

BIDDING DOCUMENT
PROVISION OF CAR RENTAL SERVICE FOR COFFEE PROJECT IN
MBOZI-DISTRICT, SONGWE REGION

GOOD NEIGHBORS TANZANIA

P.O.BOX 33104

DAR ES SALAAM

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GOOD NEIGHBORS TANZANIA

INVITATION FOR BID (IFB)

Bid No. GNTZ/HO/006/2024

FOR

PROVISION OF CAR RENTAL SERVICE FOR COFFEE PROJECT IN MBOZI-DISTRICT, SONGWE 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 **Provision of Car Rental Service for Coffee project in Mbozi-District, Songwe Region**
2. Good Neighbors Tanzania (GNTZ) invites sealed bids from eligible suppliers who meet the requirements to provide car rental service for the Coffee project in Mbozi-District, Songwe Region.
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, 15th May 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:
<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	<p>The subject is to provide Car rental service for Coffee project in Mbozi-District, Songwe Region.</p> <p>The vehicle will be used for field activities and must remain in project custody at all times. The owner will pay for the driver and any maintenance costs.</p>
Period of Service	Period for service is 1 year
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	<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/006/2024 Provision of Car Rental Service for Coffee project in Mbozi-District, Songwe 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 style="text-align: center;">CRITERIA</p> <p>1. Eligibility of supplier</p> <ul style="list-style-type: none"> ● Company Profile <p>(Include detailed information about Car rental services).</p> <ul style="list-style-type: none"> ● Certificate of Registration/Incorporation ● Business Licence

	<ul style="list-style-type: none"> ● TIN and VRN Certificate ● Tax Clearance Certificate ● Certificate of Practice ● Declaration of No Conflict of Interest ● Anti Bribery Policy ● Litigation History <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 (80 Marks)</p> <ul style="list-style-type: none"> ● Minimum 5 years of experience in provision of Car rental service (10 Marks). ● List of 5 projects for the same or different Client served within 5 years (the list to show the related service offered, Year, Contract value, Clients contacts (Phone numbers, Email & Address), (20 Marks) ● Provide at least 5 references of agreements for the same or different Client served within 5-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 (50 Marks). <p>*Past experience submitted should be similar to the tender announced. * The Minimum Technical Score required to Pass: 55 Marks</p> <p>3. Evaluation of Financial Bid (20 Marks)</p> <p>After Technical Proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.</p> <p>Criteria</p> <p>i. Financial Strength -Recent duly audited account (Last two years) (15 Marks) (Bidder to include acknowledgement certificate for financial statement upload to TRA website or stamped by TRA). -Bank Reference Letter (5 Marks)</p> <p>ii. Car Rental Service Unit Prices -Quote price in Tanzania Shillings</p> <p>Financial statements will be evaluated on common grounds to all bidders to test financial performance and reliability.</p>
Negotiation	Before Contract Signing GNTZ may require Negotiation discussion with the successful bidder relating to the following areas.

	<p>(a) A minor alteration to the technical details of the statement of requirements;</p> <p>(b) A minor amendment to the conditions of Contract;</p> <p>(c) Delivery arrangements;</p> <p>(d) Clarifying details that were not apparent or could not be finalised at the time of tendering; or</p> <p>(e) Price.</p>
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> <p>(a) Notification for award of contract.</p> <p>(b) Notification of Regret.</p> <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.
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>GNTZ will make payment on a monthly basis, within 21 Working days after receipt of Delivery Note, Invoice and EFD receipt from Supplier.</p> <p>The payments will be made to the respective Bank Account of Supplier or Company.</p> <p>No advance payments will be allowed in the Process.</p>
Termination of contract	<p>GNTZ will terminate the Agreement If,</p> <ol 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	<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 Provision of Car Rental Service for Coffee project in Mbozi-District, Songwe Region

S/N	Type of Item/Material	Specification of Item	Quantity	Unit	Unit Price (TZS) VAT inclusive	Remarks
1.	Car Rental Services for Coffee project in Mbozi District	Toyota Hilux Double Cabin (5 seaters)	1	Monthly		<ul style="list-style-type: none"> The vehicle will be used for field activities and must remain in project custody at all times. The Supplier has to provide: service, tyres replacement, driver, insurance and all maintenance cost for his vehicle. Good Neighbors Tanzania will provide fuel for the vehicle.
		Toyota Land Cruiser Pickup (5 seaters)	1	Monthly		
		Toyota Land Hard Top (5 seaters)	1	Monthly		