



Terms of Reference

RFQ Title: Procurement of CBIM Sports Materials

RFQ Number: 2022-PACT/01/06

Date of Solicitation: 27th June 2022

Closing Date and Time: 13th July 2022, 11:00 am (Dar es Salaam, Tanzania)

Questions and Clarifications: Due by 12th July 2022

Estimated Delivery/ Performance Date: 15th September 2022

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

This assignment aims to procure and supply branded sports materials for coaches and boys aged 9-14 in the twelve (12) councils implementing Coaching Boys into Men (CBIM) intervention.

Items Specification and Requirement

S/No.	Items	Type of Purchase	Quantity	Specifications
Coaching Boys into Men (CBIM)				
1	Instructors Cones	Supply different colored cones	1,296 pieces of cones	Quality football training cones (This should be six pieces per coach)
2	Linesman Flags	Supply lineman flags	432 linesman flags	FIFA quality linesman flags (2 per coach)

3	Coaches Kit Bag	Supply and print coaches' kit bags.	216 kit bags	Sports kits bag, complete with whistles, referee cards (Yellow and Red), air gauge, and referee notebook. Branding costs should be included in pricing.
4	Boy's and Coaches' Exercise Shoes	Supply football exercise shoes	4,752 exercise shoes (Boys' size 9-14 years) 216 - adult size (CBIM Coaches)	Quality Football exercise shoes in different colors Size: 1. Coaches – Size 41 (pair 55), size 42 (pair 76), size 43 (pair 85). 2. Boys – Size 38 (pair 2,376), size 39 (pair 2,376).
5	Coaches Tracksuits	Supply and print coaches' tracksuits.	216 tracksuits (Adult size)	Cotton Tracksuits, different color patterns with printed Logos (Logos will be provided by Pact) Size – XL (106) and XXL (110)
6	Trophies for Football Winners-First and Second Winner	Supply winner's trophies - Big trophies	216 big Trophies	Sports trophies specifically for football for 1 st runner's (Big)
		Supply winner's trophies - Small trophies	216 small trophies	Sports trophies specifically for football for 2 nd runner's (small)
7	Football balls	Supply footballs	432 balls (2 per school)	The balls should be of good quality leather size four football, circumference 25-26 inches, weight 12-13 ounces for children 9-14 years
8	Football Jerseys	Supply and print football jerseys	4,320 jerseys (Boys' size 9 -14 years) - This is per piece, including top, shorts, and socks.	Quality cotton jerseys of different colors to differentiate the two teams; the football jersey should include shorts, top, and socks. Branding costs should be included in pricing. Size – Small (2,160) and Medium (2,160)
		Supply and print goalkeeper jerseys	432 goalkeeper jersey, which includes shorts, top, socks, and gloves	Quality cotton goalkeeper jerseys of a different color to differentiate the two teams; the jersey should include shorts, top, socks, and gloves. Branding costs should be included in pricing.

				Size – Small (216) and Medium (216)
9	Coaches Whistles	Supply coaches whistles	432 whistles	Football whistles of good quality
10	First Aid Kits	Supply first aid kits	216 first aid kits	Middle size box with all medical equipment, i.e., bandage, spirit, pair of scissors (Complete)

Distribution List;

Cluster	Council	LIP Name	Place of Delivery	Items to be delivered to the LIP	# Of the school and sports materials for CBIM
Central	Mufindi DC	AWG	Mufindi DC	Footballs	60
				Linesman flags	60
				Instructors Cones	180
				Coaches whistles	60
				Boy's and Coaches' Exercise shoes	690 (Boys – 660 Coaches – 30)
				Jerseys	660 (football jersey – 600, Goalkeeper jersey 60)
				Coaches tracksuits	30
				Coaches Kit Bag	30
				First Aid Kit	30
				Trophies for Football Winners-First and Second winner	60 (Big - 30 Small – 30)
Lake	Muleba DC	HUMULIZA	Muleba DC	Footballs	50
				Linesman flags	50
				Instructors Cones	150
				Coaches whistles	50
				Boy's and Coaches' Exercise shoes	575 (Boys – 550 Coaches – 25)
				Football Jerseys	550 (football jersey – 500, Goalkeeper jersey 50)
				Coaches tracksuits	25
				Coaches Kit Bag	25
				First Aid kit	25
				Trophies for Football Winners-First and Second winner	50 (Big - 25 Small – 25)
	Mwanza CC	MOC SO	Mwanza CC	Footballs	66
				Linesman flags	66
				Instructors Cones	198

