



Tender No: RAFIKI-SDO/ACHIEVE/FY23/01

Supply of Education Subsidies

Terms of reference for supply education subsidies

Introduction

Rafiki - Social Development Organisation (RAFIKI-SDO) is a Non- governmental and Nonprofit making organization working with children, youth, marginalized and vulnerable groups, families and their communities to reach their full potential by advocating their rights and tackling the causes of poverty and injustice. The organization was established in 2005 and registered under NGO Act of 2002, issued with registration number No.00NGO/00006336 to operate in Mainland. Visit us at www.rafikisdo.or.tz

The Adolescents and children HIV incidence Reduction, empowerment and Elimination projects or ACHIEVE is a five-year, USAID funded global cooperative agreement with the effort to reach and sustain HIV epidemic control among pregnant and breast feeding women, adolescents, infants and children and youth as well as to mitigate the impact of HIV/AIDS and prevent HIV transmission among these populations.

The overall object of this notice is to procure education subsidies comprised of school bags, mathematical sets, pens, pencils and A4 exercise books for 646 school children to ensure retention and completion of primary and secondary education available in Rorya DC, Musoma MC, Serengeti DC, Bunda DC and Bunda TC.

Objective of the Assignment

The overall objective of this assignment is to procure and distribute Education Subsidies to 646 in school Orphans and Vulnerable Children (OVC) in Mara regions.

Delivery will be at our offices Musoma Mara.

Item	Description of the item	Number of items per kits for 646 in school children 6-14
School bag	School backpacks-water proof	646
Mathematical set	Mathematical set includes the ruler and rubber	646
Pens	Type: - ball pen Material: - Plastic Color:- Blue/black	3230
Pencils	621 HB pencils Material: Wood-superior HB bonded lead resist breakage clear and sharp writing	3230
Eraser	621 plasto	646
A4 exercise books	100 pages	6460

****All items must be packed in the backpack, except for the receipt form which will be collected and submitted to RAFIKI-SDO.***

Scope of Work

Specific scope of work includes but should not be limited to the following:

1. Provide sample prior to procurement.
2. Deliver Education Subsidies at our office as instructed
3. Do an inventory with Programm Manager to match the items procured with the request that was provided prior to procurement process.
4. Submit to RAFIKI-SDO a report on the delivery of Education Subsidies and a signed delivery forms per delivery, highlighting number of items delivered.

Timeframe

This assignment is expected to be conducted in the period of 3 weeks from the dated of issuing the contract.

Expected Deliverables

- All vendors will visit RAFIKI-SDO Office to see sample of the back packs before submitting quote.
- RAFIKI-SDO will review the bids submitted by the vendors
- Shortlisted vendors will be required to submit at-least 2 sample of back packs and provide assurance that the samples provided will meet the quantity of bags needed by RAFIKI- SDO.
- Selected vendor will procure education subsidies kits (containing: School bag, Mathematical set, Pens, Pencils, eraser and A4 Exercise books).
- Each delivered school bag to be inserted with 1 mathematical set, 5 pens, 5 pencisl, 5 erasers and 5 Exercise books.
- Vendors submit supporting documents for the delivery of education subsidies.

Submission Instructions

Interested dealers must submit the following information to RAFIKI-SDO:

1. Draft inception report detailing methodology for supplying and distribution of education subsidies kits, including tentative work plan, for review and approval by RAFIKI-SDO.
2. Quote, valid for at least 30 days
3. Current company profile
4. Copies of registration certificate and address of their registered office, valid business license, VAT, TIN certificates, and Tax clearance certificate
5. Items specifications are fully addressed in the quotation.
6. Current Audited financial statement
7. Delivery time must be specified.
8. Payment terms 100% after delivery
9. Evidence of similar assignments, and at least two (2) names and addresses of client served.

Eligibility

Vendors must be currently legally operating in Tanzania and the quotation must include all the following information:

- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the items/services no later than the date(s) required.

Evaluation Criteria:

- Price.
- Financial capability
- Experience
- Quality of items to be supplied (Shortlisted applicants will be required to submit samples).
- Warranty considerations.
- Delivery terms.

Vendors who wish to answer this RFP should send their proposal in sealed envelopes to Rafiki-SDO Musoma Office by 7th March 2023, 12:00 PM.

