

BIDDING DOCUMENT
PROCUREMENT OF FUNITURE FOR ICT LABS IN FIVE
(5)TEACHERS CENTRES (3TCs IN UNGUJA AND 2TCsIN PEMBA) IN
ZANZIBAR.

GOOD NEIGHBORS TANZANIA

ZANZIBAR AREA OFFICE

P.O.BOX 4060

MBWENI, ZANZIBAR

EMAIL: gntzaoadmin@goodneighbors.or.tz

INVITATION FOR BID (IFB)

Bid No. GNTZ/ZAO/001/2024

FOR

**PROCUREMENT OF FUNITURE FOR ICT LABS IN FIVE (5) TEACHERS CENTRES
(3TCs IN UNGUJA AND 2TCs IN PEMBA) IN ZANZIBAR.**

1. Good Neighbors has set aside funds during the financial year 2024. It is intended that part of fund will be used to cover eligible payment under the contract for the **Procurement of furniture for ICT labs in five 5 Teachers Centre's (3TCs in Unguja and 2TCs in Pemba) in Zanzibar.**
2. Good Neighbors Tanzania (GNTZ) Zanzibar Area Office invites sealed bids from eligible suppliers who meet the requirements and specialized to supply of Furniture (Wooden).
3. Bidders may request a clarification of bidding document only up to Three (3) days before the Bid submission deadline by sending email to gntzzaoadmin@goodneighbors.or.tz
4. Tenders should be delivered direct (hand delivery) to our office located in along Mbweni road, House No. SH/MB/120/D Apartment No. 03/3rd Floor, Mbweni, West B District, Urban West Region, Zanzibar **10:00AM, 3rd June 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 and Ministry of Education and Vocational Training Zanzibar : <https://www.goodneighbors.or.tz/tenders-2/> and <https://www.moez.go.tz/>

BID DATA SHEET (BDS)

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

Procurement Details	Supply of furniture wooden tables and chairs to 5 Teachers Centres in Unguja and Zanzibar, the furniture should be delivered to 5TCs of Bububu TC (Urban West Region), Mkwajuni TC (North Unguja Region), Kitogani TC (South Unguja Region), Michakaini TC (South Pemba Region) and Wingwi TC (North Pemba Region).
Period of Service	Period for supplies of Wooden tables and chairs is within 21 days after Contract signing or issued Local Purchaser 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	<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/ZAO/001/2024 Procurement of Furniture for ICT Labs in five(5) Teachers Centres (3TCs in Unguja and 2TCs in Pemba) in Zanzibar</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 Zanzibar Area Office 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

	<ul style="list-style-type: none"> ● Business Licence ● TIN and VRN Certificate ● Tax Clearance Certificate ● Anti Bribery Policy ● Litigation History ● Bank reference letter or Recent 6 Month Bank statement. <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 (70Marks)</p> <ul style="list-style-type: none"> ● List of at least 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), (10 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). ● Workplan for implementing the assignment tendered (10 Marks) <p>*Past experience submitted should be similar or related to the tender announced. * The Minimum Technical Score required to Pass: 50 Marks</p> <p>3. Evaluation of Financial Bid (30 Marks)</p> <p>The financial bid will present quotations as per lot applied during the tender process.</p> <p>Financial Proposal will be evaluated for bidders whose Technical Proposal have secured the minimum qualifying mark,</p> <p>Criteria</p> <ul style="list-style-type: none"> ● Financial Score will be determined based on the weighted comparison of the lowest bid price. Weighted score:30 Marks
<p>Negotiation</p>	<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"> (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 finalized at the time of tendering; or (e) Price.

<p>Notification and Award of Contract</p>	<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 of award of contract. (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>
<p>Performance of Service</p>	<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. ● Items or services should be delivered to Good Neighbors Tanzania-Head Office Dar es Salaam.
<p>Currency and Payment</p>	<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 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>
<p>Termination of contract</p>	<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.
<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: gntzadmin@goodneighbors.or.tz</p>

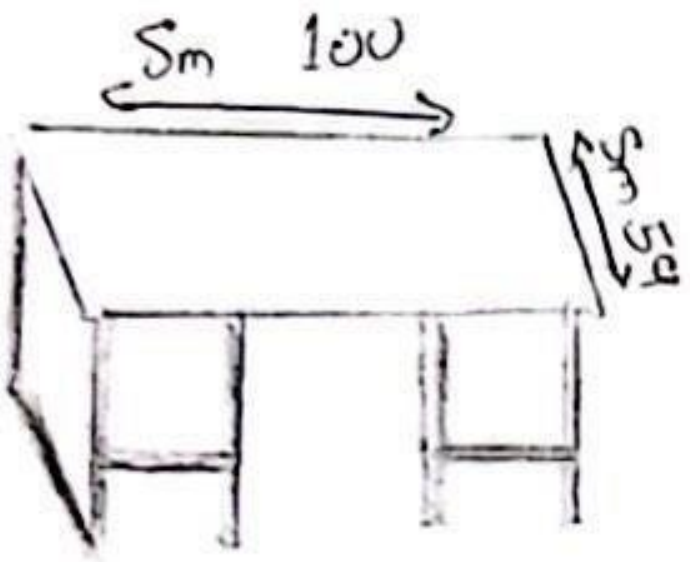
Compliance to Safeguarding Policy	<p>All tenderers shall conform to GNTZ Safeguarding Policy as below,</p> <ul style="list-style-type: none">● Supplier shall comply with the Convention on the Rights of the Child which requires that a child shall be protected from economic exploitation and from performing 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. Any of these practices shall be grounds for elimination to participation on this tender.
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**SCHEDULE OF REQUIREMENTS AND PRICES
FUNITURES FOR ICT LABS IN FIVE(5) TEACHERS CENTRES (3TCS IN UNGUJA AND 2TCS
IN PEMBA) IN ZANZIBAR**