				Coaches whistles	66
				Boy's and Coaches' Exercise shoes	759 (Boys – 726 Coaches – 33)
				Football Jerseys	726 (football jersey – 660, Goalkeeper jersey 66)
				Coaches tracksuits	33
				Coaches Kit Bag	33
				First Aid Kit	33
				Trophies for Football Winners-First and Second winner	66 (Big - 33 Small – 33)
Southern Highlands	Kyela DC	ADP-Mbozi	Kyela DC	Footballs	54
				Linesman flags	54
				Instructors Cones	162
				Coaches whistles	54
				Boy's and Coaches' Exercise shoes	621 (Boys – 594 Coaches – 27)
				Football Jerseys	594 (football jersey – 540, Goalkeeper jersey 54)
				Coaches tracksuits	27
				Coaches Kit Bag	27
				First Aid Kit	27
				Trophies for Football Winners-First and Second winner	54 (Big - 27 Small – 27)
	Mbarali DC	ADP-Mbozi	Mbarali DC	Footballs	154
				Linesman flags	154
				Instructors Cones	462
				Coaches whistles	154
				Boy's and Coaches' Exercise shoes	1,771 (Boys – 1,694 Coaches – 77)
				Football Jerseys	1,694 (football jersey – 1,540, Goalkeeper jersey 154)
				Coaches tracksuits	77
				Coaches Kit Bag	77
				First Aid Kit	77
				Trophies for Football Winners-First and Second winner	154 (Big - 77 Small – 77)
	Mbeya CC	ADP Mbozi -	Mbeya CC	Footballs	6
				Linesman flags	6
				Instructors Cones	18
				Coaches whistles	6
				Boy's and Coaches' Exercise shoes	69 (Boys – 66 Coaches – 3)

				Football Jerseys	66 (football jersey – 60, Goalkeeper jersey 6)
				Coaches tracksuits	3
				Coaches Kit Bag	3
				First Aid Kit	3
				Trophies for Football Winners-First and Second winner	6 (Big - 3 Small – 3)
Western	Shinyanga DC	NELICO	Shinyanga MC	Footballs	24
				Linesman flags	24
				Instructors Cones	72
				Coaches whistles	24
				Boy's and Coaches' Exercise shoes	276 (Boys – 264 Coaches – 12)
				Football Jerseys	264 (football jersey – 240, Goalkeeper jersey 24)
				Coaches tracksuits	12
				Coaches Kit Bag	12
				First Aid Kit	12
				Trophies for Football Winners-First and Second winner	24 (Big - 12 Small – 12)
	Shinyanga MC	NELICO	Shinyanga MC	Footballs	2
				Linesman flags	2
				Instructors Cones	6
				Coaches whistles	2
				Boy's and Coaches' Exercise shoes	23 (Boys – 22 Coaches – 1)
				Football Jerseys	22 (football jersey – 20, Goalkeeper jersey 2)
				Coaches tracksuits	1
				Coaches Kit Bag	1
				First Aid Kit	1
				Trophies for Football Winners-First and Second winner	2 (Big - 1 Small – 1)
	Kahama TC	SHDEPHA + Kahama	Kahama TC	Footballs	4
				Linesman flags	4
				Instructors Cones	12
				Coaches whistles	4
				Boy's and Coaches' Exercise shoes	46 (Boys – 44 Coaches – 2)
				Football Jerseys	44 (football jersey – 40, Goalkeeper jersey 4)
				Coaches tracksuits	2
Coaches Kit Bag				2	
First Aid Kit	2				

