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**THE EVANGELICAL LUTHERAN CHURCH IN  
TANZANIA**



**TENDER No. ELCT/KH/FY25/HQ1**  
**TENDER ADVERTISEMENT**  
**FOR**  
**SUPPLY OF NON-CONSULTANCY SERVICES**  
**FOR**  
**KIZAZI HODARI NORTHEASTERN ZONE PROJECT**

**NOVEMBER 2024**

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## **ABBREVIATIONS AND ACRONYMS**

<b>BOQ</b>	Bill of Quantities
<b>ELCT</b>	Evangelical Lutheran Church in Tanzania
<b>GITA</b>	General Instructions to Applicants, in the SPD
<b>ICT</b>	International Competitive Tendering
<b>IF</b>	Information Forms
<b>IFT</b>	Invitation for Tenders
<b>IFP</b>	Invitation for Prequalification
<b>ITT</b>	Instruction to Tenderers
<b>JV</b>	Joint Venture
<b>JVA</b>	Joint Venture Agreement
<b>KHNEZ</b>	Kizazi Hodari North Eastern Zone
<b>NCT</b>	National Competitive Tendering
<b>PITA</b>	Particular Instructions to Applicants
<b>PQ</b>	Prequalification
<b>PITA</b>	Particular Instructions to Applicants, in the SPD
<b>PMU</b>	Procurement Management Unit
<b>STD</b>	Standard Tendering Document
<b>SPD</b>	Standard Prequalification Document
<b>TDS</b>	Tender Data Sheet

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**TENDER No. ELCT/KH/FY25/HQ1**

**TENDER ADVERTISEMENT**

**FOR**

**SUPPLY OF NON-CONSULTANCY SERVICES**

**FOR**

**KIZAZI HODARI NORTHEASTERN ZONE PROJECT**

**SECTION I**

**Invitation for Tenderers**

Date: 05<sup>th</sup> November, 2024

1. This is the invitation for tender for the supply of non-consultancy services in Northeastern zone for Kizazi Hodari Project that operates in Nine regions which are; Arusha, Kilimanjaro, Tanga, Singida, Dodoma, Manyara, Mwanza, Geita and Mara in Tanzania.
2. The Evangelical Lutheran Church in Tanzania through project donor has set aside funds for the operation of Kizazi Hodari North-Eastern Zone project during the financial year 2024/25. It is intended that part of the fund will be used to cover eligible payment under the contract for the Tender No. **ELCT/KH/FY25/HQ1 for Supply of Non-Consultancy** now invites sealed bids from eligible bidders (including current supplier's and service providers), for the supply of goods and services for financial year 2024/2025 for the under listed;

**TENDER NO. ELCT/KH/FY25/HQ1**

**Category A: Non-Consulting Services**

<b>Tender No.</b>	<b>Description of Non- Consulting Services</b>
<b>ELCT/KH/FY25/HQ1</b>	Printing and Distribution of 25,277 Case Management Data Collection and Reporting Books

3. Tendering will be conducted through the procedures specified in ELCT regulations and donor provisions and is open to all applicants as defined in the Regulations. All applicants should adhere to requirements stipulated in detail in tender document. Failure to do so, your tender will be disqualified.
  4. Interested eligible bidders may obtain a complete set of tendering documents, further information and inspect the tendering document in English language through ELCT website from the following links: [www.elct.or.tz](http://www.elct.or.tz) , [www.elcthealth.tz](http://www.elcthealth.tz) and pay a non-refundable fee of Tsh. 100,000/= (Tanzanian Shillings One Hundred Thousand Shillings only). Payment shall be made through Bank Name: **NBC BANK**, Account Name: **ELCT**
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**PALLIATIVE CARE PROGRAMME – CHAT**, Account No. **014103016737** and **MUST** attach payment receipt to each application form submitted as a proof of payment. Any application submitted without the receipt will be **REJECTED**.