All sealed envelope need to be marked as **“Tender for procurement of supply of education subsidies”**

Office address

The tender committee Rafiki-SDO

Bweri street, Musoma- Mara

P.O Box 177, Musoma-Mara

Rafiki-SDO will open all bids on 7th March 2023 at 02:30 PM in presence of bidder’s representative who choose to attend.

Quotes must be in Tanzanian shillings and include Taxes separately:

Proposal submitted through email will not be considered

Quotation received after the time or at different address may not be accepted

Please note:

- i. Late or incomplete bids will not be accepted.
- ii. Electronic bids will not be accepted.
- iii. The quote that complies with all the specifications/requirements and offers the lowest price, as well as all evaluation criteria indicated here, shall be selected.
- iv. Rafiki-SDO. may cancel solicitation and not award.
- v. Rafiki-SDO may reject any or all responses received.
- vi. Issuance of request for quotes does not constitute a contract commitment by RAFIKI-SDO.
- vii. Rafiki-SDO reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
- viii. Rafiki-SDO reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- ix. Rafiki-SDO will be contacting all offerors to confirm contact person; address and that the proposal was submitted for this solicitation.
- x. Rafiki-SDO will not compensate Vendors for their response to the solicitation.
- xi. Rafiki-SDO may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.

- xii. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Appendix 1: Detailed Information on Minimum Eligibility and Qualification Criteria

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted without one of the minimum eligibility and qualification or/and that does not meet criteria subject marked (*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document requirement	Submission
ELIGIBILITY			
Legal Status (*)	Vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2022	
Eligibility (*)	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and RAFIKI-SDO List of Blacklisted Vendors Record)	N/A	
Certificates and Licenses (If Applicable)	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. ▪ Export/Import Licenses, if applicable 	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)	
QUALIFICATION			
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form A: Qualification Form Certificate of No-Litigation	
Previous Experience (*)	Minimum 3 years of relevant experience.	Form A: Qualification Form Company Profile must be Attached	

	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.	Form A: Qualification Form Evidence of Contracts/PO/Awards List at least two (2) names and addresses of client served.
Financial Standing (*)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form A: Qualification Form Audited Financial Statements for last 2 Years

Appendix 2: Detailed Technical and Financial Evaluation

Technical and Financial part will be evaluated on a merit point/scores system

TECHNICAL EVALUATION (60%)		
Technical Evaluation	The technical bids shall be evaluated on a merit point/scores basis for compliance or non-compliance with the technical specifications identified in the bid document.	See Format of Technical Bid.
FINANCIAL EVALUATION (40%)		
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Appendix 1 and quoted for by the bidders.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	<p>Detailed Quotation</p> <p>Bid/Price Validity</p>

Section A: Eligibility and Qualification Form

Bidder should fill/provide below information and submit the required supporting documents

Name of Bidder:		Date:	
Tender reference:			

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in TZS)	Contract Identification	Total Contract Amount (current value in TZS)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

- Attached is the current company profile.
- Attached are the evidence of contracts/POs from the Top 3 (three) Clients or more.

Financial Standing

Financial information (in TZS)	Historic information for the last 2 years	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

- Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified public accountant.
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Section B: Format of Technical Bid

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SUB-SECTION 1: Bidder's qualification, capacity and expertise (30%)

- 1.1 General organizational capability which is likely to affect implementation: management structure, project management controls, extent to which any work would be subcontracted (if so, provide details).

Support Document Needed: *Updated Organizational Structure*

- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

Support Document Needed: *A clear methodology of how the vendor will successfully delivery the required quantities as per specifications provided. Lead time MUST be indicated.*

SUB-SECTION 2: Scope of Supply, Technical Specifications, and Related Services (30%)

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Conformity of goods to be supplied if they meet technical specifications provided.

Support Document:

- i. *List of items to be supplied with their full technical specifications. Include pictures and descriptions of exact items that will be procured for each kit.*

Section C: Quotation Cover Sheet/Price Proposal

Support Document: *A quotation cover sheet in Tanzania Shillings, Fee should be indicated if is VAT Inclusive or exclusive, quotation/offer validity and payment terms (credit payment is preferred).*