services</p>

3	Electronics Devices	Procurement of Electronics Devices	The organization needs a supplier to provide a range of electronic devices, including computers, printers, smart phones, Smart TV, Camera, Fridge, water dispenser, computer accessories (Mouse, key board, flash, external etc), networking equipment, and other technological hardware. The supplier should offer competitive pricing, warranty support, and a variety of options to meet the organization's technology needs.
4	Maintenance and Repair Services	Maintenance and Repair Services	Additionally, the organization requires a supplier who can provide ongoing maintenance and repair services for the electronic devices in use. This includes troubleshooting, repairs, and regular maintenance to keep the devices functioning optimally and minimize downtime.
5	Welding Services	Metal Fabrication and Repairs	Metal Fabrication and Repairs: The organization is seeking a supplier that can offer welding and metal fabrication services for various projects, including repairs, custom fabrication, and welding of structural components. The supplier should demonstrate expertise in working with various metals and provide quality workmanship to meet the organization's specifications.
6	Air Conditioner	Air Conditioning Installation	The organization requires a supplier capable of installing new air conditioning systems in its facilities, ensuring that the units are appropriately sized and installed to meet the cooling needs of different spaces. The supplier should be knowledgeable about

			energy-efficient options and environmental regulations.
		AC Maintenance and Repairs:	The supplier should also offer ongoing maintenance and repair services for the air conditioning systems to ensure proper functionality and energy efficiency. This includes routine inspections, filter replacements, and timely repairs to avoid system downtime and maintain a comfortable indoor environment.
7	Generator Maintenance	Scheduled Generator Maintenance	The organization requires a supplier capable of providing scheduled maintenance for its generators to ensure their reliable performance during power outages or disruptions. This service should include routine inspection, fluid checks, filter replacements, and any necessary repairs to keep the generators in optimal working condition.
		Emergency Generator Repairs	Additionally, the supplier should be able to provide emergency repair services to address any unexpected issues or malfunctions with the generators, minimizing downtime and ensuring continued power supply.
8	Electrical Repair Services	Electrical Systems Maintenance	The organization needs a supplier with expertise in electrical systems maintenance to ensure the safety and functionality of the electrical infrastructure within its facilities. This includes inspections, troubleshooting, and repairs to electrical systems, circuits, and components as needed.
		Emergency Electrical Repairs	The supplier should also be able to respond to emergency electrical repair needs promptly, addressing any sudden outages, faults, or

			hazards to maintain a safe and operational environment.
9	Building Maintenance	General Building Maintenance:	The organization is seeking a supplier capable of providing comprehensive building maintenance services, including plumbing, carpentry, painting, and general repairs to the physical infrastructure of its facilities. The supplier should have a broad range of expertise to address various building maintenance needs.
		Facility Cleaning and Janitorial Services:	In addition to general maintenance, the organization requires a supplier for professional cleaning and janitorial services to ensure that its facilities are maintained in a clean and hygienic condition. This includes daily cleaning, waste management, and periodic deep-cleaning services.
10	Catering Services:	Event Catering	The organization needs a catering supplier capable of providing catering services for various events, meetings, and functions. This includes the provision of diverse menus, food preparation, serving staff, and adherence to food safety standards.
11	Music and Entertainment Services:	Event Entertainment	The organization requires a supplier able to provide music and entertainment services for events and special occasions. This may include live performances, DJ services, sound systems, Chairs and tent, decoration and event coordination to enhance the overall experience for attendees
12	Transportation Services:	Transportation:	The organization is in need of a transportation service provider to provide reliable shuttle or transportation services for proposed event or activity around the urban and rural area

13	Fumigation Services:	Pest Control and Fumigation	The organization needs a supplier capable of providing professional fumigation and pest control services to maintain a pest-free environment within its facilities. This includes regular inspections, treatment, and ongoing pest management.
14	School Supplies:	School Bags, Uniforms, and Shoes	The organization requires a supplier for school supplies, including school bags, uniforms, and shoes for students. The supplier should offer high-quality, durable products that meet the organization's standards and requirements.
15	Furniture	School and Office Furniture's	The organisation requires a supplier for several office and school furniture items, including school desks, tables, chairs, office tables, cabinets, chairs, etc. Our organization prefers high-quality, durable hardware materials that are sourced responsibly and adhere to industry standards. We also expect suppliers to have a responsive customer service team to address any issues or queries promptly
16	Hard Hardware Material and Services	Hardware Material:	Our organization requires a wide range of hardware materials including but not limited to nuts, bolts, screws, fasteners, hand tools, power tools, building materials, electrical, and plumbing supplies
		Hardware Services:	In addition to supply, we also seek suppliers who can provide maintenance and repair services for our hardware equipment and offer technical support when needed.

