

TERMS OF REFERENCE FOR BPA SET UP FOR SUPPLY OF START-UP KITS FOR OVC THAT RECEIVED VOCATIONAL SCHOLARSHIP

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 (PBF) women, infants, children, and youth, as well as mitigating the impact of HIV/AIDS and prevent 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.

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 BPA for supplying Vocational start-up kits to 480 out-of-school CLHIV aged 14-17.

Product/Kits Specification

Type of Kit	Number of Kits	Content and Specification
Plumbing Kit	1	<ul style="list-style-type: none"> · Stock and dies 1/2" - 1 1/4" (1 Set) · Pipe wrench 14." · Hacksaw frame · Brass hummer · Screwdriver (both Flat and Star) 8" Inch · Tape measure 5m · Spirit level 50Cm · Pipe vice, 1/2 -2." · Adjustable spanner 14." · Cold chisel foot · Hoe (round) · Pipe wrench 14 inch · Pipe wrench 18 inch · Tank cutter 28.3"m · Pickaxe · Combination fix and ring spanner · Combination plier 160" mm 1 Set(3 pieces)
Masonry and Brick Layering Kit	4	<ul style="list-style-type: none"> · Wooden float 12"* 5" (305mm* 127mm) · Brick trowel 280mm/11Inch · Clump hammer (Big size) · Club hammer (Medium size)

		<ul style="list-style-type: none"> · Plum Bob 8" oz · Mallet (Rubber Mallet) · Masonry Hand (Mason Sow) · Goggles (Plastic) · Hoe (square) · Mason line · Pipe level plastic size 3/4" · Helmet (plastic) · Gloves (Heavy Duty Gloves) X" Large size 11" (100 per box) · Steel trowel spirit level 24 Ft." · Mason square 24."
Tailoring and Dressmaking Kit	250	<ul style="list-style-type: none"> · Domestic single needle straight sewing machine complete with table & Treadle Type stand · Sewing threads - Packets of 12Pcs · Tailoring Tape measure · Tailoring Straight cutting scissors - sizes; 9,10,11&12 · Sewing machine needles - Packet of 100 Pcs · Hand sewing Needles - Packet of 100Pcs · Fabric material - Heavy - (Each Bale of 25 meters)- color blue · Fabric material - Teton- (Each Bale of 27.5 meters) · Tailoring cutting squares (1 set)
	9	<ul style="list-style-type: none"> · Cooking pots 1 set (12 kg pot, 10 kg, 7kg, 5kg & 3kg)

<p>Catering and Food Production</p>		<ul style="list-style-type: none"> · Non-stick deep-frying pan 34cm · Non-stick frying pan 8." · Serving plates (White Ceramic or glass plate) 8" Inch 2 Sets (24 pieces) each set 12 Plates · Tablespoon (Stainless steel) 20 pieces · Teaspoons (stainless steel) 6 pieces · Glasses (water glasses 4" Sets- 20 pieces) · Food blender (1.25 L Max) · 1.5L glass water jug with lid · Steel food warmer server Hot pots 1 Set (4 pieces) · Stainless steel serving spoons (4 pieces) · 1.8L Plastic thermos flask vacuum · Small metallic tea strainer · Ceramic tea mugs (12 pieces) · Wooden cooking spoons (3 set · Kitchen measuring scale
<p>Hairdressing and Beauty</p>	<p>22</p>	<ul style="list-style-type: none"> · Dryer Models " Automatic at foot, three-speed at foot" VOLTAGE 220 V, Hz 50Hz, 1000W · Hair Washing Sink (Portable Height, Adjustable, Deep Basin Sink Hair Washing Bowl, with Drain Hose) with Auto Recline Shampoo Chair · Saloon chair (2 pieces) <ul style="list-style-type: none"> o Black color o With Hydraulic Pump Swivel

		<ul style="list-style-type: none"> o heavy-duty frame, padded with the high-density sponge and covered with PU leather o Inside seat dimension, 20" Long, 19" Wide o Seat height from 18.5" to 23." · Comb set (4 Plastic Combs size No 1,2,3 &4) - Towels (5 pieces) Medium Size, the color white
Domestic Electrical Installation Toolbox	52	<p>Electrical installation toolbox</p> <ul style="list-style-type: none"> o Tester/Test Lamp o Set Screwdriver (both Flat and Star) o Avo- Metter (Range Current 2000) o Pliers o Loom Nose Plier o Side Cutter o Box Spanner Set o Multimeter (Digital) and Hydrometer) o Fish tape o Insulated gloves o Head torch o Voltage tester
Welding and Fabrication	54	<ul style="list-style-type: none"> · Welding machine- 250 watt · Hacksaw frame - adjustable hacksaw frame w/ 10"carbon steel blade 255mm rubber grip · Chopping hammer medium size · Extension cable o Amps: 13A

		<ul style="list-style-type: none"> o Voltage: AC 220-240 o Cable Rating: 1.5 mm 3 core o Installation: Plug-in and Use o Cable Length: 25 Meters · Load Rating: 3600 Watts
Carpentry and Joinery kit	19	<ul style="list-style-type: none"> · Jack Plane No. 5 · Smoothing Plane No. 4 · Sash Clamp No. 5F 2 pieces · F. Clamp 2F · Hammer chisel 10mm · Hammer chisel 12mm · Hammer chisel 14mm · Rip saw (Dimensions: 26 x 8.5 x 1 inches (66 x 21.6 x 2.5 cm)) · Cross cut saw (Dimensions: 3.76 x 41 x 6.5 inches (9.6 x 104.1 x 16.5 cm)) · Claw hammer · Weight: 1.55 pounds (0.7 kg) · Dimensions: 12.9 x 5 x 1 inches (32.8 x 12.7 x 2.5 cm) · Fiberglass handle · Forged Hardened Steel Head · Ergo Shock Absorbing Rubber Grip · Marking gauge · Mortice gauge

