

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



**Invitation for Tenders**

**Tender No: PA/112/2017-18/HQ/G/28**

For

**Supply, Installation, Training & Commissioning of Library  
Equipment**

**Date: 13.10.2017**

1. This Invitation for Tenders (IFT) follows the General Procurement Notice for the Nelson Mandela African Institution of Science and Technology for the 2017/2018 financial year that appeared in the Tanzania Procurement Journal issue No. 32 of 8<sup>th</sup> August, 2017
2. The Nelson Mandela African Institution of Science and Technology has received a grant from the African Development Bank towards the cost of supply, installation, training and commissioning of library equipment and it intends to apply part of the proceeds of this grant to cover eligible payments under the contract for supply, installation, training and commissioning of library equipment.
3. The Nelson Mandela African Institution of Science and Technology now invites sealed tenders from eligible suppliers of library equipment.
4. Tendering will be conducted through the National Competitive Bidding procedures specified in the Public Procurement Regulations, 2013 - Government Notice No. 446 and the Public Procurement (Amendment) Regulations, 2016 -

Government Notice No. 333 and is open to all Tenderers as defined in the Regulations.

5. Interested eligible Tenderers may obtain further information from and inspect the Tendering Documents at the office of the Secretary, NM-AIST Tender Board, Wing A, Ground Floor, Room No. E110, Old Moshi/Nelson Mandela Road, P.O.Box 447, Arusha, Tanzania from 08:00am to 03:30pm on Mondays to Fridays inclusive except on public holidays.
6. A complete set of Tendering Document(s) in English language and additional sets may be purchased by interested Tenderers on the submission of a written application to the address given under paragraph 5 above and upon payment of a non-refundable fee of Tshs. 50,000/= or USD 25. Payment should either be by Cash, Banker's Draft, or Banker's Cheque, payable to Nelson Mandela African Institution of Science and Technology. **For bank deposit, below are the bank details:**
  - TZS ACCOUNT
  - Bank Name: CRDB
  - Account Name: NM-AIST SEMINAR & CONFERENCE
  - Account Number: 01J1047604201
  - Bank Branch: USA BRANCH - ARUSHA
  - Swift Code: CORUTZTZ
  - USD ACCOUNT
  - Bank Name: CRDB
  - Account Name: NM-AIST SEMINAR & CONFERENCE
  - Account Number: 02J1047604200
  - Bank Branch: USA BRANCH - ARUSHA
  - Swift Code: CORUTZTZ
7. All tenders must be accompanied by a Bid Security in the format provided in the Tendering Documents.
8. All tenders in one original plus 2 copies, properly filled in, and enclosed in plain envelopes must be delivered to the address Secretary, NM-AIST Tender Board, Wing A, Ground Floor, Room No. E110, Old Moshi/Nelson Mandela Road, P.O.Box 447, Arusha, Tanzania at or before 10:00am, 31<sup>st</sup> October, 2017. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at the NM-AIST Conference Hall.
9. Late Tenders, Portion of Tenders, Electronic Tenders, Tenders not received, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

The Vice Chancellor,  
Nelson Mandela African Institution of Science and Technology,  
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Tel: +255 272 970001; Fax: +255 272 970016  
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## **SECTION II: INSTRUCTION TO TENDERERS**

## A. Introduction

1. **Scope of Tender**
  - 1.1 The Procuring Entity indicated in the **Tender Data Sheet** (TDS) invites Tenders for the provision of Goods as specified in the **Tender Data Sheet** and Section VII - Technical Specification. The successful Tenderer will be expected to supply the goods within the period stated in the **Tender Data Sheet** from the start date specified in the **Tender Data Sheet**.
  - 1.2 The successful Tenderer will be expected to complete the supply of the goods by the required completion date specified in the **Tender Data Sheet**.
2. **Source of Funds**
  - 2.1 The Government of the United Republic of Tanzania has set aside sufficient funds for the operations of the Procuring Entity named in the **Tender Data Sheet** during the Financial Year indicated in the **Tender Data Sheet**. It is intended that part of the proceeds of the funds will be applied to cover eligible payments under the contract for the supply of goods as described in the **Tender Data Sheet**.