				Trophies for Football Winners-First and Second winner	4 (Big - 2 Small – 2)
Msalala DC	SHDEPHA + Kahama	Kahama TC		Football	8
				Linesman flags	8
				Instructors Cones	24
				Coaches whistles	8
				Boy's and Coaches' Exercise shoes	92 (Boys – 88 Coaches – 4)
				Football Jerseys	88 (football jersey – 80, Goalkeeper jersey 8)
				Coaches tracksuits	4
				Coaches Kit Bag	4
				First Aid Kit	4
Ushetu DC	SHDEPHA + Kahama	Kahama TC		Football	4
				Linesman flags	4
				Instructors Cones	12
				Coaches whistles	4
				Boy's and Coaches' Exercise shoes	46 (Boys – 44 Coaches – 2)
				Football Jerseys	44 (football jersey – 40, Goalkeeper jersey 4)
				Coaches tracksuits	2
				Coaches Kit Bag	2
				First Aid Kit	2

All questions and requests for clarification should be directed to ProcurementTZ@pactworld.org with the subject line "**Request for Clarification: Procurement of CBIM Sports Materials**" before 12th July 2022.

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 Terms of reference no later than the date(s) required.
- Legally registered in Tanzania.

Timeframe

This assignment is expected to be conducted in 6 weeks from the date of issuing of the contract.

Reporting

The Supplier will report to Technical Advisor – Youth Interventions and Senior Procurement Officer.

Evaluation Criteria:

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

Submission Instructions

Interested suppliers must submit the following information to Pact Tanzania:

1. Draft inception report detailing the methodology for supplying and distributing school and sports materials to LIPs offices, including tentative work plan, for review and approval by Pact.
2. Quote, valid for at least 90 days
3. Current company profile
4. Copies of the 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 for two consecutive years
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 clients served.
10. Interested vendors should visit Pact Tanzania Dar Office to see a backpack sample before submitting a quote. **Shortlisted vendors will be required to submit samples similar to or close to the sample provided by Pact Tanzania.**

Vendors who wish to answer this RFP should send their proposals in sealed envelopes to Pact Tanzania Head Office by **13th July 2022, 11:00 am**. All sealed envelopes need to be marked as: **"Procurement of CBIM Sports Materials."**

Office Address: :
The Tender Committee
Pact Tanzania
74 Uporoto Street, Victoria
P. O. Box 6348, Dar es Salaam, Tanzania

Pact will open all bids on **Friday 13th July 2022 at 11.30 am** in the presence of Bidder's representatives who choose to attend.

Quotes must be in Tanzania shillings and include taxes separately:

- Proposals submitted through emails will not be considered.
- Quotations received after that time or at a different address may not be accepted.

Appendix: 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 qualification that 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 Business License • TIN Certificate • VAT Certificate • TAX Clearance Certificate Issued in 2022
Eligibility (*)	The vendor is not suspended, debarred, or otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and Pact Tanzania 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 building owner, or Power of Attorney, if the bidder is not a building owner. ▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country. 	<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 Signed Letter of No-Litigation
Previous Experience (*)	Minimum 3 years of relevant experience.	Company Profile must be Attached
	Minimum two contracts of similar value, nature, and complexity implemented over the last three years.	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.	Audited Financial Statements for last 2 Years

Detailed Technical and Financial Evaluation

The technical and financial parts will be evaluated on a merit point/scores system

Format of Technical Bid (Weight = 60%)

All Vendors who will score equal to or above the total average score will be selected for the next stage.

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, 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.