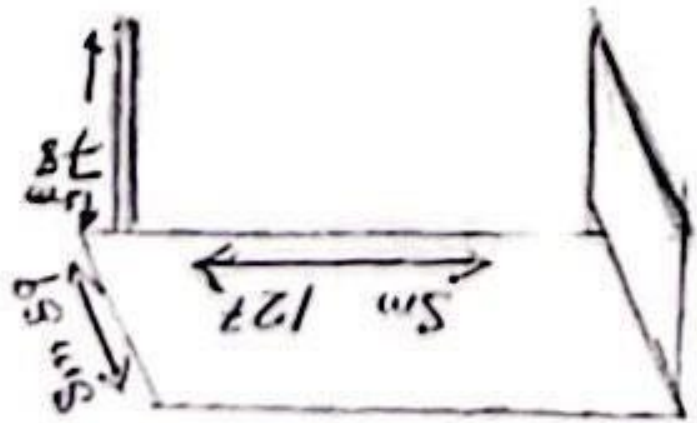
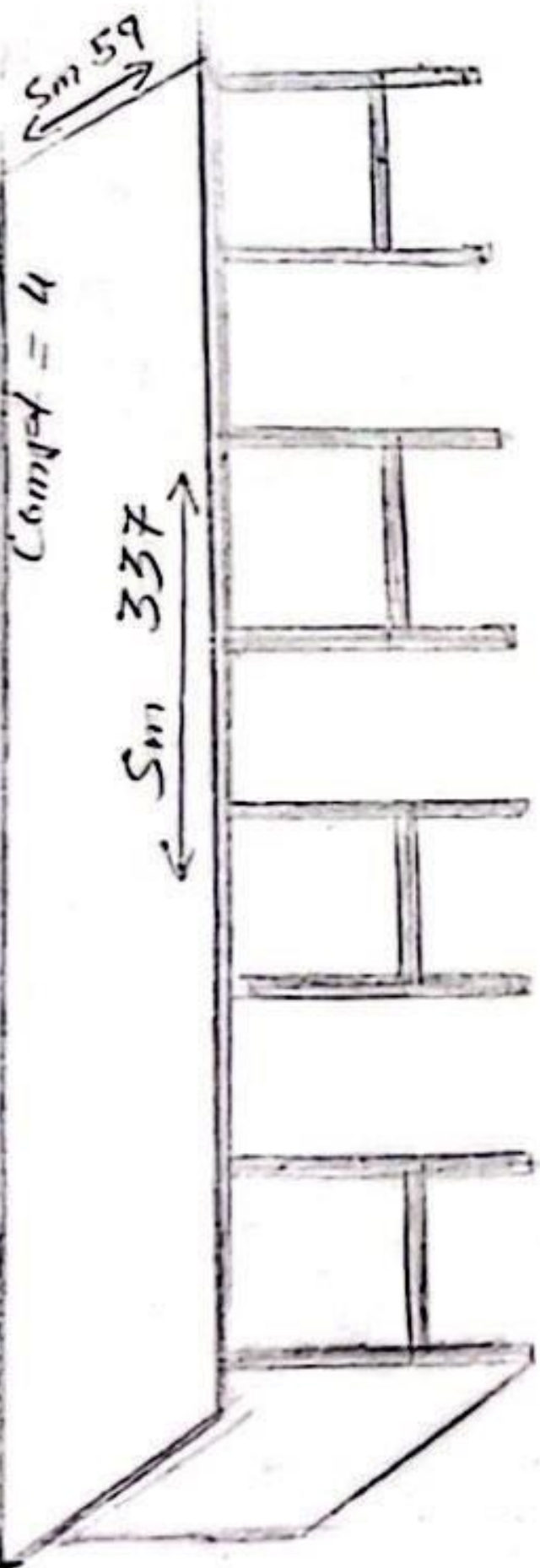
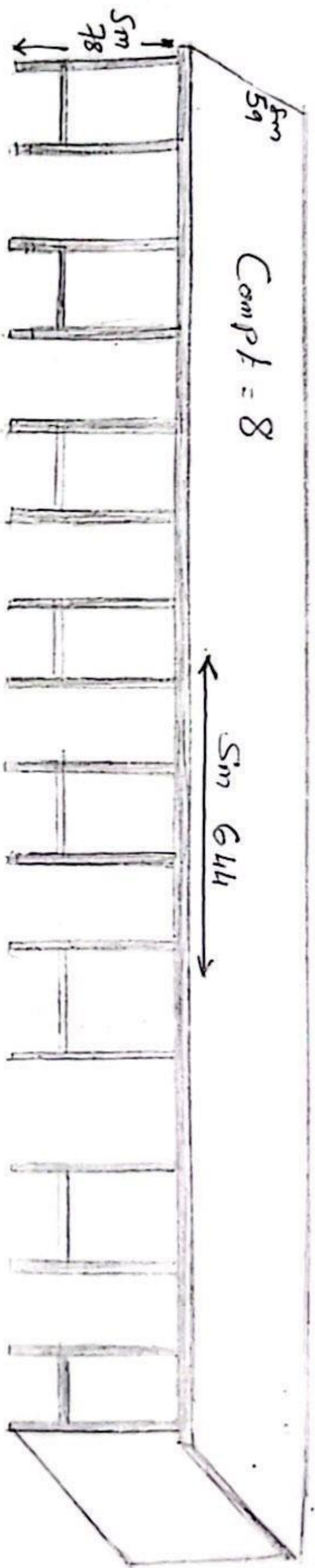
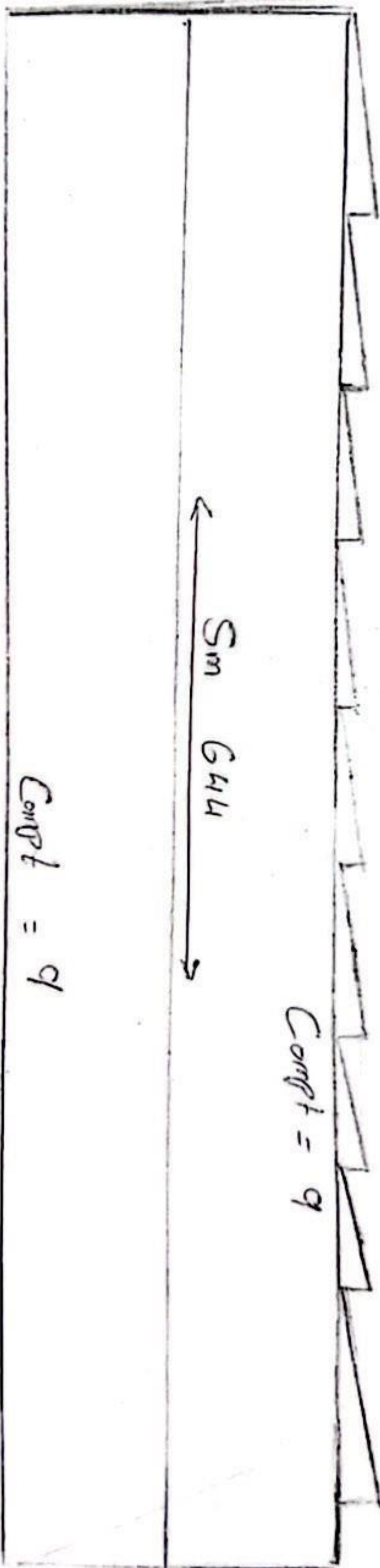
S/ N	Type of Item/Material	Specification Item/Material	Quantity	Unit	Unit Price	Amount
1	Supply of Wooden Tables 5 TCs of Bububu TC (Urban West Region), Mkwajuni TC (North Unguja Region), Kitogani TC (South Unguja Region), Michakaini TC (South Pemba Region) and Wingwi TC (North Pemba Region).	Manufactured of wooden tables manufactured by hard wood.	27	pcs		
2	Supply of Wooden Chairs 5 TCs of Bububu TC (Urban West Region), Mkwajuni TC (North Unguja Region), Kitogani TC (South Unguja Region), Michakaini TC (South Pemba Region) and Wingwi TC (North Pemba Region).	Manufactured of wooden chairs manufactured by hard wood.	175	pcs		
					VAT (%)	
					TOTAL AMOUNT	

