

**THE NELSON MANDELA
AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY
(NM-AIST)**



ADDENDUM NO. 1

**TENDER FOR PROVISION OF AIR TRAVEL AND HOTEL RESERVATION
SERVICES**

TO: PROSPECTIVE BIDDERS

Reference has been made to the above heading.

Nelson Mandela African Institution of Science and Technology has received request for clarification in the invitation for Tender No. PA/112/2017-18/HQ/NC/04 for Provision of Air Travel and Hotel Reservation Services.

Addendum below refers to the Tender No. PA/112/2017-18/HQ/NC/04 Provision of Air Travel and Hotel Reservation Services

(a) In Section III - Forms Of Tender, replace form of Qualification Information with the following:

4.0 Form of Qualification Information

[To establish qualifications to perform the contract the Tenderer shall provide information requested in form below]

1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Eligibility

Constitution or legal status of Tenderer: *[attach copy]*

Place of registration: *[insert]*

Principal place of business: *[insert]*

Registration/ Certificate of Incorporation *[attach]*

Current Business License *[attach]*

Conflict of Interest - No conflict of interest in accordance with ITT 3.6 *[should be declared in the Form of Tender]*

Government-owned entity - meet conditions of ITT 3.8 *[Attach legal status]*

Experience

1.2 Services performed as Service Provider on the services of a similar nature and volume over the last three (3) years.

| S/No. | Project Name and Country | Name of Employer and full address | Service Provider Participation | Type of Services Performed | Year | Value of Contract |
|-------|--------------------------|-----------------------------------|--------------------------------|----------------------------|------|-------------------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |

To comply with this requirement, services cited should be at least 70 per cent complete.

Experience as Service Provider, sub-contractor in at least five contracts for the past three years, each with a minimum value [PE to insert minimum value in TZS] that have been successfully and substantially completed and that are similar to the proposed services. *Not Applicable*

Also list details of services under way or committed, including expected completion dates.

| S/No. | Name of Contract | Employer's Contact Address, Tel, Fax | Value of Outstanding Services [Current TZS Equivalent] | Estimated Completion Date | Average Monthly Invoicing Over Last Six Months [TZS/month] |
|-------|------------------|--------------------------------------|--|---------------------------|--|
| 1. | | | | | |
| 2. | | | | | |
| n-1 | | | | | |
| N | | | | | |

1.3 Equipment and Plants

Major items of Service Provider's Equipment proposed for carrying out the services.
List all information requested below

List all information requested below

| S/No. | Item of equipment [PE to list required equipment] | Description, make, and age (years) | Condition (new, good, Poor) and number available | Owned, leased (from whom?) or to be purchased (from whom?) |
|-------|---|------------------------------------|--|--|
| 1. | Not Applicable | Not Applicable | Not Applicable | Not Applicable |
| 2. | | | | |
| n-1 | | | | |
| n | | | | |

1.4 Personnel

Qualifications and experience of key personnel proposed for administration and execution of the Contract. (CVs of all key proposed key personnel shall be attached)

| S/No. | Position | Name | Years of Experience (General Experience) | Years of experience in proposed position |
|-------|----------|------|--|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| n-1 | | | | |
| n | | | | |

1.5**Subcontracting**

Proposed sub-contractor and firms involved. Refer to ITT Sub-Clause 3.11 and Clause 7 of General Conditions of Contract

| S/No. | Sections of the Services | Value of subcontract | Subcontractor (name and address) | Experience in similar service |
|-------|--------------------------|----------------------|----------------------------------|-------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| n-1 | | | | |
| n | | | | |

1.6**Average Annual Services Turnover**

Minimum average annual services turnover of TZS 5,000,000 calculated as total certified payments received for contracts in progress and/or completed within the last three years, divided by three years.

| Annual turnover data (services only) | | | |
|--------------------------------------|-----------------|-----------------------------------|----------------|
| Year | Amount Currency | Exchange Rate | TZS Equivalent |
| Year 1 | | | |
| Year 2 | | | |
| Year 3 | | | |
| Year 4 | | | |
| Year 5 | | | |
| | | Average Annual Services Turnover★ | |

★ Total TZS equipment for all years divided by the number of years.

1.7**Financial Situation and Performance**

Financial reports for the number of three years. Balance sheets, profit and loss statements, auditors' reports, etc.

[List below and attach copies.]

The submitted financial reports must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long term profitability.

1. Average Coefficient of Current Ratio ≥ 1.1
2. Average Coefficient of Debt Ratio ≤ 0.75
3. Average Coefficient of Interest Coverage Ratio ≥ 5.0
4. Debt Equity Ratio ≤ 3.0

Information in this table should be extracted from the financial reports submitted.

| Type of Financial information in (TZS) | Historic information for previous (TZS equivalent) | | | | |
|---|--|--------|--------|-------|--------|
| | Year 1 | Year 2 | Year 3 | Year4 | Year 5 |
| Statement of Financial Position (Information from Balance Sheet) | | | | | |
| Total Assets (TA) | | | | | |
| Total Liabilities (TL) | | | | | |
| Total Equity/Net Worth (NW) | | | | | |
| Current Assets (CA) | | | | | |
| Current Liabilities (CL) | | | | | |
| Working Capital (WC) | | | | | |
| Information from Income Statement | | | | | |
| Total Revenue (TR) | | | | | |
| Profits Before Taxes (PBT) | | | | | |
| Cash Flow Information | | | | | |
| Cash Flow from Operating Activities | | | | | |

1.8

Financial Capability

The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow requirements estimated as TZS 50,000,000 for the subject contract(s) net of the Tenderer other commitments

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total services cash flow demands of the subject contract or contracts.

| Source of financing | Amount (TZS Equivalent) |
|---------------------|-------------------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contracted by the Employer.

1.10**Litigation History**

Information on current litigation in which the Tenderer is involved.

| S/No. | Other party(ies) | Cause of dispute | Amount involved |
|-------|------------------|------------------|-----------------|
| 1. | | | |
| 2. | | | |

1.11**Occupation Health and Safety Policy**

Information regarding Occupation Health and Safety Policy and Safety Record of the Tenderer

1.12**Proposed Service Programme**

Proposed Program (service method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the tendering documents.

2.**Joint Ventures**

- 2.1 The information listed in 1.1 - 1.11 above shall be provided for each partner of the joint venture.
- 2.2 The information in 1.11 & 1.12 above shall be provided for the joint venture.

ISSUED BY

VICE CHANCELOR

THE NELSON MANDELA AFRICAN INSTITUTION OF SCIENCE AND TECHNOLOGY

25.10.2017