		<ul style="list-style-type: none"> · Tape measure 5m · Try square with Hardwood Handle (8") Stainless Steel Ruler · Twist brace · Spokeshave
Motor Vehicle Mechanic Box	60	<ul style="list-style-type: none"> · Box Spanner Set (No 8-No 36) · Combination Spanner (No 8-No 36) · Rim Spanner (No 8- No 36) · Screwdriver (both Flat and star) 8" Inch · Alarm Key (1 Set) · Pliers (Combination of 5) · Spark Plug Spanner · Feeler Gauge 300mm · Ring Squeezer · Grip Plier · Adjustable Spanner · Grip Pump · Oil Can
Batik Making Kit	1	<ul style="list-style-type: none"> · Natural Dye powder- yellow, blue, and red 227" G · Natural Dye powder Aquarelle liquid- Yellow, Blue, and Red · Dharma acid (Net Wt. 1lb) · Procyon Deluxe Batiki materials · Alter Ego Dyes Fixative "250mm /8.6 oz." · 50liter plastic drum

		<ul style="list-style-type: none"> Indigo Dye kit "250mm."
Decorations (venue) Kit	1	<ul style="list-style-type: none"> Wedding metal chairs (white) 4 pieces Wedding tables Fabric wedding decoration 20ft*10ft (10 pieces-one of each color white, red, black, and pink) Flower vessels- 6 pieces (Plastic and large size) Flowers bunched – 7 pieces (plastic/fabric) Bunches of Plastic Flowers- 2 pieces Seat cushion/covers Decoration lights ten-piece (2 meters @) Softwoods 10 (6 meters)
Embroidery Kit	1	<ul style="list-style-type: none"> Domestic single needle Zigzag (Embroidery) Sewing Machine complete with table & Treadle Type stand (electric) Embroidery threads two dozen assorted colors Tailoring straight cutting scissors size 9 &10 Decorating lace 50 mts.
Baking and Decoration	1	<ul style="list-style-type: none"> Electric oven Kitchen mixers heavy duty 3-5kg Hand mixer Baking tins in four sets (round, triangle, different sizes, and different heights) Steel Measuring cups 1 Set (6-Pieces) and Measuring spoons 1 Set (5 -Pieces) Plastic Mixing bowl 1 Set (6- Pieces in Different colors) Mixing utensils (3 different spatula types)

		<ul style="list-style-type: none"> · Cooling rack (Steel) Medium size · Slicing machine · Cake Decoration sets · Kitchen measuring scale
Boiler Mechanics	1	Boiler Mechanics Toolbox (Wire Stripping Plier, Mini Plier, Side Cutter, End Cutter, Plier 8" Inch, Taster, Installation Tape, Screwdriver (Flat and Star) 8" Inch)
Air Condition	1	<ul style="list-style-type: none"> · Screwdriver (Flat and Star) 8" (1 piece each) · Multimeter (Digital) · Manfield gango · Vacuum pump "5.0m." · Tube cutter" unit 150." · Testa (Medium size)
Aluminum	1	<ul style="list-style-type: none"> · Portable drill machine " MM 13 (5/8) · Pop revert Machine (medium size) · Portable router plane · 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

		<ul style="list-style-type: none"> Concrete Drill bit (Set of 5 Pc)
CCTV Camera	1	<ul style="list-style-type: none"> CCTV Cable tripper, Strip COAX Cables Crimper, Ethernet crimp tools Connect tight compression tools CCTV Test monitor, service analog (MON -4HD, 4.3" Inches) CCTV cable crimping tools (TL-70 CCTV, RG 58" Coax cable)
Small Color Compressor Machine (paint sprayers)	1	Small Color Compressor Machine (paint sprayers) 50 Lt."

SCOPE OF WORK

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

1. Submit sample kits to pact's procurement department when required.
2. Review of vendors' samples of required items to be procured.
3. Deliver place will be done as per purchase orders that will be placed during the implementation of the blanket agreement.
4. Timely delivery of quality kit items as per list and specifications provided by Pact.

TIMEFRAME

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

Expected Deliverables

S/No.	Expected deliverable
1.	Final methodology and detailed plan for supply and distribution of business start-up kits for 480 caregivers of CLHIV aged 14-17 for approval by Pact using a blanket procurement agreement. The methodology should outline the order response time.
2.	Distribute the Business start-up kits to LIP s Office for 300 caregivers of CLHIV aged 14-17 as per purchase orders issued.
3.	Report on distribution of Business start-up kits and signed list of LIPs offices who received the Business start-up kits.

Reporting

The Supplier will report to Pacts' Economic Strengthening Advisor and Senior Procurement Officer.

Submission Instructions

Interested suppliers must submit the following information to Pact Tanzania:

- Draft report detailing the methodology for supplying and distributing business start-up kits to caregivers with CLHIV of 14-17 years, 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
- Items specifications are fully addressed in the quotation.
- Current Audited financial statement
- Delivery time must be specified.
- Evidence of similar assignments and at least two (2) names and addresses of clients served.

Please note that each lot the supplier/vendor is interested in must be a separate submission that includes the 9 requirements listed above.

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).
- Warranty considerations.
- Delivery

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 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 and 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 clear 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 the requirements/specifications. All essential 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. Warranty consideration.
- iv. The vendor should submit/state its daily production capacity and estimated delivery SLA.
- v. The vendor should submit a work plan showing how the contract will be executed within an estimated timeline.

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).