Or

- The Government of the United Republic of Tanzania through the Procuring Entity named in the **Tender Data Sheet** has received/has applied for/intends to apply for a [loan/credit /grant] from the financing institution named in the **Tender Data Sheet towards** the cost of the project described in the **Tender Data Sheet**, and it intends to apply part of the proceeds of this [loan/credit] to payments under the contract described in the **Tender Data Sheet**.
- 2.2 Payments will be made directly by the Procuring Entity (or by financing institution specified in the **Tender Data Sheet** upon request of the Entity to so pay) for each call-off order and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring Entity.
3. **Eligible Tenderers**
    - 3.1 A Tenderer may be natural persons, companies or firms or public or semi-public agencies of Tanzania and foreign countries, subject to ITT sub-Clause 3.4 or any combination of them with a formal intent or letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all members

shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms. The joint venture, consortium, or association shall nominate a Lead Member who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture, consortium, or association during the tendering process and, in the event the joint venture, consortium, or association is awarded the Contract, during contract execution. Unless specified in the **Tender Data Sheet**, there is no limit on the number of members in a joint venture, consortium, or association.

- 3.2 The Lead Member shall at the time of contract award confirm the appointment by submission of a Power of Attorney to the Procuring Entity
- 3.3 Any Tender from a joint venture, consortium or association shall indicate the part of proposed contract to be performed by each party and each party shall be evaluated or post qualified with respect to its contribution only and the responsibilities of each party and shall not be substantially altered without prior written approval of the Procuring Entity.
- 3.4 The invitation for Tenders is open to all suppliers as defined in the Public Procurement Regulations, 2013 – Government Notice No. 446, except as provided hereinafter.
- 3.5 National Tenderers shall satisfy all relevant licensing and/or registration requirements with the appropriate statutory bodies in Tanzania. Foreign Tenderers are exempted from this requirement but where selected as having submitted the lowest evaluated Tender the successful Tenderer shall register with the appropriate statutory body and shall be required to submit evidence of registration as an approved Supplier in Tanzania before signing the Contract.
- 3.6 A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this tendering process, if they:
  - a) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the

Procuring Entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Tenders.

- b) have controlling shareholders in common; or
- c) receive or have received any direct or indirect subsidy from any of them; or
- d) have the same legal representative for purposes of this Tender; or
- e) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or
- f) submit more than one Tender in this tendering process, However, this does not limit the participation of subcontractors in more than one Tender or as Tenderers and subcontractors simultaneously; or
- g) Participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the Tender.

3.7 A Tenderer may be ineligible if -

- (a) the Tenderer is declared bankrupt or, in the case of company or firm, insolvent;
- (b) payments in favour of the Tenderer is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting, in accordance with the national laws, in the total or partial loss of the right to administer and dispose of its property;
- (c) legal proceedings are instituted against such Tenderer involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of

the right to administer and dispose of the property;

(d) the Tenderer is convicted, by a final judgment, of any offence involving professional conduct;

(e) the Tenderer is debarred and blacklisted in accordance with section 62 of the Act or ineligible in accordance with section 84(7) of the Act, from participating in public procurement for corrupt, coercive, collusive, fraudulent or obstructive practices, failure to abide with a Tender Securing Declaration, breach of a procurement contract, making false representation about his qualifications during tender proceeding or other grounds as may be deemed necessary by the Authority company or firm is found guilty of serious misrepresentation with regard to information required for participation in an invitation to tender or to submit proposals.

3.8 Public or semi-public owned enterprises in the United Republic of Tanzania may participate only if they are legally and financially autonomous, if they operate under commercial law and if they are not a dependent agency of the Government and are registered by the relevant registration boards or authorities.

3.9 Tenderers shall provide to the Procuring Entity evidence of their eligibility, proof of compliance with the necessary legal, technical and financial requirements and their capability and, adequacy of resources to carry out the contract effectively.

3.10 Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

3.11 Tenderers shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten percent of the tender price is envisaged.

**4 Eligible Goods and Related**

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source

. **Services**

countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Tender, ineligible countries are stated in the **Tender Data Sheet**.

4.2 For the purposes of this Clause, the term “goods” includes commodities, raw materials, machinery, equipment and industrial plants, and “related services” includes services such as insurance, installation, training and initial maintenance.

4.3 For purposes of this Clause, “origin” means the place where the goods are mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from which the related services are supplied.

4.4 The nationality of the firm that produces, assembles, distributes, or sells the goods and services shall not determine their origin.

4.5 To establish the eligibility of the supplies and the related services, Tenderers shall fill the country of origin declarations included in the Form of Tender.

4.6 If so required in the **Tender Data Sheet**, the Tenderer shall demonstrate that it has been duly authorized by the manufacturer of the goods to supply in the United Republic of Tanzania, the goods indicated in its Tender.

5. **One Tender per Tenderer**

5.1 A firm shall submit only one Tender, in the same tendering process, either individually as a Tenderer or as a partner in a joint venture.

5.2 No firm can be a subcontractor while submitting a Tender individually or as a partner of a joint venture in the same tendering process.

5.3 A firm, if acting in the capacity of subcontractor in any Tender, may participate in more than one Tender but only in that capacity.

