



Terms of Reference for the Procurement of Business Startup Kits

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

The Objective of the Assignment

The overall objective of this assignment is to solicit an eligible and cost-efficient supplier to supply business startup kits for 119 project beneficiaries (110 young people, 9 caregivers, and youth groups) across 44 councils of ACHIEVE project implementation.

ACHIEVE Economic Strengthening (ES) interventions aim to ensure that parents/caregivers and youth have the financial resources to meet their household needs by increasing OVC Households' capacity to cope with the effects of the various risks they face and thereby improve their resiliency to future shocks. ES interventions include linkage to provisional support for destitute households, establishment and management of savings and lending groups for OVC caregivers and older youth, linkage to technical and business skills training, provision of business startup kits to most needy households, and linkage of producers with markets for their products. In 2024, Pact Tanzania will provide business startup kits to individual caregivers of 0-5 children, youth supported with vocational scholarships, and youth groups based on their selected businesses.

Note: Vendors can apply one or more of the listed types of kits as per the requirements listed below. Awards will be made based on locations or zones:-

Startup Kits Specification

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	FY 2023 Kits	Total
Tailoring	<p>Embroidery sewing machine</p> <ul style="list-style-type: none"> • Number of Needles: 1 (Single) • Speed, Max (S.P.M.): 800 • Stitch Type: Single Needle, Single Thread - Chainstitch - Type 101 • Needle Used: 137x1 TR (Chainstitch) 137x1 SM (Moss Stitch, Drop Stitch) • Max Stitch Length: 11/64" (4.5mm) • Needle Bar Stroke: 9/16" (14mm) • Presser Foot Lift: 3/16" (5mm) • Feed: Universal Feed Movement • WorkSpace: 10-1/4" (260mm) • Bed Size: 7-3/4" x 16-3/8" (197mm x 416mm) 	1			1
Male Saloon	<ul style="list-style-type: none"> • Apron (3 pieces of barbershop apron of at least three dark colors) • Salon trolley/rolling cart • Hydraulic reclining barber chair • Hair Clipper (guide comb) (Number 1, 2, 3 & 4) • Saloon towel 12 pcs (Custom High Quality 100% Pure Cotton, No Color Fading, at least three colors – light green, light pink, light blue) • Hair cutting machine(rechargeable), 250 AH, both cord and cordless, powerful rotary motor, constant power output, high precision 440C stainless steel blade, excellent craftsmanship, all-metal design. • Comb set of 4 plastic combs size No. 1, 2, 3, & 4. 	1	1		2

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	FY 2023 Kits	Total
Retail Shop	Refrigerator <ul style="list-style-type: none"> Gross freezer 150L capacity, -18K, cooling temperature, 1 Door, Energy efficiency class A+), LED interior light, 559x 854 (W x L) Weighing Scale <ul style="list-style-type: none"> Manual counter Weighing scale, 5Kg max capacity, with 5kg, 2Kg, 1Kg, 0.5kg, 0.25 Kg weighing stones. 	1			1
Food Processing	Sugarcane Juicer Machine <ul style="list-style-type: none"> Stainless steel Electric or both electric & fuel juice press 110LBS output per hour with a 2" large Inlet, 3 steel rollers, handwheel, 250 liters capacity per day. Manual sugar cane press extractor squeezer 	2			2
Peanut butter grinder	<ul style="list-style-type: none"> Power Supply: 1100W;110/220V Weight(kg): 22.5kg Dimension(mm): 33*30*63cm Grinding wheel diameter: 100mm Rotation speed:2850r/min Output: 15kg/hr 	1			1
Popcorn Machine	<ul style="list-style-type: none"> Capacity: 250 gms Popping Time: 3 mins Suitable for: 100 - 350 packets per day Dimension: 15"W x 12 1/4"D x 24"H Voltage: Voltage 120V 	1			1
Motor Vehicle Mechanics	Air Compressor Machine <ul style="list-style-type: none"> 220-230 V, 100 Lts tank capacity, 3HP, 10 bar pressure. 		1		1
Aluminium	<ul style="list-style-type: none"> Portable drill machine " MM 13 (5/8) Pop revert Machine (medium size) Portable router plane 		7		7