5. All applications should be **physically** delivered with **One original** and **Two copies**, properly filled in and enclosed in plain envelopes clearly marked the relevant **Tender number and details of the tender (without the name of the applicant on top of the envelop)** *before 2.00 pm, November 19th, 2024 on 1200hrs local time* and opened promptly thereafter as per address below;

**Secretary General,  
The Evangelical Lutheran Church in Tanzania  
Block 66, Boma Road  
P.O.BOX 3033,  
Arusha-Tanzania.**

6. Bid document must consist of application letters, company profile/physical address and contact, legal trading documents (TIN Certificate, VRN Certificate, compliant to the Government's Tax Regulations and current business license);
7. All legal documents must be Certified by a registered personnel/institution/firm and recognized by the respective board. All other documents requiring Signature and Stamp, should be done so.
8. ELCT shall not be responsible for misplacement or premature opening of the documents, which are not sealed, reserves the right to accept or reject any application and is not bound to give reasons for its decision.
9. Bids filled in this document, will not be considered for evaluation.
10. Late Applications, portion of applications and applications not received, applications not opened and read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
11. Interested applicants may obtain further information by contacting the procuring unit through; **Email: [procurement@elct.or.tz](mailto:procurement@elct.or.tz)** on Mondays to Fridays (working hours only) inclusive except on public holidays.

**Note:** ELCT is committed to the highest ethical standards of transparency, openness, and accountability in its affairs. ELCT promote a “Zero tolerance” policy towards fraud and corruption. All communications should be channeled to the provided official correspondence email above.

**SECRETARY GENERAL**  
**Evangelical Lutheran Church in Tanzania-Head Quarter,**  
**Block 66, Boma Road, Arusha**  
**Tel: 027 250 8855/7, Fax 027 254 8858**  
**Email: [procurement@elct.or.tz](mailto:procurement@elct.or.tz)**

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**SECTION II**  
**INSTRUCTIONS TO TENDERERS (ITT)**  
**READ CAREFULLY**

1. Scope of Tender

- 1.1 The Procuring Entity (PE) indicated in the Tender Data Sheet (TDS) invites tenders for the supply of non-Consultancy services as specified in the TDS and Section V - Technical Specification. The successful Tenderer will be expected to supply within the period stated in the TDS from the start date specified in the TDS. The duration of the Contract shall be as specified in the TDS.
- 1.2 Tender is open on equal terms to natural persons, companies or firms or public or semi-public agencies, cooperative societies, joint ventures or groupings of companies or firms and other legal persons governed by public or private law.
- 1.3 A Tenderer shall submit only one tender, in the same tendering process, either individually or as a partner in a joint venture. No Tenderer can be a subcontractor while submitting a tender individually or as a partner of a joint venture in the same tendering process. A Tenderer, if acting in the capacity of subcontractor in any tender, may participate in more than one tender but only in that capacity.
- 1.4 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the PE shall in no case be responsible or liable for those costs.
- 1.5 A prospective Tenderer requiring any clarification of the Tendering Documents may notify the PE through provided email as shown in TDS not later than seven (7) days prior to the deadline for the submission of tenders. The PE will within three (3) working days after receiving the request for clarification respond and publish responses to all tenderers.
- 1.6 Before the deadline for submission of tenders, the PE, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the Tendering Documents by issuing addenda. In order to allow prospective Tenderers reasonable time to take an addendum into account when preparing their tenders, the PE, at its discretion, may extend the deadline for the submission of tenders.
- 1.7 The task MAY be distributed two bidders that will be competitive. ELCT highly encourages bidders to provide competitive prices.

2. Preparation of Tender Document

- 2.1 *Tender Form*: The Tenderer shall fill the **Form of Tender** and **Price schedule** furnished in the Tendering Documents. The Tender Form must be completed without any alterations to its format and no substitute shall be accepted.
- 2.2 *Tender Price and Discounts*: If a Price Schedule shows items listed but not priced, the Tender will be rejected as being substantially non-responsive. Total price inclusive of customs and taxes shall be shown in the form of tender.
- 2.3 *Tender Currency*: The currency for the supply of goods and services that the Tenderer will supply the prices shall be quoted in Tanzanian Shillings.
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2.4 *Signing of Tender:* The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer and the authorization documents shall be submitted together with the tender indicating names and positions of each signatory.

2.5 *Withdraw of Tender:* A Tenderer may modify or substitute or withdraw its Tender after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Tenders

2.6 *Opening of Tender:* The opening shall be done by Tender Committee on the presence of representatives and no tender shall be rejected at tender opening.

2.7 *Correction errors:* If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to discrepancy in unit price.