NB: Attached drawings present the quantity and measurements of furniture for each Teacher's Centre.

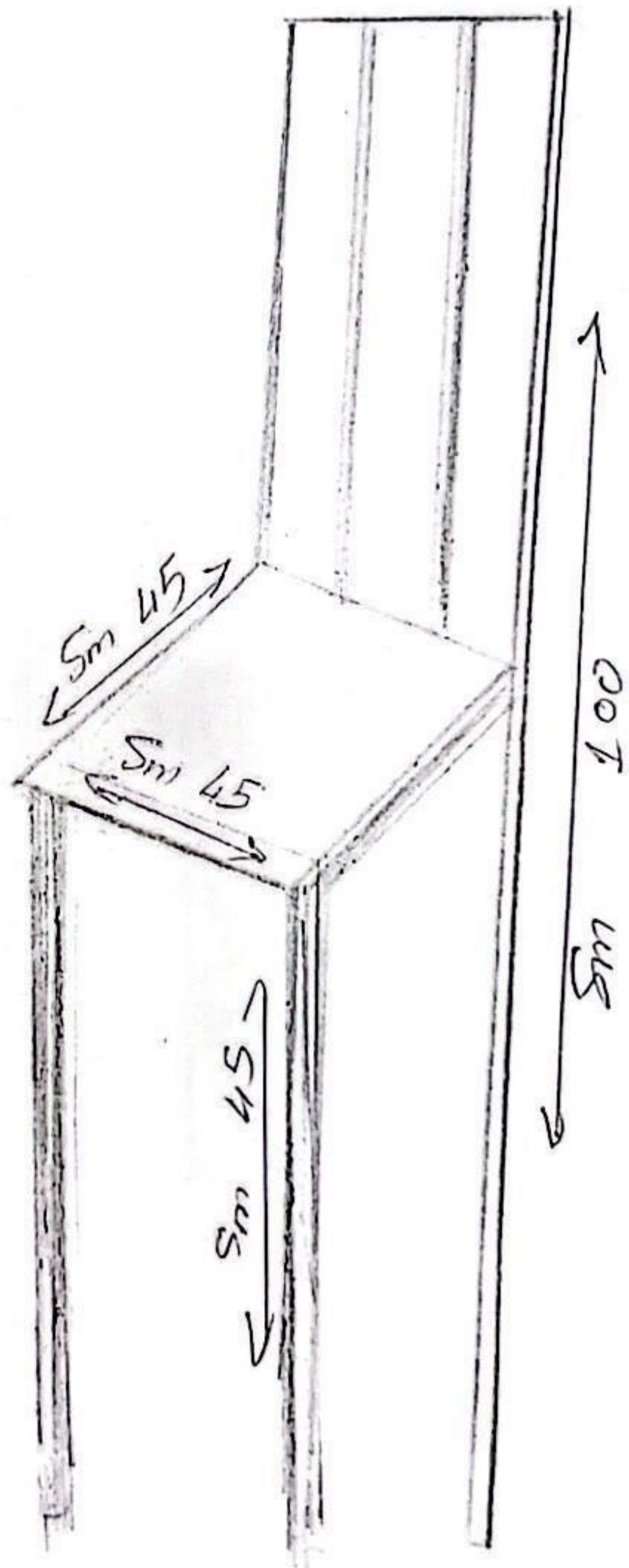
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