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	FY 2023 Kits	Total
	<ul style="list-style-type: none"> Hacksaw frame with blade (medium size) Try square (medium size) Sprit level 500 mm Sprit level 500 mm Router bit 3mm (2) Router bit 4mm (2) Drill bit (HSS) 4 mm (10) Drill bit (HSS) 8 mm (5) F. Clamp 600m Concrete Drill bit (Set of 5 Pc) 				
Plumbing	<ul style="list-style-type: none"> Hammer Drill (Makitta), 220 240V, Auxiliary handle, 1200W, 1.3 Meter cord, 26MM chuck size, 0-900 rotation. Potable welding machine (DC Inverter MMA 400S). Chopping hammer. Wire brush. Welding shield. <p>Extension cable</p> <ul style="list-style-type: none"> Amps: 13A Voltage: AC 220-240 Cable Rating: 2.5 mm 3 core Installation: Plug-in and Use Cable Length: 25 Meters Load Rating:3000 - 3600 Watts 		1		1
Decoration and Designing	<ul style="list-style-type: none"> Wedding metal chairs (Gold and white, stainless steel, Soft cushioned seat & backrest with no armrest) 4 pieces 		2	1	3
Welding and Metal Fabrication	<ul style="list-style-type: none"> · Engineering hammer, 2kg, fiber handle · Wire brush · Welding Shield 	1	58	4	63
Soap Making	<ul style="list-style-type: none"> Soap Molds – Soap Box (Mold) – Metal materials preferred from Local Welders 	1		1	2
Motor Vehicle Mechanic Box	<ul style="list-style-type: none"> Air compressor – Air compressor – 220-230 V, 100 Lts tank capacity, 3HP, 10 bar pressure. 		28	6	34
Total		9	98	12	119

Scope of Work

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

- Submit sample kits to Pact's procurement department when required.
- Review of vendors' samples of required items to be procured.
- Actual startup kits by quantity and type will be shared with the awarded vendor for the next steps.
- Timely delivery of quality kit items as per Pact's guidance and specifications.
- Distribution point - as per Pact's distribution list.
- Submit proof of delivery on distributing business startup kits and send it to Pact.

Distribution Points

Type of Kit	HUMULIZA (KAGERA)	SHDEPHA (KAHAMA)	PASADA (MBEYA)	IDT (TABORA)	PASADA (DSM)	BAKAID (SIMIYU)	TOTAL
Male Saloon		1			1		2
Aluminum					7		7
Embroidery sewing machine				1			1
Fridge & weighing scale						1	1
Air compressor machine				1			1
Peanut butter grinder					1		1
Popcorn Machine					1		1
Sugar Cane Juicer Machine					2		2
Plumbing					1		1
Decoration and Designing					3		3
Welding and Metal Fabrication	23	9	6	14	7	4	63
Soap Making		1		1			2
Motor Vehicle Mechanic Box		4	19	2	4	5	34
TOTAL	23	15	25	19	27	10	119

Timeframe

This assignment is expected to be conducted within three weeks from the date of issuing the Purchase Order (PO).

Expected Deliverables

S/No.	Expected deliverable
01.	Final methodology and detailed plan for supply and distribution of business startup kits for 119 beneficiaries for approval by Pact using a blanket procurement agreement. The methodology should outline the order response time.
02.	Deliver and Distribute the 119 business startup kits to the Partners' office per the approved distribution list.
03.	Report on distribution of Business startup kits and signed delivery notes of the received business startup kits.

Reporting

The Supplier will report to the Pact Tanzania Procurement Team.

Virtual Pre-bidding Meeting: July 30, 2024, from 11:00 am to 1:00 pm EAT (Microsoft Teams: Meeting ID: 234 243 779 292 and Passcode: 7NjBQy).