### 3. Eligible Applicants

3.1 Applicants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices.

3.2 An Applicant shall not have a conflict of interest. All applicants found to be in conflict of interest shall be disqualified. An applicant may be considered to have a conflict of interest with one or more parties in this tendering process, if they:

- a. Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the supplies and services to be purchased under this Invitation for Tendering;
- b. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tendering of another applicant or influence the decisions of the Procuring Entity regarding this Tendering process.

3.3 Firms and individuals may be ineligible if –

- a. Such person is declared bankrupt or, in the case of company or firm, insolvent;
- b. The person, company or firm is convicted, by a final judgment, of any offence involving professional conduct;
- c. The person or company is debarred and blacklisted from participating in public procurement for corrupt, coercive, collusive, fraudulent or obstructive practices, failure to abide with a Tender Securing Declaration, breach of a procurement contract, making false representation about his qualifications during tender proceeding or other grounds as may be deemed necessary by the Authority company or firm is found guilty of serious misrepresentation with regard to information required for participation in an invitation to tender.

### 4. Essential Criteria for Tendering

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- 4.1 Tendering will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in Tendering Document. The Tender with the lowest evaluated price, from among those which are eligible, compliant and substantially responsive in experience, capability, and Financial as demonstrated by the applicant's response in the attached forms, shall be the lowest evaluated tender. Suppliers, service providers and consultants must comply with all documentations that prove its eligibility and existence.
- a. Experience  
Prospective suppliers /service providers must have carried out successful supply and delivery of similar items/services to Non-Government Organizations, Government, Corporation, Institutions of the Similar Size. Must require special experience and capability to organize the execution and delivery of services at short notice.
  - b. Financial Condition  
The supplier/service providers' financial condition shall provide **financial statement** for the past **1 year**, certified, signed and stamped submitted with the tender document as well **6 months Bank Statement** and letters of reference from their bankers regarding suppliers /service providers' credit position. Potential suppliers /service providers' will be awarded on the satisfactory information given.
- 4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.
- 4.3 Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers.
- 4.4 After determining the lowest-evaluated tender, if pre-qualification was not undertaken, the PE shall carry out the post-qualification of the Tenderer.
- 4.5 Where the tender price of the lowest evaluate tenderer is considered to be abnormally low, the PE shall perform price analysis as part of the post-qualification. The following process shall apply: The PE may reject a tender if the PE has determined that the price in combination with other constituent elements of the tender is abnormally low in relation to the subject matter of the procurement (scope of works or services) and raises concerns as to the ability of the tenderer that presented that tender to perform the contract. The PE shall not incur any liability solely by rejecting abnormally tender.
5. Contract Award and Terms
- 5.1 The PE will award the Contract to the Tenderer(s) whose Tender has been determined to be substantially responsive to the Tendering Documents and who has offered the lowest Evaluated Tender Price.
  - 5.2 Negotiations may be undertaken with the lowest evaluated tenderer(s) relating to (a) Minor alteration to the technical details of the statement of requirements, (b) Reduction of quantities for budgetary reasons, (c) Finalizing Payment arrangements, (d) Clarifying details that were not apparent or could not be finalized at the time of tendering.
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- a. Where negotiation fails to result into an agreement, the PE may invite the next ranked Tenderer for negotiations. Where negotiations are commenced with the next ranked Tenderer, the PE shall not reopen earlier negotiations.
  - b. The PE reserves the right to accept or reject any Tender, and to annul the tendering process and reject all tenders at any time prior to award of the contract without thereby incurring any liability to the affected Tenderer(s).
- 5.3 Promptly after notification of award, PE shall send the successful Tenderer the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.
- 5.4 In case where there will be no performance security submitted, advance payment will not be issued until goods/services are delivered and inspected. If the job requires delivery and installation, advance will be discussed in between delivery and installation and not prior to that.
- 5.5 Customs Clearance: The suppliers /service providers/contractors/consultants shall be responsible for custom clearance of their imported goods and materials.
- 5.6 Contract Price: The contract shall be of unit price type or cumulative of computed unit price and quantities/number of services required. Quantities may increase or decrease as determined by ELCT. Prices quoted should be inclusive of all delivery charges.
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**SECTION III**  
**TENDER DATA SHEET**