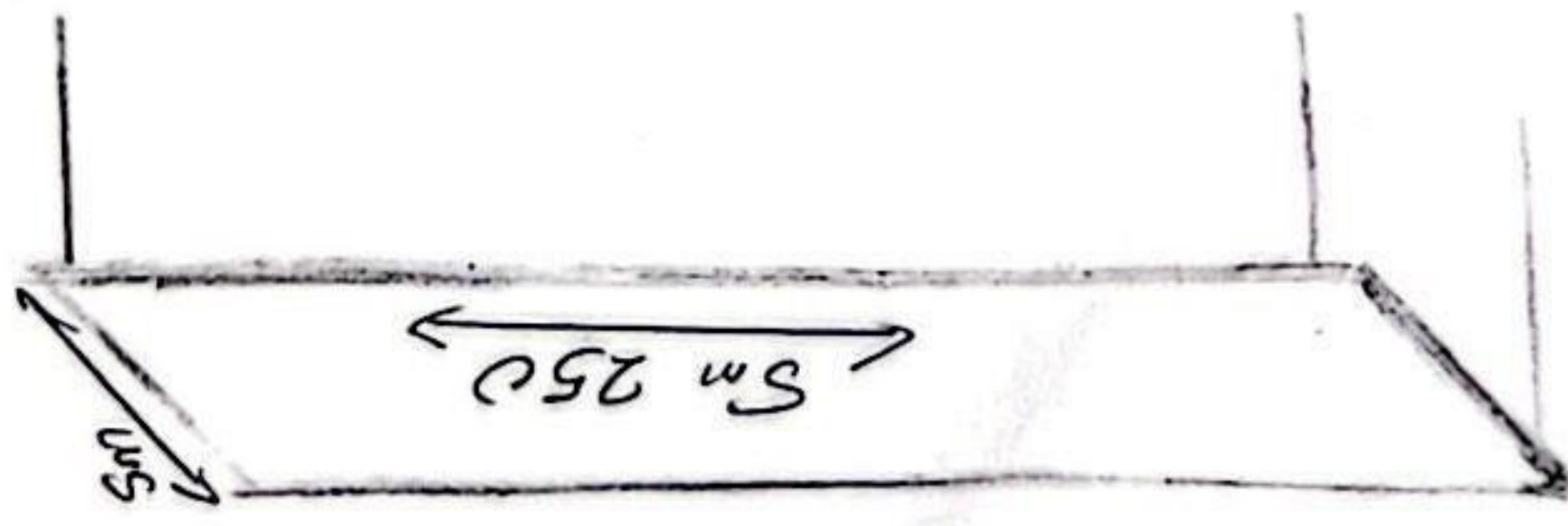
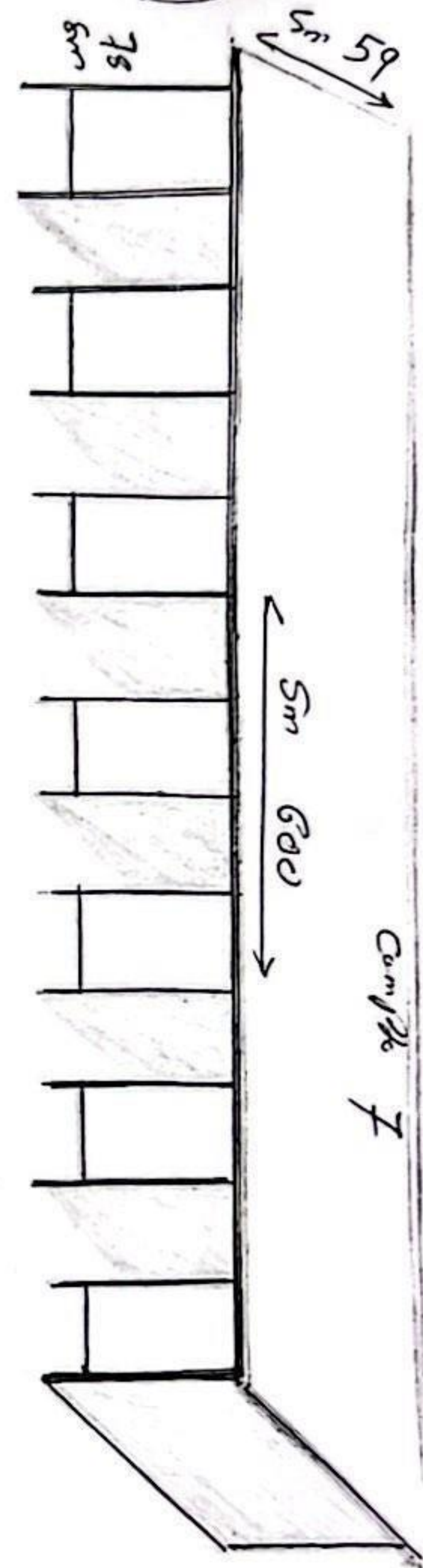
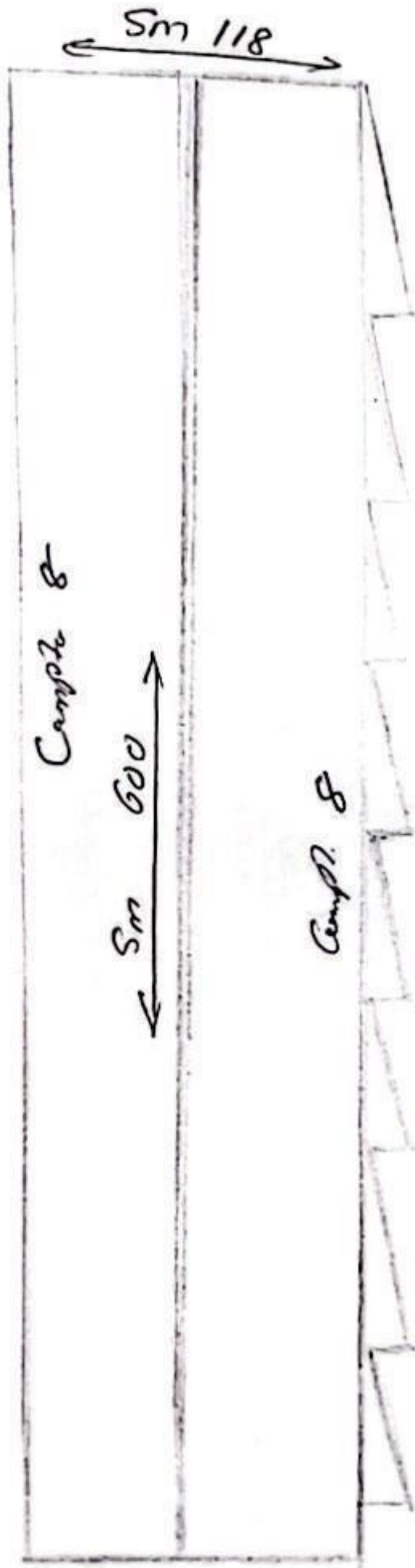
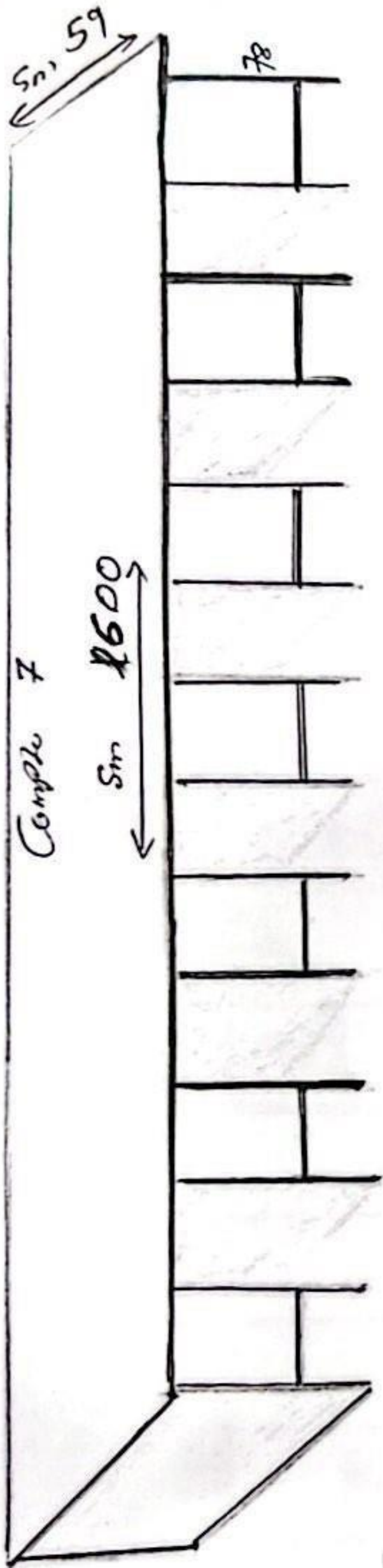
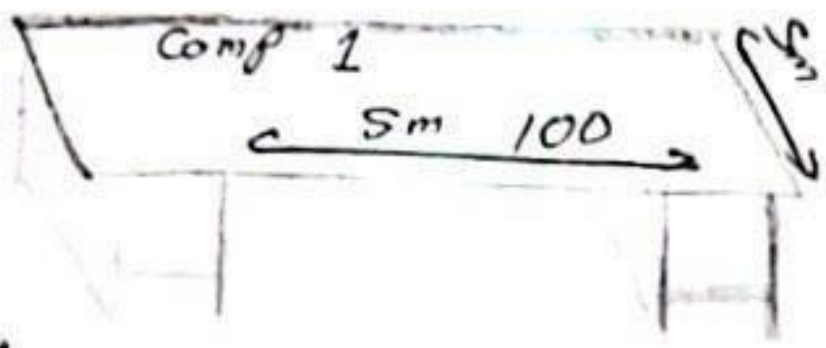


