



Request for Quotation

Procurement of Sports Materials

Introduction to Pact and ACHIEVE Project

Pact is an international nonprofit that works in nearly 40 countries, building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact. Since 2001, we have been working in Tanzania to help people and communities build their own capacity to generate income, improve access to quality health services, and gain lasting benefit from the sustainable use of natural resources around them to benefit future generations. For more about Pact, visit www.pactworld.org

ACHIEVE is a seven-year (2019-2026) USAID-funded global project whose primary goal is to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. To reach this goal, ACHIEVE supports OVC and DREAMS service delivery, provides technical assistance to strengthen social welfare systems, and supports capacity development for local partners to sustain services at the community level. In 2023, USAID added global health security to the project's scope of work. ACHIEVE is implemented by Pact in partnership with Jhpiego, Palladium, No Means No Worldwide, and WI-HER. ACHIEVE's countries of implementation include Burundi, the Dominican Republic, Namibia, Nigeria, Rwanda, South Africa, South Sudan, Tanzania, and Zambia. To learn more about ACHIEVE, visit www.pactworld.org/achieve

Objective of the Assignment

The overall objective of this assignment is to supply branded sports materials for adolescent boys aged 10 - 14 and their coaches in the five (5) councils¹ implementing Coaching Boys into Men (CBIM) intervention. The sports materials to be supplied include footballs, football jerseys for two teams per school, goalkeeper jerseys, coaches' tracksuits, and coaches' exercise shoes, as per specifications presented in the table below.

OVC Preventive program is an intervention that focuses on children aged ten to fourteen (10-14) in high HIV-burden geographic areas, particularly in areas where poverty and violence are endemic. For boys and girls, the developmental period of pre- and young adolescence entails unique opportunities but also rising exposure to risks, including sexual violence, particularly for girls. The focus for this group is evidence-based programming that prevents sexual violence, delays sexual debut, and prevents HIV. Pact Tanzania will use an evidence-based curriculum, Coaching Boys into Men (CBIM), to train a group of adolescent boys aiming to reduce their risk of violence and HIV acquisition. This evidence-based curriculum requires school and sports materials to facilitate the training.

¹ Bukoba MC, Kyela DC, Mbarali DC, Mbeya CC and Temeke MC.

Sports Material Specifications

Type of Items	Items Specifications	Number of Required Items
Coaches' Exercise shoes	<ul style="list-style-type: none"> • 100% Synthetic • Rubber sole • Durable density foam midsole provides lightweight response and lasting durability. • Level platform design features a lower heel-to-toe drop for a more natural running position. • Size – 43 (38 pairs) 	38
Coaches' Tracksuits	Training Coat and Trousers <ul style="list-style-type: none"> • 100% polyester, breathable, comfortable fabric, lightweight. • Slim fit design tracksuits • Full front zipper with ribbed cuffs and hem for a close fit. • Pants: adjustable waist: Internal drawcord for perfect fit • Zip pockets • Adult Size – XL (38 suits), • Branded as per artwork 	38
Footballs	<ul style="list-style-type: none"> • Type - Soccer balls • Material – Leather • Standard sizing – Size 4 • Weight – 12 – 13 ounces • Circumference – 25 – 26 inches • Waterproof 	38
Football Jerseys	Football jersey (Size: Qty Medium 760) T-shirt <ul style="list-style-type: none"> • 100% polyester, breathable, comfortable fabric, lightweight. • Ribbed crewneck (T-shirt) • Short sleeves (T-shirt) Shorts. <ul style="list-style-type: none"> • Adjustable waist: Internal drawcord for perfect fit • Branded as per artwork 	760
Goalkeeper Jersey	Goalkeeper Jersey <ul style="list-style-type: none"> • 100% polyester • Long sleeves (top) • Ribbed crewneck, • Shorts/trousers, socks, and gloves (size 17.2 cm – junior size) • Size – Medium (76) • Branded as per artwork 	76
Total		988

Scope of Work

The specific scope of work includes but not be limited to the following:

- a. Submit sample Sports materials to Pact's procurement department for review before branding (samples should be submitted for all designs, sizes, and colors).
- b. Communicate with Pact of any discrepancy from the approved sample before branding.
- c. Actual quantities to be supplied will be shared with the awarded vendor before issuance of LPO.
- d. Deliver Sports materials as per the distribution list below
- e. Submit proof of delivery of CBIM sports materials to Pact.

Distribution Plan

Region	Council of Delivery	Coaches Exercise shoes (Size)	Coaches Tracksuits	Footballs	Football Jersey	Goalkeeper Jersey
		43	XL		Medium	Medium
Dar es Salaam	Temeke MC	6	6	6	120	12
Kagera	Bukoba MC	6	6	6	120	12
Mbeya	Mbarali DC	26	26	26	520	52
Total		38	38	38	760	76

Timeframe

This assignment is expected to be conducted in 3 weeks from the contract's date.

Expected Deliverables

S/No.	Expected Deliverable
01.	Review of vendors' samples of required items to be procured.
02.	Selected vendor to procure the sports materials for CBIM.
03.	Delivery of the sports materials for CBIM to NIPs as per the distribution list below
04.	Final report on the distribution of sports materials for CBIM

Reporting

The Supplier will report to the Pact Tanzania Procurement Team.

