

TERMS OF REFERENCE FOR BPAS SET UP FOR SUPPLY OF CBIM 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. Our vision is thriving, resilient and engaged communities leading their own development. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact.

We are a recognized global leader in creating social impact. Our staff have a range of expertise in areas including capacity development, public health, governance, and civil society, climate change adaptation and mitigation, energy, women's economic empowerment, fragile states, artisanal and small-scale mining communities, monitoring and evaluation, microfinance, and more. Visit us at www.pactworld.org.

ACHIEVE is a five-year, USAID-funded global cooperative agreement with the dual objectives of attaining and sustaining HIV epidemic control among at-risk and hard-to-reach pregnant and breastfeeding women, infants, children, and youth, as well as mitigating the impact of HIV/ AIDS and preventing HIV transmission among these populations; and supporting the transition of prime funding and implementation to capable local partners to meet the PEPFAR goal of 70% of funding to local partners.

ACHIEVE is a consortium of leading organizations in the global HIV/AIDS response and organization capacity strengthening, led by Pact. Pact is joined by core partners Jhpiego, Palladium, No Means No Worldwide, and WI-HER. ACHIEVE implements a four-year activity (October 2020 to April 2024) that aims: (1) to improve national- and community-level social welfare systems to sustain support for orphans and vulnerable children (OVC) and families affected by HIV and (2) to strengthen the capacity of local organizations to deliver OVC services and (3) to deliver high-quality OVC services and DREAMS interventions for AGYW 9-14 years.

OVC Preventive program is an intervention that focuses on children aged nine to fourteen (9-14) 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 and rising exposure to risks, including sexual violence, particularly for girls. The focus of this group is evidence-based programming that prevents sexual violence, delays sexual debut, and prevents HIV.

Pact Tanzania through ACHIEVE Project, will use an evidence-based curriculum, Coaching Boys into Men (CBIM), to train a group of adolescent boys to reduce their risk of violence and HIV acquisition. This evidence-based curriculum requires school and sports materials to facilitate the training.

The Objective of the Assignment

The overall objective of this assignment is to solicit an eligible and the most economically advantageous supplier to be issued a Black Purchase Agreement (BPA) for the supply of school sports materials for both coaches and boys aged 9-14 in the twelve (11) councils implementing the Coaching Boys into Men (CBIM) intervention.

Specification for the Materials

S/No.	Requirement	Type of Purchase	Estimated Quantity	Specifications
Coaching Boys into Men (CBIM)				
1	Coaches' Exercise shoes	Supply football Exercise shoes	200 - Adult size (CBIM Coaches)	Quality Football exercise shoes in different colors
2	Coaches' Tracksuits	Supply and print Coaches' tracksuits (Printing ACHIEVE Strip Logo)	200 Tracksuits (Adult size)	Cotton tracksuits with different color patterns. The tracksuits will be branded with project logos. (The branding cost needs to be included in the quoted price).
3	Footballs	Supply footballs	400 Balls	The balls should be of good quality leather size four football, circumference 25-26 inches, weight 12-13 ounces for children 9-14 years
4	Football Jerseys	Supply and print Football Jerseys (Printing ACHIEVE Logo strip)	4,000 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, tops, and socks. (The branding cost

				needs to be included in the quoted price).
		Supply and print Goalkeeper Jerseys	400 goalkeeper jersey, which includes shorts, top, socks, and gloves	Quality cotton goalkeeper jerseys of different colors to differentiate the two teams; the jersey should include shorts, tops, socks, and gloves. (The branding cost needs to be included in the quoted price).
5	Coaches' Whistles	Supply Coaches whistles	400 whistles	Football whistles of good quality
6	First Aid Kits	Supply first Aid kits	200 first aid kits	Middle size box with all medical equipment, i.e., bandage, spirit, pair of scissors (Complete)

Scope of Work

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

1. Review of vendors' samples of required items to be procured.
2. Selected vendors procure school and sports materials for CBIM.
3. Deliver place will be done as per purchase orders that will be placed during the implementation of the blanket agreement.
4. Write a report on the distribution of school and sports materials for CBIM and send it to Pact.

Timeframe

The BPA's performance period will be a one-year period (1st October 2022 to 30th September 2023).

Expected Deliverables

1. Review of vendors' samples of required items to be procured.
2. Selected vendors procure the school and sports materials for CBIM.

3. The school and sports materials are distributed for CBIM per purchase orders.
4. Final report on the school and sports materials distribution for CBIM and sent to Pact.

Reporting

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

Requirements

An interested supplier must submit the following information to Pact Tanzania:

- Draft inception report detailing the methodology for distributing school and sports materials to CSO offices, including tentative work plan, for review and approval by Pact.
- Quote, valid for the period of the contract (BPA).
- Current company profile
- Copies of the registration certificate and address of their registered office, valid business license, VAT, TIN certificates, and Tax clearance certificate
- Descriptions of similar assignments and at least two (2) names and addresses of clients served

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

**The Tender Committee
Pact Tanzania
74 Uporoto Street, Victoria
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 **28th September 2022 at 11 am**.

Pact will open all bids on **28th September 2022 at 11.30 am** in the presence of Bidder's representatives who choose to attend. The present Bidders' representatives 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. The quote that complies with all the specifications/requirements and offers the lowest price and all other evaluation criteria indicated here shall be selected.
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 contractual commitment by Pact.
7. Pact reserves the right to disqualify any offer based on the offeror's 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 all offerors to confirm the contact person, address, and proposal submitted for this solicitation.
10. Pact will not compensate Vendors for their response to the solicitation.
11. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
12. 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 non-disclosure agreements bind all reviewers.

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 Qualification or/and does not meet 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.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2022
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. ▪ Manufacturer authorization certificate for the quoted item/s. 	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 by the Advocate of Court of Law.
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 = 80%)**

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, 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

- 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).

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 per the specifications. 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 point by point, providing a detailed description of the essential performance characteristics proposed, and demonstrating how the proposed Bid meets or exceeds their requirements/specifications. All important aspects should be addressed in sufficient detail.

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

Support Document:

- i. List of items to be supplied with their full technical specifications.
- ii. Sample Packaging and packing
- iii. Vendor should submit/state its production capacity per day and estimated SLA for delivery.
- iv. Vendor should submit a workplan showing how the contract will be executed within an estimated timeline provided.

Financial Capacity Evaluation (Weight = 20%)

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).