SECTION 1: Bidder's Qualification, Capacity, and Expertise

1.1 A general organizational capability that is likely to affect implementation: management structure, project management controls, and the 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 transparent methodology of how the vendor will successfully deliver the required quantities as per the specifications provided. The lead time MUST be indicated.*

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the proposed components, 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 fundamental aspects should be addressed in sufficient detail.

Requirement/Space Specification	Details (Please tick or fill up with relevant)
A. Bidder and Ownership Information	

Name of bidder: Address of office & residence: Telephone No./Mobile No.: Email Address:	
Full particulars of the person(s) offering the premises on rent/lease and submitting the tender:	
Status of the applicant concerning the accommodation offered for hire, i.e., legal owner or POA	
Ownership details	
Suppose the bidder is Power of Attorney Holder of the owner, copy of duly constituted Power of Attorney. Suppose the bidder is authorized signatory of the Company/ Partnership firm, copy of requisite Board Resolution/Authority Letter, etc.	
If the bidder or owner is Partnership Firm or Company/ Society etc., Copies of the Partnership deed or Memorandum of Association of the Company, Registration Certificate/by-Laws of the Society, etc. need to be submitted	
(a) Complete Address and location of the building. (b) Details of the Accommodation offered for rent (viz. Carpet area, no. of the floor). (c) Layout plan of the floor with dimensions	
B. Location and Site Condition	
Accessibility. The property must be accessible directly to the main thoroughfare by public transport, such as daladals, bajaj, boda-bodas, and Taxis.	
Drainage. It must have an adequate and properly installed drainage system and not be located in a flood-prone area.	
Parking Space. The property must have an exclusive parking space within the building for at least fifty (50) vehicles.	
Economic Potential. The property must be located in a commercial or business district and/or classified as mixed-use (office, commercial, business).	
Location. The property must be located within the area between Victoria toward the city center.	
Type of building- Commercial or Residential	
Number of Toilets – floor wise with details	
Property Utilization. The highest and best use of the property is for an office/commercial building.	

Cafeterias. Adequate food establishments/eateries/cafeterias/restaurants must be within proximity of the property.	
Banking/Postal/Telecommunication. The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within proximity.	
D. Real Estate	
Structural Condition. The building is designed in compliance with the Building Code of Tanzania.	
Functionality.	
Space Requirements. The leasable spaces must be adequate for the Pact (T) area requirement of at least one thousand two hundred (1,200) square meters.	
Light and Ventilation. The building's common areas must have proper lighting and ventilation system.	
Sanitation and Health Condition. The property must be OSHA compliant and located in a sanitary and healthy environment. It must have proper garbage facilities and must comply with the health and sanitation standards required under OSHA.	
Facilities. The building must have the following facilities/amenities:	
Main meter for the electrical and water supply exclusively for the use of Pact (T).	
Sufficient electrical and lighting fixtures and convenience outlets. There are also provisions for an electrical system (single-phase and three phases) for the air-conditioning units and other office equipment to be installed.	
Sufficient water supply within the building for all the tenants.	
There must be ample elevator/s for tenants, Pact (T) personnel, and its clientele/visitors if the building is four (4) stories or above.	
Fire alarm/detection system, fire-fighting equipment, and fire/emergency exits, as provided by laws.	
Electrical Facilities/Requirements:	
All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals must be in good working condition at the time of transfer.	
All electrical components within the building shall meet the electric load requirements provided for by Pact (T)	

Provision for comfort rooms (CR) with lavatories, mirrors, and exhaust fans for the exclusive use of Pact (T) employees and clientele/stakeholders/visitors	
IT Requirements	
The building must have provisions for the following:	
Space for the installation of horizontal and vertical network cabling (structured cabling infrastructure);	
Pact (T) should be allowed to demolish/chip portions of walls, floors, and ceilings for the installation of data cables; and	
Sufficient space for a network server.	

Financial Capacity Evaluation (Weight = 40%)

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, insurance, and the total cost of ownership (including maintenances, spare parts, consumption, installation, commissioning, training,