Invitation to Bid

RFP Title: Provision of General Insurance Services, Security Guards & Intrusion System Services
Number: 2023-PACT/08/01
Date of Solicitation: August 29, 2023
Closing Date and Time: September 04, 2023, 11:00 am (Dar es Salaam, Tanzania)
Questions and Clarifications: Due by September 03, 2023

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. Visit us at www.pactworld.org

The Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination project, or ACHIEVE, is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID) and implemented by a Pact-led consortium of top global HIV/AIDS partners, including Palladium, No Means No Worldwide, and WI-HER.

Objective of the Assignment

Pact Tanzania is seeking eligible service providers for:-

A. Provision of general insurance services in the categories of fire and perils, burglary, motor vehicle insurance, all risks (office accessories), and Computer all risk cover to Pact Tanzania.

B. Security Services Company to provide unarmed but well-trained Security Guards and Intruder Alarm Systems (wired or wireless) for its new office premises at Masaki Peninsula, Plot No.1486, Off Mwaya Street, Kinondoni, Dar es Salaam and a field office in Dodoma, located at Dodoma Municipality, Plot No. 220, Block D, Swaswa Street.

Their proposals could form the basis for entering into contracts with Pact Tanzania. The contracts, if awarded, would be from October 01, 2023, for one year each, with a possibility of extension.

Scope of Work/Requirement

A. General Insurance Services

The provider is expected to provide fire & perils, burglary, motor vehicle insurance, all risks (office accessories), and computer all risk cover for Pact Tanzania.
The provider is expected to.

(i) Keep the details provided confidentially and update them as advised from time to time by Pact through its authorized representatives. (Any changes shall only be provided by a duly authorized officer of the client).

(ii) Provide fire & perils, burglary, fidelity guarantee insurance, and all risks (office accessories including computer all risk cover).

(iii) Provide additional benefits on the cover.

(iv) Such services as may be related or ancillary to the due performance of the above work.

(v) Furnish Pact with quarterly claim updates in respect of claims arising out of the specific insurance covers.

(vi) Be responsible to the Country Director or her assignee.

(vii) Be responsible for the following deliverables:

    a) Conducting a debriefing exercise and submitting a report.
    b) Furnish Pact with a policy document within Seven (7) days of signing the contract.
    c) Undertake a scope of cover and claims procedure presentation.
    d) Submit quarterly claims updates on pending claims.

(viii) Start providing the cover on the date of execution of the contract.

(ix) The contract period shall be Twelve (12) months from the date of the execution of the contract.

The following conditions shall be adhered to:-

a) The cover provided by the broker should be as in the tender document and should not be restricted by way of warranties, endorsements, or special conditions subject to award. If the entire policy document is found to be satisfactory, such document must be deposited with Pact Tanzania not later than fifteen (15) days from the inception of the cover.

b) Ensure that the sum insured under the policy will be adjustable accordingly by suitable means at the discretion of Pact Tanzania from time to time.

**B. Security Guards & Intrusion System Services**

Pact Tanzania maintains office premises at Masaki Peninsula, Plot No.1486, Off Mwaya Street, Kinondoni, Dar es Salaam, and Dodoma, located at Dodoma Municipality, Plot No. 220, Block D, Swaswa Street. The current number of guards required at this location per 24-hour period is detailed below:-

<table>
<thead>
<tr>
<th>Location</th>
<th>Facility</th>
<th>Guards per Shift</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masaki Peninsula, Plot No.1486, Off Mwaya Street, Kinondoni, Dar es Salaam</td>
<td>Office</td>
<td>0600 - 1800: 3</td>
</tr>
<tr>
<td>Dodoma Municipality, Plot No. 220, Block D, Swaswa Street.</td>
<td>Office</td>
<td>0600 - 1800: 1</td>
</tr>
</tbody>
</table>

Please note that the number of guards specified above is for a single 24-hour period. To allow for rest, holidays, sickness, etc., you must maintain a roster of more guards. Each guard will be required to work in accordance with prevailing industry practice and Government of Tanzania
Labour Laws. In addition to the number of guards, Guard Supervisors and other support staff will also be required. In your response, you are requested to clearly identify the number of staff you will employ to satisfy the requirement indicated in the Table above.

Interested vendors should download full Terms of References (ToRs) through this link: https://www.pactworld.org/country/tanzania/procurement

Eligibility

To be considered for the award, vendors must currently be legally operating in Tanzania, and the quotation must include all of the following information:

• Ability to meet or exceed the requirements/technical specifications.
• Ability to deliver the items/services specified in the Terms of Reference no later than the date(s) required.
• Quotes must be in Tanzania shillings and include taxes separately:

Interested bidders should submit their bids electronically to Pact Tanzania via email at tendertz@pactworld.org before September 04, 2023, at 11:00 am with the Subject line: "Tender for Provision of General Insurance Services” or "Tender for Provision of Security Guards & Intrusion System Services Services” depending on which tender the Bidder is interested in.

The bids should be addressed to:-

The Tender Committee,
Pact Tanzania
P. O. Box 6348,
Dar es Salaam, Tanzania

Pact will open all bids on September 04, 2023, at 11:30 am in the presence of bidder's representatives who choose to attend.