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

SN	Required Information	Data to be Filled
1	Name of Procuring Entity	Evangelical Lutheran Church in Tanzania
2	Subject of Procurement	Supply of Non-Consultancy services for KHNEZ Project.
3	Period for Supply of goods /Service	Period of Supply of goods/service is within <b>40 days</b> from the date of signing contract. Please see Delivery Schedule for individual delivery
4	Method of Procurement	National Competitive Quotation
5	Financial Year	Financial Year 2024/25
6	Name of the Project / Financing Institution	Kizazi Hodari Northeastern Zone
7	Tender Number	ELCT/KH/FY25/HQ1
8	Number of JVCA Members	Only two members are allowed for each joint venture
9	Language of the Tender	The language for all correspondences and documents related to the Tender shall be English
10	Additional Documents to be submitted	All forms stated in this tender document shall be submitted alongside Certified copies of documents that confirms eligibility of the tenderer including TIN, Business License, VAT Certificate, TAX Clearance Certificate, Signed Audited Financial Statement for the past One (1) year, Bank statement for the past six (6) months, Certificate of Incorporation, Registration Certificate, Certificates from Respective registration bodies, Company profile.
11	Experience	Applicant must submit related sample to the advertised tender or related experience for the past two years. This will add an advantage during selection.
12	Other Specific procurement Documentation	Other documents such as; i. Form of Tender ii. Special Power of Attorney iii. Tender Information Form iv. Tender's JV Members Information Form v. Experience vi. Schedule Form vii. Memorandum viii. Litigation ix. List of goods and related services x. Delivery and completion Schedule xi. Technical Specifications

		Must be submitted after being filled in, signed, and stamped.
13	Price of Goods and delivery terms	The price of goods shall be Delivery Duty Paid (DDP) to the point of destination.
14	Currency for Goods or Services	The currency of goods and services shall be in Tanzania Shillings
15	Warranty Period	Not Applicable
16	Fixation of Price	The price of goods shall be fixed within 60 days after final delivery of each batch according to delivery schedule specified in schedule of requirements "Delivery and Completion Schedule.
17	Tender Security	No tender Security is required.
18	Tender Validity period	Tender shall be valid for 40 days from submission deadline.
19	Tender Authorization Documents	Authorization document(s) shall be duly notarized Power of Attorney in a form provided
20	Clarification of tenders	Tenderer shall NOT respond to request for clarification during evaluation of tenders.
21	Advance payment	No advance payment shall be made prior delivery unless otherwise discussed during negotiation. Each accepted delivery shall be submitted with Delivery Note, Invoice and EFD receipt.
22	Address for Tender Complaints and Clarifications	All complaints and request for clarifications Addressed to; Procurement Kizazi Hodari North-Eastern Zone Project, Block 101, Vijana Road, Uzunguni Road. P.O.BOX 3033, <a href="mailto:procurement@elct.or.tz">procurement@elct.or.tz</a> ; Arusha-Tanzania.  Clarifications shall be made within 7 days prior submission date.
23	Delivery Place	Books will be delivered in project's offices. Quantity to be delivered will be as follows: 1947 Arusha, 4304 Kilimanjaro, 3608 Dodoma, 4991 Geita, 2840 Mara and 7587 Mwanza.
24	Artwork and design	Artworks will be provided to selected bidder(s). Incase of any addition and/or modification, bidder will be guided accordingly
25	Performance Guarantee	Bidder shall provide 10% performance guarantee of the total bid price in a form of <i>letter of credit from a bank or banker's cheque.</i>

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## SECTION IV

### TENDER FORMS

Below is a checklist of forms/documents required to be submitted by the Tenderer. Each Tenderer must ensure that all forms/documents are properly prepared and submitted with his Tender. Failure to fill in and submit, or improper filling of the Forms/documents may result in the rejection of the Tender.

