

BIDDING DOCUMENT

**PROCUREMENT OF ITEMS TO SUPPORT SMALLHOLDER FARMERS THROUGH
KITIKI PROJECT IN KIGOMA REGION**

GOOD NEIGHBORS TANZANIA

P.O.BOX 33104

DAR ES SALAAM

EMAIL: gntzHO@goodneighbors.or.tz

GOOD NEIGHBORS TANZANIA

INVITATION FOR BID (IFB)

Bid No. GNTZ/HO/003/2024

FOR

PROCUREMENT OF ITEMS TO SUPPORT SMALLHOLDER FARMERS THROUGH KITIKI PROJECT IN KIGOMA REGION.

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 items to support smallholder farmers through the Kitiki Project in Kigoma Region.**
2. Good Neighbors Tanzania (GNTZ) invites sealed bids from eligible suppliers who meet the requirements to provide goods as classified below:
 - i. Supply of Pallets and Sieving tables
 - ii. Supply of Moisture Metre and Mechanical Weighing Scale
 - iii. Supply of Tricycle (Guta)
 - iv. Supply of Tarpaulins
 - v. Supply of Smartphones (Samsung Galaxy A04)
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, 18th April 2024.** Tenders shall be opened thereafter at the same address in the presence of the bidders.
5. This advert is also available to Good Neighbors Tanzania website:
<https://www.goodneighbors.or.tz/tenders-2/>

BID DATA SHEET (BDS)

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

Procurement Details	The subject is procurement of items to support smallholder farmers through the Kitiki Project in Kigoma Region. The Items will be delivered to Good Neighbors Kigoma Project Office located at Kaulu District -Makere compound.
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 90 days after submission date.
Language of Tender	The Tender to be responded to in English language .
Preparation and Instruction to Bid Submission	<p>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/003/2024 Procurement of items to support smallholder farmers through Kitiki Project in Kigoma Region.”</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 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>
Evaluation of Tenders	<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>CRITERIA</p> <p>1. Eligibility of supplier</p> <ul style="list-style-type: none"> ● Company Profile <p>(Include detailed information about products and services).</p> <ul style="list-style-type: none"> ● Certificate of Registration/Incorporation ● Business Licence ● TIN,VRN Certificate (If Applicable) ● Bank Reference Letter or recent six-month bank statement

- 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 (70 Marks)

- Minimum 5 years of experience in supplying related items to International NGOs/Non-profit organisations/ medium to large multinational corporations. **(5 Marks).**
- Provide a list of 5 service or project contracts for the same or different Client served within 3 years both International NGOs/Non-profit organisations/ medium to large multinational corporations (the list to show the related service offered, Year, Value, Clients contacts (Phone numbers, Email & Address) **(20 Marks).**
- Provide at least 5 references of agreements for the same or different Client served within 3-years for the related service to this tender, whereby other supporting documents per each agreement may be requested for substantive test to be carried out for the successful bidder **(45 Marks).**

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

* The Minimum Technical Score required to Pass: **50 Marks**

Evaluation of Financial Bid

The financial bid will present quotations as per lot applied during the tender process.

Financial Proposal will be evaluated for bidders whose Technical Proposal have secured the minimum qualifying mark,

Criteria

- Financial Score

Financial score will be determined based on the weighted comparison of the lowest bid price.

Weighted score:**30 Marks**

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.

	Note: Successful bidders may be requested to provide additional information to support financial stability and transparency of the firm, that may include, financial statement, other tests for firm's cash flow, and evidence of compliance of the TRA requirement.
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 of Intent of 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	<p>GNTZ will terminate the Agreement If,</p> <ol style="list-style-type: none"> 1. Late deliveries occur during performance of contract 2. Supplier decides to change Item Brand without GNTZ consent. 3. Supplier doesn't adhere to the Ethical Standards.

<p>Corrupt or fraudulent Practices</p>	<p>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.</p> <p>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.</p> <p>Bidders may raise any suspicion of misconduct or unfair treatment to email : gntzHO@goodneighbors.or.tz</p>
<p>Compliance to Safeguarding Policy</p>	<p>All tenderers shall conform to GNTZ Safeguarding Policy as below,</p> <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. <p>Any of these practices shall be grounds for elimination to participation on this tender.</p>

Schedule of Requirements and prices for items for small holder farmers through Kitiki Project in Kigoma Region

A. Lot 1: Supply of Pallets and Sieving tables

S/N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Pallets	Hard wood Dimension of 1.9m width & 2m length 5cm for side and center timber (thickness) 97.5cm length for both sides from center timber 15cm height	318	pcs		
2	Sieving tables	Hard wood Size: 1.5mx2.5m	33	pcs		
					VAT(18%)	
					TOTAL AMOUNT	

B. Lot 2: Supply of Moisture Metre and Mechanical Weighing Scale

S/N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Moisture metre	Moisture metres (whole grain reading code - Sinar 6095 AgriPro Handheld Moisture Metre	26	pcs		
2	Mechanical weighing scale	Avery Weigh Tronix 3205 ABA 300 Portable Platform. 300kg Capacity Medium size	19	pcs		
					VAT (18%)	
					TOTAL AMOUNT	

C. Lot 3: Supply of Tricycle (Guta)

S/N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Harvesting/aggregation transport (Guta)	Brand: Super Tiger cc250-6H tipper	10	pcs		
					VAT (18%)	
					TOTAL AMOUNT	

D. Lot 4: Supply of Tarpaulins

S/N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Tarpaulins/small size (Drying) Material Laminated	Standard Size: 5m x 6m, Hard material(120 gsm)	115	pcs		
2	Tarpaulins/Bi size(Fumigation)	Made from high density Polyethylene woven fabric(200gsm) with no wetting on the outer surface -(water repellence) dimension (20mX30m,Hard Material	21	pcs		
					VAT (18%)	
					TOTAL AMOUNT	

E. Lot 5: Supply of Smartphones

S/N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Samsung Galaxy A04, Infinity Display, Dual Camera, ROM: 128GB, RAM:4GB,Black colour	164.4 x 76.3 x 9.1 mm (6.47 x 3.00 x 0.36 in) Weight192 g (6.77 oz)	35	pcs		

		Build: Glass front, plastic back, plastic frame SIM: Single SIM (Nano-SIM) or Dual SIM (Nano-SIM, dual stand-by) Size 6.5 inches, 102.0 cm ² (~81.3% screen-to-body ratio) Resolution 720 x 1600 pixels, 20:9 ratio (~270 ppi density)				
					VAT (18%)	
					TOTAL AMOUNT	