

TERMS OF REFERENCE FOR BPAs SET UP FOR SUPPLY OF REUSABLE SANITARY KITS

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, 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.

Pact Tanzania under ACHIEVE project is considering issuing a Blanket Purchase Agreement (BPA) to an eligible supplier for the supply of reusable sanitary kits to 83,274 adolescent girls aged 10-14 in 11 DREAMS Councils. This is meant to ensure a safe and comfortable learning environment for the girls in school and reduce period-related school absenteeism.

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 reusable Sanitary kits to 83,274 adolescent girls. The contractor for this TOR will work with Pact on the scope of work outlined below. Pact will make the payment directly to the vendor who will be selected to procure and distribute the reusable sanitary pad kits.

Scope of Work

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

1. Deliver a sample of the Re-usable Sanitary kits manufactured by your company and present a detailed plan for supply and distribution of the sanitary kits to Pact.
2. Procure 83,274 reusable sanitary pad kits appropriate for use by adolescent girls ages 10-14 years according to the kit specifications in **Table 1**.
 - Suppliers may not suggest changes in quantities of items.
 - The kit contents must be approved for use within Tanzania.
 - The supplier should indicate the unit price of the kit with their application.
 - The supplier should specify the timeframe for the production of the 83,274 kits.
 - The vendor must provide a sample kit with this application.
 - The supplier should ensure each sanitary kit has complete contents as per Table 1.

Table 1: Reusable sanitary pad kit specifications

S/No.	Item
1	4 pcs of reusable sanitary pads (2 short to be used during the day and 2 long at night)
2	2 pcs of cotton underwear (medium size)
3	Reusable pad user instruction
4	1 small storage bag (for storing used pad)
5	Reusable cloth bag to store all kit contents

3. Deliver place will be done as per purchase orders that will be placed during the implementation of the blanket agreement.
4. Submit supporting documents proving distribution of Re-usable Sanitary Kits to Pact.

Timeframe

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

Expected Deliverables:

- Deliver a sample of the Re-usable Sanitary kits manufactured by your company and present a detailed plan for supply and distribution of the sanitary kits to Pact.
- Procure the Re-usable Sanitary kit as per the agreed content.
- Deliver the 83,274 reusable sanitary kits.
- Submit supporting documents for all Reusable Sanitary Kits delivered to Pact per orders placed.

Reporting

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

Requirements

Interested dealers must submit the following information to Pact Tanzania:

- Deliver a sample of the Re-usable Sanitary kits manufactured by your company and present a detailed plan for supply and distribution of the sanitary kits for 83,274 adolescent girls 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**

Any questions can be addressed to ProcurementTZ@pactworld.org

All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope. The deadline is on **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. Local vendors will be paid in Tanzanian shillings (TZS) and international vendors in United States dollars (USD). Please provide the price information accordingly.
2. Late or incomplete bids will **not** be accepted.
3. Electronic bids will not be accepted.
4. The quote that complies with all the specifications/requirements and offers the lowest price and all other evaluation criteria indicated here shall be selected.
5. Pact may cancel solicitation and not award.
6. Pact may reject any or all responses received.
7. Issuance of requests for quotes does not constitute a contractual commitment by Pact.
8. Pact reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
9. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
10. Pact will contact all offerors to confirm the contact person, address, and proposal submitted for this solicitation.
11. Pact will not compensate Vendors for their response to the solicitation.
12. 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.

13. 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 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 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. *Samples' levels of absorption will be measured using water. The sample with a high level of absorption and dryness will be considered.*
- iii. *Sample Packaging and packing*

2.2 Proof of availability of a manufacturing plant or a principal manufacturer with the capacity to undertake the assignment.

Support Document:

- i. The physical address of the manufacturing plant or a principal manufacturer.
- ii. The vendor should submit/state its daily production capacity and estimated delivery SLA.
- iii. The vendor should submit a work plan 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).