

## **TERMS OF REFERENCE FOR BPAs SET UP FOR SUPPLY OF BUSINESS START-UP KITS FOR CAREGIVERS**

### **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](http://www.pactworld.org).

ACHIEVE is a five-year project 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 Jhpiego, Palladium, No Means No Worldwide and WI-HER. ACHIEVE collaborates with the Government of Tanzania and Local Implementing Partners (LIPs) to implement the Economic Strengthening (ES) interventions.

The ES interventions aim to ensure that parents and caregivers have the financial resources to meet the needs of vulnerable children and adolescents by increasing OVC Households' capacity to cope with the effects of the various risks they face and thereby improve their resiliency to future shocks. The ES interventions include linkage to Provisional support for destitute households, establishment, and management of savings and lending groups for OVC caregivers, 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 2022, Pact Tanzania will provide business startup kits to individual caregivers of 0-5 children.

### **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 the supply of business startup kits to 300 caregivers across councils of ACHIEVE Project implementation.

*Vendors can apply to one or more lots listed below. Please note that an application to more than one lot requires a separate and complete submission, including the requirements listed below.*

## Product/kits Specification

Type of Kits	# Of kits	Kits Items Specifications
Tailoring and Dressmaking kit	30	<ul style="list-style-type: none"> <li>- Domestic single needle straight sewing machine complete with table &amp; Treadle Type stand</li> <li>- Sewing threads - Packets of 12Pcs</li> <li>- Tailoring Tape measure</li> <li>- Tailoring Straight cutting scissors - sizes; 9,10,11&amp;12</li> <li>- Sewing machine needles - Packet of 100 Pcs</li> <li>- Hand sewing Needles - Packet of 100Pcs</li> <li>- Fabric material - Heavy - (Each Bale of 25 meters)- color blue</li> <li>- Fabric material - Teton- (Each Bale of 27.5 meters)</li> <li>- Tailoring cutting squares (1 set)</li> </ul>
Catering and food vending kits	90	<ul style="list-style-type: none"> <li>- Cooking bowls/Sufuria 1 set, stainless steel, 7 equal sized pieces 5-12kg capacity (12 kg pot, 10 kg, 7kg, 5kg &amp; 3kg)</li> <li>- Thermos (3 Litters capacity)</li> <li>- Serving plates (White Ceramic plate) 8" Inch (dozen), Marble, round plate, 12 pc per set</li> <li>- Spoon: Stainless steel, 12 pieces set</li> <li>- Glasses (Water Glasses 4" Sets), 8 ounces, glass,12 pieces set</li> <li>- Cups/Mug (Dozen/12 Pieces), Marble, 8 ounces, 12 pieces set</li> <li>- Charcoal Stove, Mkaa poa/charcoal poa iron structure, round or four angular cooking stoves</li> <li>- Plastic Table, Plastic, six-seater angular</li> <li>- Knives (Set of 3), Home cutting-stainless steel, hardened plastic, or wood handle</li> <li>- Hotpot (Steel food warmer server) 1 Set (4 pieces), Medium Size (2kg), 3 pieces set</li> <li>- Chairs - Plastic, president type,6 chairs per set</li> <li>- Beam balance - Iron with 5kg, 2kg, 1kg, 0.5kg and 0.25kg stones</li> <li>- Cool box/Deli - 40 ltrs capacity cool box for cold drinks</li> <li>- Heavy duty blender – 3-4L, Blender 2000W</li> <li>- <i>Kabati la chips/ vitafunwa</i>- Counter-Top warm food Display Cabinet, 2 adjustable shelves, 160 litre volumes</li> <li>- Medium refrigerator</li> <li>- Medium freezer</li> <li>- Food processing machine</li> <li>- Deep fryer (electric or gas)</li> <li>- Juicer</li> <li>- Ice cream machine</li> </ul>
Poultry	30	<ul style="list-style-type: none"> <li>- Chick feeders - Plastic 30 CM round (6 Kg capacity)</li> <li>- Chick drinkers - large size Chicken drinkers 10 pieces</li> <li>- Chicken feeders 6 kg -plastic - Lage size Chicken feeder 5 PCs</li> <li>- Chicken feeders 12 kg -plastic - Lage size Chicken feeder 5 PCs</li> <li>- Gumboot's pair - large size- plastic</li> <li>- Spade - Heavy-duty spade with a wooden handle</li> <li>- Chicken cage/Dwelling structure - 3 Tier battery cages</li> <li>- Incubator - Small 500 - 1000 eggs capacity</li> </ul>