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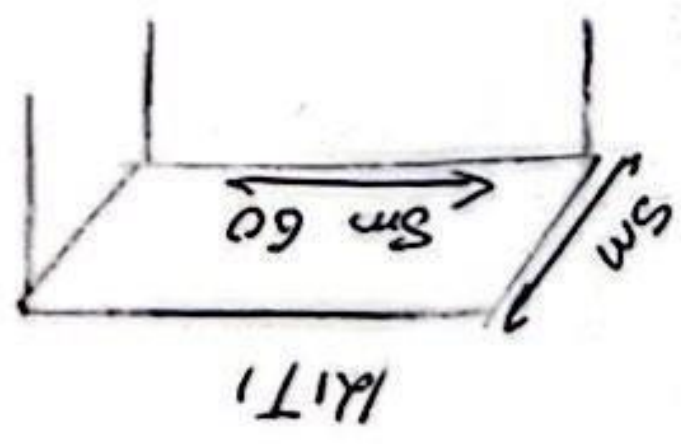
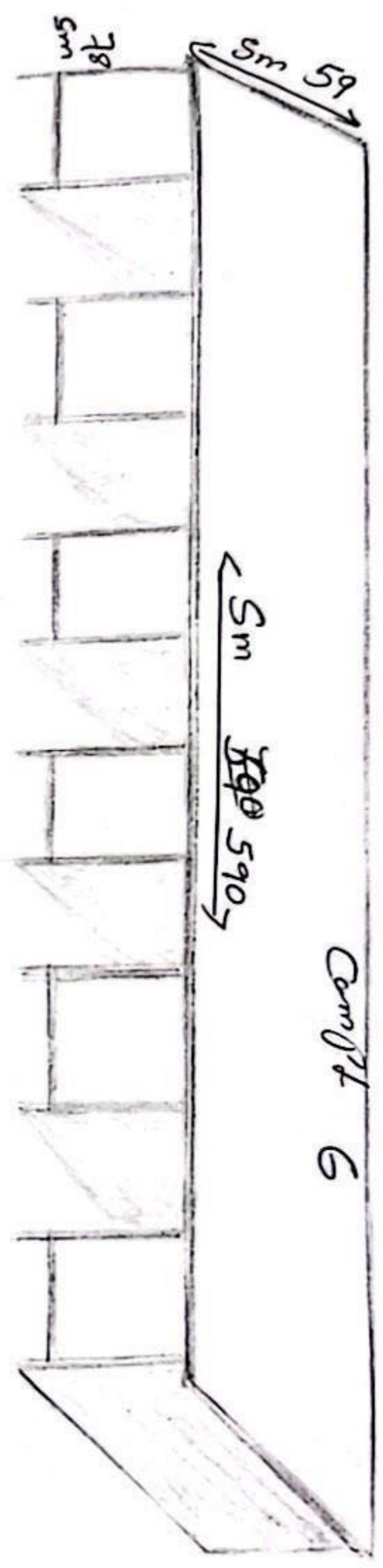
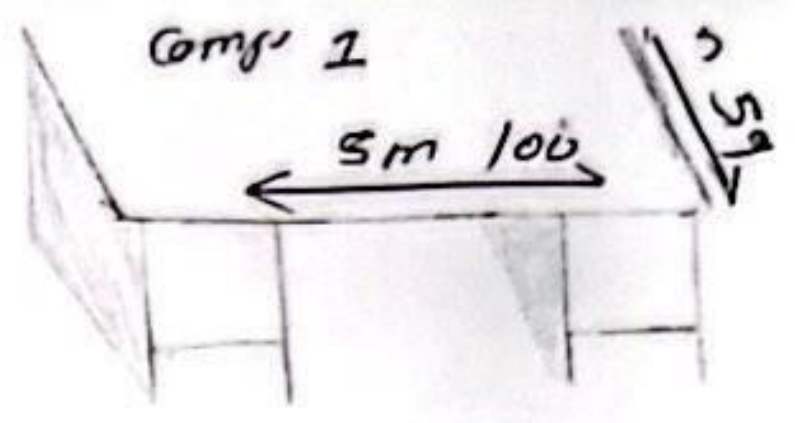
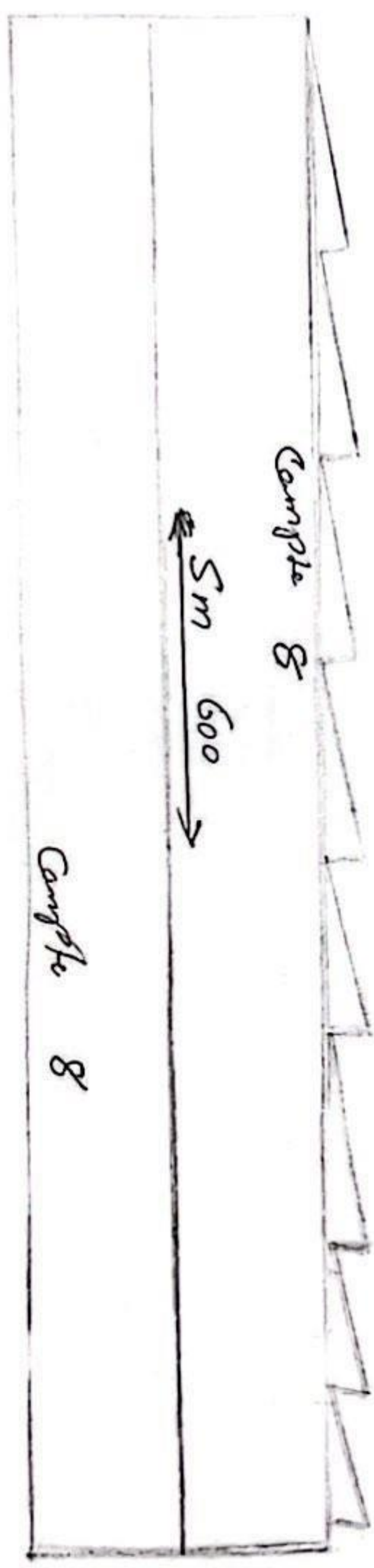
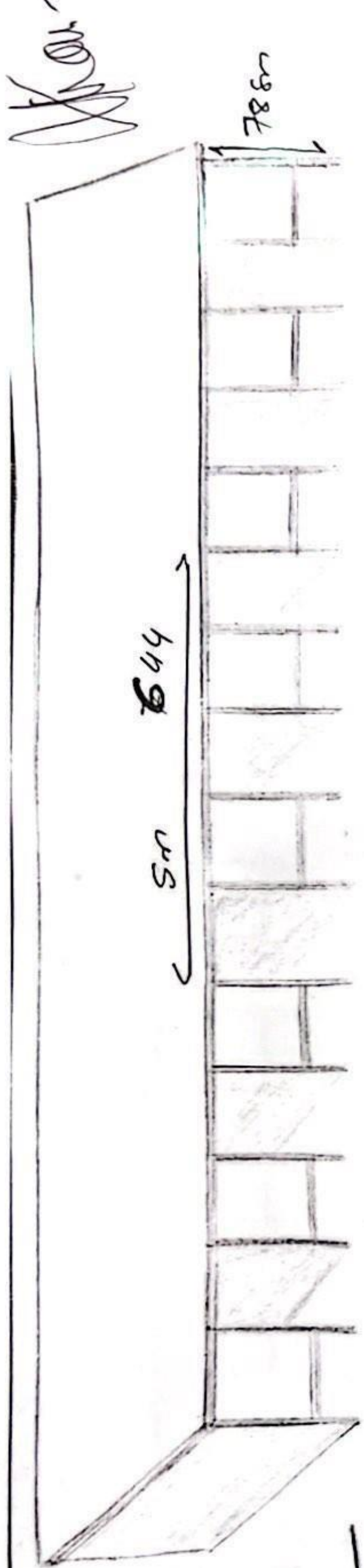