17	Agricultural Materials and Equipment:	Agricultural Materials:	<p>- We require a range of agricultural materials such as seeds, fertilizers, pesticides, irrigation equipment, and other farming essentials that are essential for our agricultural operations</p> <p>Our organization prefers environmentally friendly agricultural materials and equipment that promote sustainable farming practices. We also value suppliers who can offer guidance on best practices and innovative solutions for modern agricultural challenges.</p>
		Agricultural Equipment:	Suppliers should be able to provide agricultural machinery, tools, and equipment such as tractors, harvesters, plows, and irrigation systems.
18	Refreshments and Snacks:	Refreshments:	<p>Our organization requires a regular supply of beverages including coffee, tea, juices, and water; as well as snacks such as energy bars, granola bars, nuts, and dried fruits for our employees and visitors.</p> <p>We prioritize suppliers who offer a wide range of high-quality refreshments and snacks, including options for special dietary requirements such as gluten-free, vegan, or organic products. Sustainable packaging and ethical sourcing are also important to us.</p> <p>-</p>

Transport

Table 2: Prequalification Criteria

- This table presents detailed criteria against which suppliers will be evaluated, including financial stability, quality standards, capacity, and adherence to ethical practices.
- The check listed provides all the prequalification criteria identified, allowing suppliers to provide relevant information and evidence to support their qualifications.

S/N	Criteria	Checklist	Scores
1	Financial Stability:	Evaluate the supplier's financial standing by reviewing their financial statements, such as balance sheets, income statements, and cash flow statements. Assess the financial health of the supplier to ensure they are capable of fulfilling their obligations.	17
		Consider factors such as liquidity, profitability, solvency, and financial leverage to gauge the supplier's stability and ability to meet their financial obligations.	
		Determine if the supplier has a history of financial reliability and whether they have the capacity to handle the proposed scope of work.	
2	Quality Standards:	Assess the supplier's adherence to quality standards and certifications relevant to our organisation. This may include ISO certifications, certificate of authorization dealers, quality management systems etc	16
		Review the supplier's track record for delivering quality products or	

		services, as well as any past quality issues or complaints.	
3	Capacity:	Evaluate the supplier's production capacity, including facilities, equipment, and workforce, to ensure they can meet Good Neighbors Tanzania demand.	16
		Consider the supplier's ability to scale production, lead times, and any potential constraints that may affect their ability to fulfill orders.	
4	Ethical Practices:	Assess the supplier's commitment to ethical business practices, such as labor standards, environmental sustainability, Safeguarding policy and compliance with regulations.	15
		Assess the supplier's commitment to ethical business practices, such as environmental sustainability and labor standards.	
		Request information on the supplier's corporate social responsibility initiatives, ethical sourcing practices, and any relevant certifications or memberships to industry initiatives promoting ethical conduct.	
5	Technical Capabilities:	Consider additional factors such as Company profile and structure, supplier items/product catalog, brands, etc	16
		Consider the supplier's track record and capabilities in delivering similar goods or services to other clients	
6	Compliance and certifications	Ensure that suppliers comply with relevant legal and industry	20

		standards and hold any necessary certifications or accreditations eg business licenses, Tax clearance, certificate of registration, authorization certificates etc,	
TOTAL			100

Table 3: Evaluation Tools

- This table presents methods and tools for assessing supplier prequalification based on the predetermined criteria

Tools	Means of verification		
Documents Review	Request relevant documentation from suppliers as part of the prequalification process, such as financial statements, quality certifications, capacity reports, and ethical practice disclosures.		
Site Visits or Audits:	Consider conducting site visits or audits for shortlisted suppliers to validate the information provided and gain a firsthand understanding of their capabilities.		
Focus group discussion (Assign Evaluation Team)	Form a qualified team responsible for reviewing and assessing the prequalification submissions, ensuring diverse expertise covering finance, quality management, operations, and ethics.		
Scoring and Ranking:	Develop a scoring system to objectively evaluate suppliers based on the prequalification criteria, and rank them based on their overall qualifications.		
	Ove r	less than	Remark
	0	69	Not considered for the service
	70	89	Considered for the service
	90	100	Highly Considered for the service