Submission Instructions

Interested dealers must submit the following information to Pact Tanzania:

1. Draft inception report detailing the methodology for supplying and distribution of startup kit, including tentative work plan before Friday, August 09, 2024 – 11:00 am EAT.
2. The current company profile must be attached.
3. Joint Venture (JV) agreement (If Applicable)
4. Patent registration certificates (If Applicable)
5. Certificate or letter of no-litigation signed by the Advocate of the High Court.
6. Copies of registration, Certificate of Registration or Certificate of Incorporation valid and relevant Business License, TIN Certificate, VAT Certificate, TAX Clearance Certificate issued in 2024 (relevant to the scope).
7. Latest audited Financial Statements for the last 2 years (most recent)
8. Payment terms are 100% after delivery.
9. Evidence of similar assignments and at least two (2) names and addresses of clients served. If worked previously with Pact before, past performance will be considered based on that as well.

10. Interested vendors should visit the Pact Tanzania Head Office to see a sample of the backpacks before submitting a quote. ***Shortlisted vendors who are successful at the minimum eligibility and qualification criteria stage (see Appendix 1) will be notified to submit samples of kits and provide assurance that the samples will meet the quantity needed by Pact.***

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 and Past performance - If worked previously with Pact, past performance will be considered based on that as well.
- Quality of items to be supplied ***Shortlisted vendors who are successful at the minimum eligibility and qualification criteria stage (see Appendix 1) will be notified to submit samples of kits and provide assurance that the samples will meet the quantity needed by Pact.***
- Delivery terms – time taken from PO issuance to final delivery.

Note:

Interested, eligible dealers/vendors should deliver their proposal/quotation to:-

**The Tender Committee,
Pact Tanzania,
Plot 1486, Msasani Peninsula (Masaki Area)
P. O. Box 6348,
Dar es Salaam, Tanzania.**

All quotes must be in Tanzanian Shillings and enclosed in a sealed envelope. **The deadline is Friday, August 09, 2024, by 11:00 am EAT.**

Pact Tanzania will open all bids on Friday, August 09, 2024, at 11:30 am EAT at Pact Tanzania's office in the presence of Bidder's representatives who choose to attend. The Bidders' representatives who are present shall sign a register evidencing their attendance.

Please Note:

1. Late or incomplete bids will **not** be accepted.
2. Electronic bids will not be accepted.
3. Pact may cancel the solicitation and not award.
4. Pact may reject any or all responses received.
5. Issuance of requests for quotes does not constitute a contract commitment by Pact.
6. Pact reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
7. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
8. Pact will be contacting all offerors to confirm the contact person; and address and that the proposal was submitted for this solicitation.
9. Pact will not compensate Vendors for their response to the solicitation.
10. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards of the scope of work.
11. 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 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 2024 (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. <p>Minimum two contracts of similar value, nature, and complexity implemented over the last three years.</p>	<p>The Company Profile must be Attached.</p> <p>Evidence of Contracts/PO/Awards</p>

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 (most recent)
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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 meet minimum requirements will be considered for sample submission.

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 (30%)

- 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). (5%)

Support Document Needed: *Updated Organizational Structure including key personnel, and 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. (25%)

Support Document Needed:

- The vendor should submit/state its estimated lead time and delivery SLA as per TOR. 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) (15%)
- Payment terms must be clearly stated (10%)

SECTION 2: Scope of Supply, Technical Specifications, and Related Services (50%)

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. *Confirmed specifications as per samples submitted by shortlisted successful bidders from the minimum eligibility and qualification criteria stage. (Full kit meets all specs, Partial specs met or Not met all) (25%)*

- ii. *Experience and Past Performance with Pact - Evidence of Contracts/PO/Awards: Minimum of 2 contracts of **similar value, nature, and complexity** implemented over the last three years. (20%)*
- iii. *List of items to be supplied with their full technical specifications. (5%)*

SECTION 3: Price (20%)

Successful vendors will be evaluated on their prices for this assignment as per the documents submitted. This section should demonstrate price competitiveness and reasonability. The vendor will be evaluated and compared with other vendors' bids and scored as per the selected evaluation method.

Support Document: *A quotation cover sheet in Tanzanian 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.

Financial Capacity Evaluation

Successful vendor(s) will be evaluated on 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.