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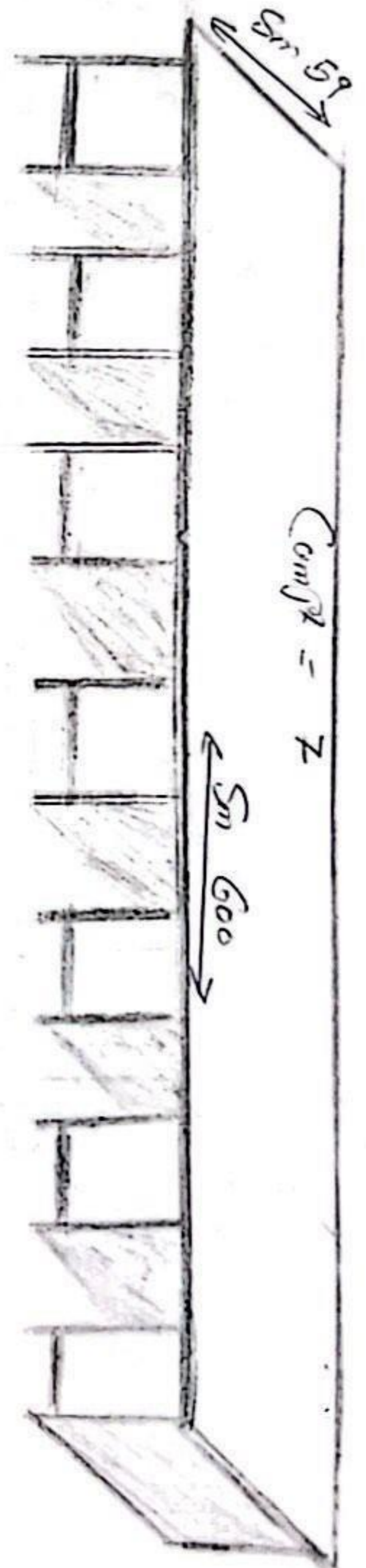
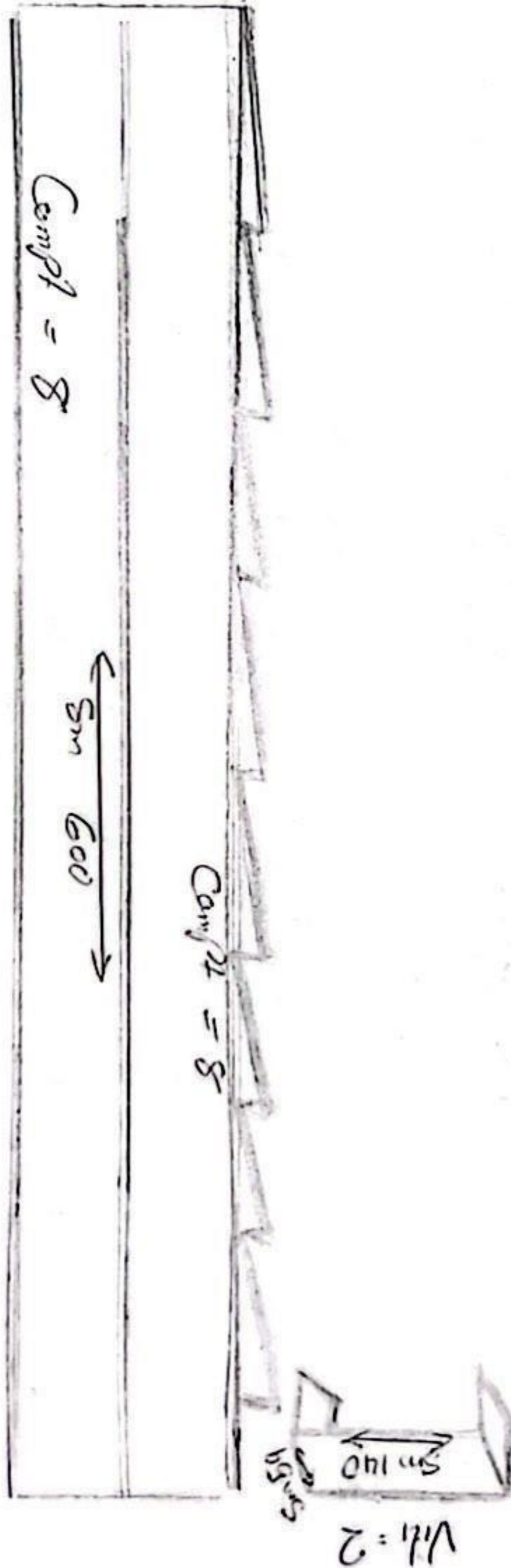
