

# Terms of Reference

## Supply of Educational Subsidies for Primary School Girls

### Introduction

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.

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.

Pact Tanzania through ACHIEVE project, will provide educational subsidies comprised of School bags, Mathematical sets, Pens, Pencils, and A4 Exercise books for 9,746 adolescent girls aged 10-14 in Mufindi DC. This aims to promote a safe and conducive learning environment for girls in primary schools.

### Objective of the Assignment

The overall objective of this assignment is to procure educational subsidies comprised of school bags, mathematical sets, pens, pencils, and A4 exercise books for 9,746 adolescent girls in Mufindi DC and 11,500 in-school Children aged 6 – 14 to ensure retention and completion of primary and secondary education available in Dodoma MC, Iringa DC, Iringa MC, Kilolo DC, Mafinga TC, Mufindi DC, and Kilombero DC..

### Distribution Information:

All items will be distributed to Pact Tanzania warehouse located in Dar es Salaam.

## Educational Subsidies Kits to be supplied will Comprise the Following Items:

Item	Description of Item	Number of Items per Kit for 9,746 Adolescent Girls	Number of Items per Kit for 11,500 in-school Children aged 6 – 14
School bag	Backpack – waterproof	1	1
Mathematical set	Mathematical set includes including the ruler, rubber, sharpener, dividers, protractor, set square, compass, ellipsograph, T-square, and opisometer)	1	1
Pens	Type: - Ball Pen. Material: - Plastic. Color: - Blue / Black.	5	5
Pencils	621 HB Pencil, Material: Wood - Superior hb bonded lead resists breakage Clear and sharp writing	5	5
Eraser	621 Plasto	1	1
A4 Exercise books	100 pages	5	10

### Scope of Work

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

1. Interested vendors will visit Pact Tanzania - Dar es Salam Office to see samples of the backpacks before submitting quotes. **Shortlisted vendors will be required to submit at least two samples of backpacks and provide assurance that the samples provided will meet the quantity of bags needed by Pact.**
2. Pact will review the samples submitted by the vendors regarding the samples Pact shared with the vendors and select the best vendor.
3. Selected vendors will procure education subsidies kits (containing: School bag, Mathematical set, Pens, Pencils, Eraser, and A4 Exercise books).
4. The vendor will distribute educational subsidies to Pact Tanzania's warehouse in Dar es Salaam.
5. The vendor will submit supporting documents proving delivery of education subsidies to Pact.

### Timeframe

This assignment is expected to be conducted in the period of 4 weeks from the date of issuing the contract.

## **Reporting**

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

## **Submission Instructions**

Interested dealers must submit the following information to Pact Tanzania:

1. Draft inception report detailing the methodology for supplying and distributing education subsidies kits, 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 their registered office's registration certificate and address, 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.

## **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).
- Delivery terms.

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 6<sup>th</sup> July 2022 at 11 am**

Pact will open all bids on 6<sup>th</sup> **July 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 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 the 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 or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2022
<b>Eligibility (*)</b>	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
<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 Signed Letter of No-Litigation
<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

### 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, 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 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 specific components proposed, 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 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.*

### **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, transportation, insurance, and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).