5.4 A Tenderer who submits or participates in more than one Tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the Tenders in which the Tenderer has



participated to be disqualified.

6. **Cost of Tendering**
- 6.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process except as provided for under Section 97(5) (f) of the Public Procurement Act No. 7 of 2011.

## B. Tendering Documents

7. **Content of Tendering Documents**
- 7.1 The goods required, tendering procedures, and contract terms are prescribed in the Tendering Documents. In addition to the Invitation for Tenders, the Tendering Documents which should be read in conjunction with any addenda issued in accordance with ITT clause 9.2 include:

Section II	Instructions to Tenderers (ITT)
Section III	Tender Data Sheet (TDS)
Section IV	General Conditions of Contract (GCC)
Section V	Special Conditions of Contract (SCC)
Section VI	Schedule of Requirements
Section VII	Technical Specifications
Section VIII	Forms - Tender
	<ul style="list-style-type: none"><li>• Form of Tender</li><li>• Letter of Acceptance</li><li>• Form of Contract</li><li>• Price schedule for Supplies and Related Services</li><li>• Form of Qualification Information</li></ul>
Section IX	Forms of Security
	<ul style="list-style-type: none"><li>• Tender Security Form or (Tender Securing Declaration)</li><li>• Performance Security Form</li><li>• Bank Guarantee for Advance Payments</li><li>• Manufacturer's Authorization Form</li></ul>
Section X	Undertaking by Tenderer on Anti-bribery Policy/ Code of Conduct and Compliance Program

- 7.2 The number of copies to be completed and returned with the Tender is specified in the **Tender Data Sheet**

- 7.3 The Invitation for Tenders (Section I) issued by the

Procuring Entity is not part of the Tendering Documents. In case of discrepancies between the Invitation for Tender and the Tendering Documents listed in sub-Clause 7.1 above, said Tendering Documents will take precedence.

7.4 The Procuring Entity is not responsible for the completeness of the Tendering Documents and their addenda, if they were not obtained directly from the Procuring Entity.

7.5 The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tendering Documents. Failure to furnish all information required by the Tendering Documents or to submit a Tender substantially responsive to the Tendering Documents in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.

**8. Clarification of Tendering Documents**

8.1 A prospective Tenderer requiring any clarification of the Tendering Documents may notify the Procuring Entity in writing or in electronic forms that provide record of the content of communication at the Procuring Entity's address indicated in the **Tender Data Sheet**.

8.2 The Procuring Entity will within three (3) working days after receiving the request for clarification respond in writing or in electronic forms that provide record of the content of communication to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for the submission of Tenders prescribed in sub-Clause 22.1 and in case of non competitive methods, three (3) days prior to the deadline for submission of Tenders.

8.3 Copies of the Procuring Entity's response will be forwarded to all Purchasers of the Tendering Documents, including a description of the inquiry, but without identifying its source.

8.4 Should the Procuring Entity deem it necessary to amend the Tendering Documents as a result of a clarification, it shall do so following the procedure under ITT Clause 9.

**9. Amendment of Tendering Documents**

9.1 Before the deadline for submission of Tenders, the Procuring Entity, for any reason, whether at its own initiative or in response to a clarification requested by

a prospective Tenderer, may modify the Tendering Documents by issuing addenda.

9.2 Any addendum issued including the notice of any extension of the deadline shall be part of the Tender documents pursuant to sub-Clause 7.1 and shall be communicated in writing or in electronic forms that provide record of the content of communication to tenderers to which the Procuring Entity provided the Tendering Documents

9.3 In order to allow prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity, at its discretion, may extend the deadline for the submission of Tenders, pursuant to sub-Clause 22.2.

### C. Preparation of Tenders

10. **Language of Tender**

10.1 The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the language specified in the **Tender Data Sheet**. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **Tender Data Sheet**, in which case, for purposes of interpretation of the Tender, the translation shall govern.

11. **Documents and Sample(s) Constituting the Tender**

11.1 The Tender prepared by the Tenderer shall constitute the following components:

- a) Form of Tender and a Price Schedule completed in accordance with ITT Clauses 14, 15, and 16;
- b) Form of Sample(s) as requested in the **Tender Data Sheet**.
- c) documentary evidence established in accordance with ITT Clause 13 that the Tenderer is eligible to Tender and is qualified to perform the contract if its Tender is accepted;
- d) Documentary evidence established in accordance with ITT sub-Clause 13.3(a) that the Tender has been authorized by the manufacturer to supply the goods into the United Republic of Tanzania, where required and where the supplier is not the manufacturer of those goods;

- e) documentary evidence established in accordance with ITT Clause 12 that the goods and ancillary services to be supplied by the Tenderer are eligible goods and services and conform to the Tendering Documents ;
- f) Tender security or Tender Securing Declaration furnished in accordance with ITT Clause 18;
- g) Written Power of Attorney authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT Clause 20.2; and
- h) Any other document required in the **Tender Data Sheet**.