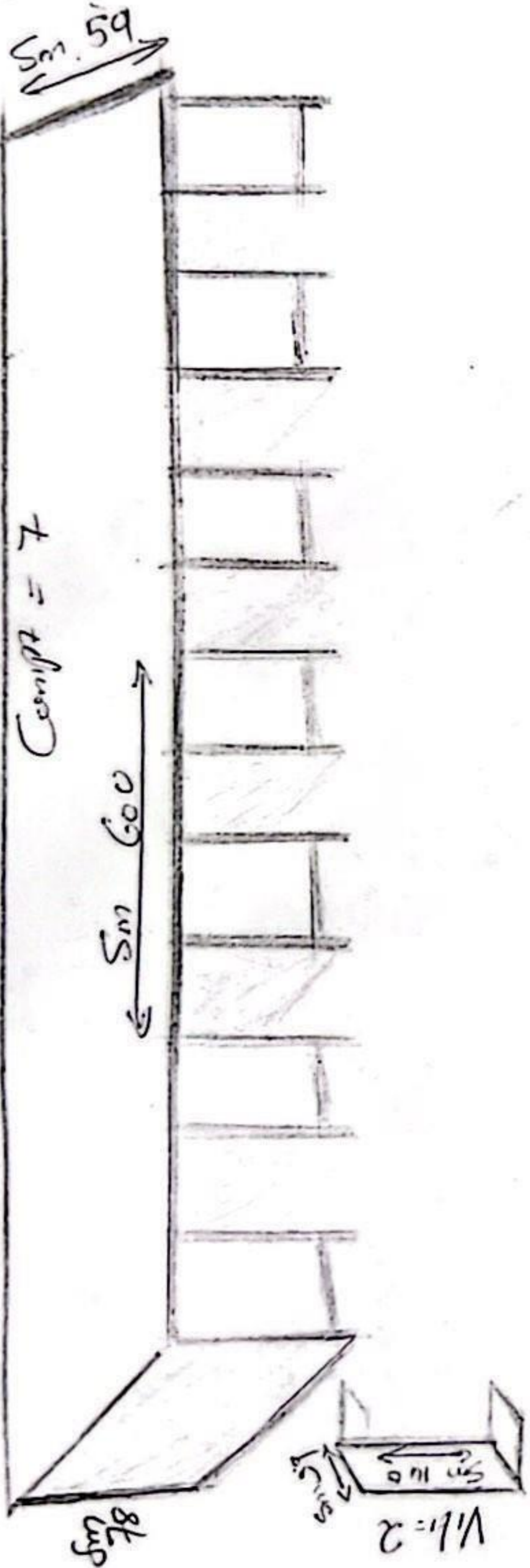
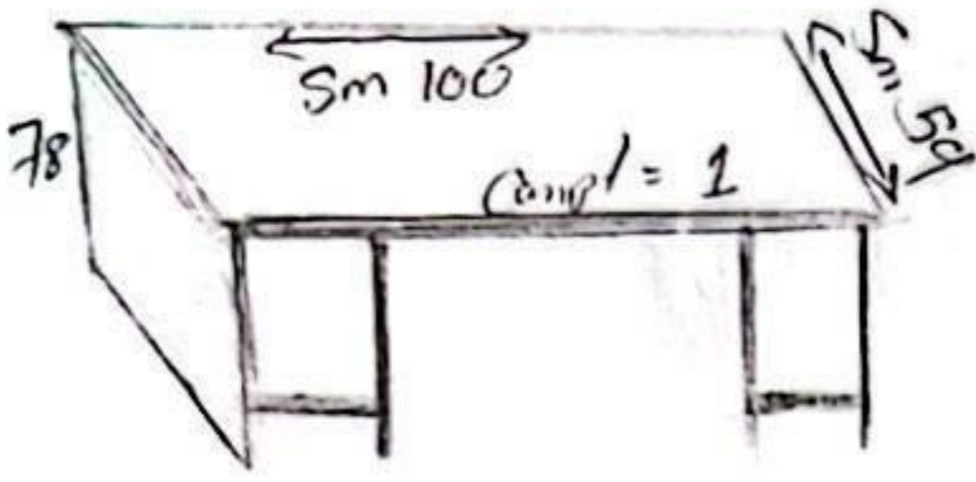
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