Gardening (Agric/ Horticulture)	75	<ul style="list-style-type: none"> <li>- Implements hoes - Hand hoe, Wooden handle, Stainless steel</li> <li>- Implements rake - Garden Master, Steel handle rake</li> <li>- Water Can - Water can 10LT (Round) 1PC</li> <li>- Matchet - Farm standard with wooden handle</li> <li>- Sprayer pump - Plastic Nozzles, 20L capacity</li> <li>- Gumboots Pair - Large size- plastic</li> </ul>
Agriculture		<ul style="list-style-type: none"> <li>- Plough - Ox Driven Plough, 1 Furrow manually driven</li> <li>- Water pump/ Irrigation pump - 10KW high-pressure irrigation pump (1-5 acres coverage capacity)</li> </ul>
Soap Making	6	<ul style="list-style-type: none"> <li>- Gloves (pair) - Heavy-duty waterproof gloves (Pair)</li> <li>- Mask - Industrial reusable Masks</li> <li>- Soap Moulds - Plastic Moulds</li> <li>- Soap making assorted chemicals- Starter pack - Costic soda 1kg, Gloves, Mask, Colouring material, Oil, glycerine 1 lt, Sodium Silicate,</li> <li>- Liquid soap Packaging containers (Handwashing containers, 1 -5 liter Packaging) - Kangaroo 2 kg, sulfonic two liters, perfume 2 pc, formalin 2 Ltrs, Colour 2 pc, Soda ash 2 pc, salt stone 2 pc, Gasoline 2 pc</li> </ul>
Hair Dressing and Beauty/ Saloon	60	<ul style="list-style-type: none"> <li>- Dryer Models " Automatic at foot, three-speed at foot" VOLTAGE 220 V, Hz 50Hz, 1000W - Adjustable heat setting, dual voltage</li> <li>- Plastic Salon Sink - Mobile, Plastic, allows lying down while hair is being washed</li> <li>- Plastic chair - Plastic, president type</li> <li>- Comb set - Plastic, set of 4 Plastic Combs size No 1,2,3 &amp;4</li> <li>- Hand dryer</li> <li>- Hair steamer " Automatic at foot, three-speed at foot" VOLTAGE 220 V, Hz 50Hz, 1000W.</li> </ul>
Masonry & Bricklaying	2	<ul style="list-style-type: none"> <li>- Wooden Float - Wooden 12"* 5" (305mm* 127mm)</li> <li>- Brick Trowel 280mm/11Inch - Set of 5, Stainless steel, with wood handles</li> <li>- Clump Hammer (Big size) - Solid steel Hammer</li> <li>- Club Hammer (Medium size) - Solid steel Hammer</li> <li>- Plum Bob - Between 1 and 8 OZ - preferable 8 Oz</li> <li>- Mallet - Standard Rubber Mallet</li> <li>- Hand (Mason Sow) - Standard Mason Sow</li> <li>- Goggles - Hard Plastic Heavy standard goggles</li> <li>- Hoe - Standard Square Hoe</li> <li>- Mason line - 1000 ft Braided Nylon Mason Line- Gray</li> <li>- Pipe level - Plastic Size 3/4"</li> <li>- Helmet plastic - Standard Plastic protective helmet</li> <li>- Gloves - (Heavy Duty Gloves) X" Large size 11."</li> <li>- Steel trowel Spirit Level 24 Ft" - Spirit level High accuracy bubble, tubular</li> <li>- Mason Square 24" - Mason square steel</li> </ul>
Welding	2	<ul style="list-style-type: none"> <li>- Welding Machine - Standard 250 watts Machine</li> <li>- Hacksaw Flame - Heavy-duty 6" aluminum hacksaw flame</li> <li>- Chopping hammer - a medium-size hammer with an iron handle (plastic covered)</li> </ul>

		- Hacksaw Slade - Standard steel Hacksaw Slade with wooden handle - Extension cable - Standard 1.5* 25m" cable
Solar Panel	2	- Solar Panels (10 Watts) - Boom-1 lamp, panel, and charger

## Scope of Work

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

- a. Submit sample kits to pact's procurement department when required.
- b. Review of vendors' samples of required items to be procured.
- c. Deliver place will be done as per purchase orders that will be placed during the implementation of the blanket agreement.
- d. Write a report on the distribution of school and sports materials for CBIM and send it to Pact.
- e. Timely delivery of quality kit items as per list and specifications provided by Pact.

## Timeframe

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

## Expected Deliverables

S/No.	Expected deliverable
1.	Final methodology and detailed plan for supply and distribution of business startup kits for 300 caregivers of children aged 0-5 for approval by Pact using a blanket procurement agreement. The methodology should outline the order response time.
2.	Distribute the Business startup kits to LIP s Office for 300 caregivers of children aged 0-5 as per purchase orders issued.
3.	Report on distribution of Business startup kits and signed list of LIPs offices who received the Business startup 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 startup kits to caregivers with OVC of 0-5 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 nine 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
<b>ELIGIBILITY</b>		
<b>Legal Status (*)</b>	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
<b>Certificates and Licenses (If Applicable)</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the building owner, or Power of Attorney, if the bidder is not a building owner.</li> <li>▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> <li>▪ Manufacturer authorization certificate for the quoted item/s.</li> </ul>	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
<b>QUALIFICATION</b>		
<b>Litigation History (*)</b>	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.
<b>Previous Experience (*)</b>	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.

<b>Financial Standing (*)</b>	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Audited Financial Statements for last 2 Years
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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 = 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).