Form Name	Description	Check if Submitted with the Tenderer	
		YES	NO
	Form of Tender		
	Special Power of Attorney		
Form 1.1	Tenderer Information Form		
Form 1.2	Tenderer's JV Members Information Form		
Form 1.3	Experience		
Form 1.4	Schedule Forms		
Form 1.5	Undertaking by Tenderer on Anti – Bribery Policy / Code of Conduct and Compliance Programme / Memorandum		
Form 1.6	Litigation		
	<b>Price Schedule Forms</b>		
1	List of Goods and related Services		
2	Delivery and Completion Schedule		

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**Form of Tender**

Date: [insert date of Tender]  
[PE specify: "IFT No.: [specify number]" ]  
[Insert: name of Contract]

To: [PE: insert Name and address of PE]  
To: Gentlemen and/or Ladies:

Having examined the Tendering Documents including Addenda Nos: [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [description of goods / services] in conformity with the said Tendering Documents for the sum of [total Tender Amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We declare that our tendering price did not involve agreements with other tenderers for the purpose of tender suppression.

We undertake, if our Tender is accepted, to deliver the goods/services (remove what is not applicable) in accordance with the delivery schedule specified in the Schedule of Requirements. If our Tender is accepted, we undertake to abide with instruction in ITT and TDS provided. We agree to abide by this Tender for the Tender Validity Period specified in TDS 19, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this tendering process, other than alternative offers in accordance with the Tendering Documents. Our firm, its affiliates, or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Tanzania under Tanzania’s laws or official regulations or by an act of compliance with a decision of the United Nations Security Council or donor of this project as required in TDS 30.

The following commissions or gratuities have been paid or are to be paid by us to agents relating to this Tender, and to contract execution if we are awarded the contract:-

Name and Address of Agent or recipient	Amount and Currency	Purpose of Commission and Gratuities

(if none state “none”)

We understand that you are not bound to accept the lowest or any Tender you may receive. We certify/confirm that we comply with the eligibility requirements as per ITT 3 of the Tendering Documents

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
(Name)

\_\_\_\_\_  
[signature] [in the capacity of]  
Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

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**SPECIAL POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Donor*] being [*insert designation*] of [*insert name of the company*] of [*insert company address*] having its registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Donor*] by virtue of authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of [*insert day*] day of [*insert Board Resolution month and year*],do hereby ordain, nominate, authorize, empower and appoint [*insert name of Donee*] of [*insert address of the Donee*] to be our true lawful Attorney and Agent with full power and authority for us and in our names and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. [*insert tender number*] that is to say;

To act on my behalf or for the company and do any other thing or things incidental for [*insert tender Number*] of [*insert description of procurement*] for the [*insert name of the procuring entity*];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future Power of Attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents duly appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said [*insert name of the company*] and delivered in the presence of us this [*insert date*] day of [*insert month*] [*insert year*].

IN WITNESS whereof we have signed this deed on this [*insert date*] day of [*insert month*] [*insert year*] at [*insert place*] for and on behalf of [*insert name of the company or Donor*]  
.....

SIGNED AND DELIVERED by the said  
[*insert name of Donor*] Identified to me  
by[*insert name*]  
The latter being known to me personally

}  
this [*insert date, month and year*]

.....

DONOR

BEFORE ME:

Name:.....

Address:.....

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Qualification:.....

Signature:  
COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name of Donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the Terms and Conditions contained in this Power of Attorney and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said  
[insert name of Donee] Identified to me  
by [insert name]  
The latter being known to me personally  
this [insert date, month and year],



.....

DONEE

BEFORE ME

Name:.....

Address:.....

Qualification:.....

Signature:  
COMMISSIONER FOR OATHS

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### Form 1.1 Tender Information Form

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Tender Submission]*

Tender No.: *[insert number of Tender]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JVCA, legal name of each member: <i>[insert legal name of each member in JVCA]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JVCA, letter of intent to form JVCA or JVCA agreement. <input type="checkbox"/> In case of Government-owned enterprise or institution, documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not dependent agency of the PE</li></ul>
2. Included are the organizational chart, a list of Board of Directors.

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**Form 1.2 Tender's JV Members Information Form**

*[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].*

Date: *[insert date (as day, month and year) of Tender Submission]*

Tender No.: *[insert number of Tender]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JVCA Member's name: <i>[insert JVCA's Member legal name]</i>
3. Tenderer's JVCA Member's country of registration: <i>[insert JVCA's Member country of registration]</i>
4. Tenderer's JVCA Member's year of registration: <i>[insert JVCA's Member year of registration]</i>
5. Tenderer's JVCA Member's legal address in country of registration: <i>[insert JVCA's Member legal address in country of registration]</i>
6. Tenderer's JVCA Member's authorized representative information Name: <i>[insert name of JVCA's Member authorized representative]</i> Address: <i>[insert address of JVCA's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JVCA's Member authorized representative]</i> Email Address: <i>[insert email address of JVCA's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT3.6. <input type="checkbox"/> In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status. 2. Included are the organizational chart, a list of Board of Directors.