Submission Instructions

- Draft the inception report detailing the methodology for supplying branded sports materials, including a tentative work plan before March 4, 2024.
- Joint Venture (JV) Agreement (If Applicable)
- Patent Registration Certificates (If Applicable)
- The Company Profile must be Attached.
- Evidence of Contracts/PO/Awards: Minimum of 2 contracts of similar value, nature and complexity implemented over the last three years.
- List at least two (2) names and addresses of the client served..
- Copies of registration, Certificate of Registration or Certificate of Incorporation Valid and relevant Business License, TIN Certificate, VAT Certificate, TAX Clearance and Certificate Issued in 2023 (relevant to the scope)..
- Item's specifications are fully addressed in the quotation.
- Certificate or letter of No-Litigation signed and signed by the Advocate of Court of law.
- Latest Audited Financial Statements for the last 2 Years and last 6 months certified bank statement.
- Delivery time must be specified.
- Payment terms are 100% after delivery.

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).
 - Delivery terms.
- * See the detailed evaluation criteria in the appendices.**

Note

- Interested, eligible dealers/vendors should deliver their sealed envelope to:
The Tender Committee
Pact Tanzania
P. O. Box 6348,
Dar es Salaam, Tanzania
- All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope. The deadline is 4th March 2024 2024 at 1100.

- Pact Tanzania will open all bids on March 4th , 2024, at 1130 in the presence of Bidders' representatives who choose to attend. The Bidders' representatives who are present shall sign a register evidencing their attendance.

Terms and Conditions - Disclaimers

1. Vendors MUST submit tender document physically at Pact office.
2. Late or incomplete bids will **not** be accepted.
3. The quote that complies with all the specifications/requirements and offers value for money shall be considered for the competition.
4. Pact may cancel the solicitation and not award.
5. Pact may reject any or all responses received.
6. Issuance of requests for quotes does not constitute a contract commitment by Pact.
7. Pact reserves the right to disqualify any offer based on the offer or failure to follow the solicitation instructions.
8. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
9. Pact will contact offerors to confirm the contact person's address and that the proposal was submitted for this solicitation.
10. Pact will not compensate vendors for their response to the solicitation.
11. Pact may award only part of the required items in this solicitation or issue multiple awards for the same lot.

Appendix 1: Detailed Information on Evaluation 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 qualifications or/and does not meet the criteria subject marked (*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status (*)	The vendor is a legally registered entity.	<ul style="list-style-type: none"> ▪ Certificate of Registration or ▪ Certificate of Incorporation ▪ Valid and relevant Business License ▪ TIN Certificate ▪ VAT Certificate TAX Clearance ▪ Certificate Issued in 2023 (relevant to the scope).
Certificates and Licenses (If Applicable)	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the building owner or Power of Attorney if the bidder is not a building owner. ▪ An official appointment as a local representative is required if the bidder submits a bid on behalf of an entity outside the country. ▪ Manufacturer authorization certificate for the quoted item/s. 	<ul style="list-style-type: none"> ▪ 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 three years.	Certificate or letter of No-Litigation signed and signed by the Advocate of Court of law.

Previous Experience (*)	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience. • Minimum two contracts of similar value, nature, and complexity implemented over the last three years. 	<ul style="list-style-type: none"> • The Company Profile must be Attached. • Evidence of • Contracts/PO/Awards • List at least two (2) names and addresses of the client served.
Financial Standing (*)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Latest Audited Financial Statements for the last 2 Years and 6 months certified bank statement.

Detailed Technical and Financial Evaluation

The technical and financial parts will be evaluated on a merit point/scores system Format of Technical Bid (Weight = 100%)

All Vendors who will score equal to or above the minimum acceptable score will be selected for the next stage as per below sections.

The Bidder's Bid should be organized to follow this format of the Technical Bid. When the bidder is presented with a requirement or asked to use a specific approach, it must state its acceptance and 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.

SECTION 1: Bidder's qualification, capacity, and expertise (60%)

- 1.1 General organizational capability is likely to affect implementation: management structure, project management controls, and the extent to which any work would be subcontracted (if so, provide details). (10%)

Support Document Needed: *Updated Organizational Structure including key personnel, equipment to support the work to be done.*

- 1.2 A clear methodology of how the vendor will successfully deliver the required quantities per the specifications. (50%)

Support Document Needed:

- *List of items to be supplied with their full technical specifications. (15%)*
- *The vendor should submit/state its estimated lead time and delivery SLA as per TOR. (10%)*
- *The vendor should submit a work plan showing how the contract will be executed within an estimated timeline. (considering sample confirmation, mobilization, verification, packaging, distribution, and delivery). (25%)*

SECTION 2: Scope of Supply, Technical Specifications, and Related Services (40%)

This section should demonstrate the Bidder's responsiveness to the specification by identifying the proposed components, addressing the requirements point by point, and demonstrating how the proposed bid meets or exceeds the requirements/specifications.

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

Support Document:

- i. *Sample submitted by shortlisted successful bidders from Section 1. (40%)*

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Financial Capacity Evaluation

Successful vendors will be evaluated on their prices and their financial capability to deliver this assignment as per the documents submitted.

Bidders must attach copies of two (2) consecutive years of current audited financial statements (balance sheets, cash flow statements, profit and loss statements including all related notes, etc.) for the years required above, complying with the following condition:

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

Quotation Cover Sheet

Support Document: *A quotation cover sheet in Tanzania Shillings.*

Price comparison shall be based on the landed price, including applicable taxes, transportation, insurance, and other related costs (including customs duties, shipping, special packaging, etc., where applicable).