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**Form 1.3 Experience**

Similar Contracts with significant values over the last two(2) years:

Purchaser	Value	Year	Goods/Services Supplied	Country of Destination

**Note:**

*Please attach copies of Invoices and EFD Receipts of the narrated contracts*

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**Form 1.4 Schedule Forms**

*(The Tenderer shall fill in these Price Schedule Forms in Accordance with the Instructions Indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the PE in the Schedule of Requirements.)*

**Price Schedules for Goods and Related Service and Non-Consultancy Service**

Name of Tenderer ..... Tender Number ..... Page ..... of .....

1	2	3	4	5	6	7
Item	Description of Goods/ service	Country of origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price	Total Price per line item (Col. 5 X 6)
<i>[insert number of the item]</i>	<i>[insert name of good/s ervice]</i>	<i>[insert country of origin of the Good, For services indicate description of the service to be supplied]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price DDP per unit]</i>	<i>[insert total price of the line item]</i>
<i>VAT</i>						
<b>Total</b>						

Name ..... in the capacity of .....

Signature of Tenderer: \_\_\_\_\_

Duly authorized to sign the Tender for and on behalf of .....

Dated on ..... day of .....20 .....

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

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**Form 1.5 Undertaking by Tenderer on Anti-Bribery Policy / Code of Conduct and  
Compliance Programme**

**MEMORANDUM (Format 1)**

***(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446  
of 2013***

This company \_\_\_\_\_ (*name of company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive, and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of our Anti-Bribery Policy/Code of Conduct and Compliance Program are attached<sup>1</sup>.

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup>Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Tenderer. For tenders submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme

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**FORM 1.6 Litigation**

Applicant should provide information on any Litigation or Arbitration resulting from contracts executed in the last five years or currently under execution.

Date	Complainant	Status of the Case	Verdict

**SECTION V**  
**PROCUREMENT ENTITY'S REQUIREMENTS**

**Technical Specifications**

**1. List of Non-Consultancy Services**

**Tender No.: ELCT/KH/FY25/HQ1**

Printing and Distribution of 25,277 Case Management Data Collection and Reporting Books

S/N	Document Name	Particulars	Quantity	Delivery Completion period
1	National MVC Registration Form (Fomu Na. 1 - Rejesta ya Usajili wa Watoto Walio Katika Mazingira Hatarishi na Kaya Zao)	Triplicate (White, Yellow, Pink) and include 3 double-sided pages/ instructions at the beginning of the book A4 Perforated, serial number (use Letter of the form name before the serial number), perfect binding 1x3x50 forms @ book1 page @ form	2000	40 Days
2	National MVC Monthly Service Delivery Tracking Form (Fomu Na. 2 - Ufuatiliaji wa Kila Mwezi wa Huduma za Watoto Walio Katika Mazingira Hatarishi)	Triplicate (White, Yellow, Pink) Perfect binding; include 2-page guide instructions (double-sided) at the beginning of the book. The serial number on the top (use the Letter of the form name before the serial number) Legal, Perforated 1x3x50 forms @books,1 page @form	2000	40 Days
3	Child Assessment and Care plan (Fomu ya Tathmini ya Mahitaji na Mpango wa Huduma kwa Mtoto)	Triplicate (White, Yellow, Pink) Legal Perforated, serial number (use the Letter of the form name before the serial number), perfect binding, perforated 1x3x100 forms @ book 2 pages @form	2000	40 Days
4	Monthly MVC Service Tracking Summary Report Form (Fomu Na. 3 - Muhtasari wa Taarifa za Mwezi za Watoto Walio Katika Mazingira Hatarishi)	Triplicate (White, Yellow, Pink) A3 Perforated, serial number (use the Letter of the form name before the serial number), perfect binding, perforated 1x3x100 forms @ book 2 pages @form	1230	40 Days

5	Case Closer (Fomu ya kufunga shauri)	<p>Triplicate (White, Yellow, Pink)  Perfect binding; include 2 pages of guide instructions (double-sided) at the beginning of the book.  Serial number on the top (use Letter of the form name before the serial number)  Legal size, Perforated, 1x3x50 forms @books, 1 page @form</p>	1369	40 Days
6	Screening and Enrollment (Fomu ya Kuendesha Upembuzi na Usajili kwa Wanufaika)	<p>Perfect binding.  A4 size, 4 pages instructions (2 sheets double-sided), Then forms; 1page, single color; 70gsm bond paper with numbering; Perforated; Cover full-color 250gsm gloss.  20 forms @ book  50x1x1</p>	1500	40 Days
7	Family and Child Asset Assessment. (Dodoso la tathmini ya fursa na mahitaji ya mtoto pamoja na kaya)	<p>Perfect binding; A4 size; set of 8 pages instruction at the beginning of the book (4 sheets double-sided) + 5 sheets double-sided formsx10 (5x20x1)  Serial number; perforated.</p>	1700	40 Days
8	GBV Screening (Dodoso la Uchunguzi wa Ukatili wa Watoto na Ukatili wa Kijinsia kwa walezi, watoto na vijana)	<p>4pgs instructions (2sheets double sided) then forms 2pgs (1 sheet double sided) 100 forms @book.  b/w 70mf bond paper  Numbering and perforation  Cover: 250gsm gloss full-color</p>	1500	40 Days
9	HIV Prevention Knowledge (Dodoso la Tathimini ya Elimu ya Kuzuia VVU kwa Watoto na Vijana Balehe)	<p>Perfect binding; 4 pages of instructions at the beginning of the book (2 sheets double-sided) + 2 pages double-sided form (1 sheet) x 100 (1x100x1) sheets  A4 size, perforated one-side printing</p>	1369	40 Days
10	HIV Risks, Services, and Adherence (Dodoso la Tathimini ya VVU, Huduma na Ufuasi wa Matibabu kwa Watoto na Vijana)	<p>Perfect binding; 8 pages of instructions at the beginning of the book (4 sheets double-sided) + 2 pages double-sided form (1 sheet) x 100 sheets(1x100x1)  A4 size perforated one-side printing  Serial number</p>	2700	40 Days

11	HIV Risks Services Adherence Quarterly Monitoring Tool (Dodoso la Ufuatiliaji wa Viashiria vya VVU, Huduma na Ufuasi wa Matibabu kwa Watoto na Vijana (umri 0-1 (HRAQM))	Perfect binding; 6 pages of instructions at the beginning of the book (3 sheets double-sided) + 2 pages double-sided form (1 sheet) x100 (1x100x1) sheets A4 size, perforated bond paper side printing Serial numbers mf paper	2700	40 Days
12	HIV Risk Assessment for caregivers (Dodoso ya tathmini ya VVU kwa walezi wa OVC)	Perfect binding; 6 pages of instructions at the beginning of the book (3 sheets double-sided) + 2 pages double-sided form (1 sheet) x 100 (1x100x1) sheets A4 size, perforated bond paper one side printing Serial numbers mf paper	1194	40 Days
13	GBV&VAC Incident Reporting Form (Fomu ya kutolea taarifa vitendo vya ukatili wa kijinsia kwa Watoto)	Triplicates Ncr paper numbering with perforation 1x3x50	1369	40 Days
14	Referral form (Rufaa ya Watoto Walio Katika Mazingira Hatarishi)	Triplicate (White, Yellow, Pink) A3 size (w21x32h)cm Perforated, serial number (use the Letter of the form name before the serial number), perfect binding, perforated 1x3x100 forms @ book 1 pages @form	1369	40 Days
14	Fomu ya kumtambua na kumsaidia mwananfunzi aliye katika hatari ya kuacha shule mapema	Perfect binding; 6 pages of instructions at the beginning of the book (3 sheets double-sided) + 2 pages double-sided form (1 sheet) x 100 (1x100x1) sheets A4 size, perforated bond paper one-side printing Serial numbers mf paper	1277	40 Days
<b>TOTAL UNITS (BOOKS)</b>			<b>25,277</b>	

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## **SECTION VI: CONTRACT FORMS**

This Section contains forms which, once completed and submitted, will form part of the Contract.

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