11.2 Where a sample(s) is required by a procuring entity, the sample shall be:

- (a) submitted as part of the tender, in the quantities, sizes and other details requested in the invitation to tender;
- (b) carriage paid;
- (c) received on, or before, the closing time and date for the submission of tenders; and
- (d) evaluated to determine compliance with all characteristics listed in the **Tender Data Sheet**..

11.3 The Procuring Entity shall retain the sample of the successful tenderer. A Procuring Entity shall reject the tender if the sample-

- (a) does not conform to all characteristics prescribed in the solicitation documents and
- (b) are not submitted within the specified time.

11.4 Where it is not possible to avoid using a propriety article as a sample, a tenderer shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being tendered for and that competition shall not thereby be limited to that article only.

- 11.5 Samples made up from materials supplied by a procuring entity shall not be returned to a tenderer nor shall a Procuring Entity be liable for the cost of making them.
- 11.6 All samples produced from materials belonging to an unsuccessful tenderer which are not claimed by the tenderer within a period of thirty (30) days from the date of award of contract shall be the property of the procuring entity and shall dispose them in such a manner as may be directed by the Accounting Officer.
- 12. Documents Establishing Eligibility of Goods and Related Services and Conformity to Tendering Documents**
- 12.1 Pursuant to ITT Clause 11, the Tenderer shall furnish, as part of its Tender, documents establishing the eligibility and conformity to the Tendering Documents of all goods and related services which the Tenderer proposes to supply under the contract.
- 12.2 The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.
- 12.3 The documentary evidence of conformity of the goods and related services to the Tendering Documents may be in the form of literature, drawings, and data, and shall consist of:
- a) a detailed description of the essential technical and performance characteristics of the Goods;
  - b) an item-by-item commentary on the Procuring Entity's Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;
  - c) any other procurement specific documentation requirement as stated in the **Tender Data Sheet**.
- 12.4 The Tenderer shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the Tender Data Sheet** following commencement of the use of the goods by the Procuring Entity.

12.5 For purposes of the commentary to be furnished pursuant to sub-Clause 12.3(c) above, the Tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procuring Entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The Tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its Tender, provided that it demonstrates to the Procuring Entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

12.6 The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.

**13. Documents Establishing Eligibility and Qualification of the Tenderer**

13.1 Pursuant to ITT Clause 11, the Tenderer shall furnish, as part of its Tender, documents establishing the Tenderer's eligibility to Tender and its qualifications to perform the contract if its Tender is accepted.

13.2 The documentary evidence of the Tenderer's eligibility to Tender shall establish to the Procuring Entity's satisfaction that the Tenderer, at the time of submission of its Tender, is from an eligible country as defined under ITT Clause 4.

13.3 The documentary evidence of the Tenderer's qualifications to perform the contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction:

a) that, in the case of a Tenderer offering to supply goods under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods in the United Republic of Tanzania;

b) the Tenderer has the financial, technical, and production capability necessary to perform the Contract, meets the qualification criteria specified in **Tender Data Sheet**.

c) that, in the case of a Tenderer not doing business within the United Republic of Tanzania, the Tenderer is or will be (if awarded the contract)

represented by an Agent in that country equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the General Conditions of Contract and/or Technical Specifications.

- 14. Form of Tender**      14.1      The Tenderer shall fill the Form of Tender furnished in the Tendering Documents. The Tender Form must be completed without any alterations to its format and no substitute shall be accepted.
- 15. Tender Prices**      15.1      The Tender Prices and discounts quoted by the Tenderer in the Form of Tender and in the Price Schedules shall conform to the requirements specified below.
- 15.2      All items in the Schedule of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, the Tender will be rejected as being substantially non-responsive. Items not listed in the Price Schedule shall be assumed to be not included in the Tender and the Tender will be rejected as being substantially non-responsive.
- 15.3      The Tender price to be quoted in the Form of Tender in accordance with sub-Clause 15.1 shall be the total price of the Tender, excluding any discounts offered.
- 15.4      The Tenderer shall quote any unconditional discounts and the methodology for their application in the 'Form of Tender in accordance with sub-Clause 15.9.
- 15.5      The Tenderer shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Tender price of the goods it proposes to supply under the contract
- 15.6      Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a) For goods manufactured from within the United Republic of Tanzania:
- i) the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:

- A. on the components and raw material used in the manufacture or assembly of goods quoted ex works or ex factory;  
or
  - B. on the previously imported goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf.
- ii) United Republic of Tanzania sales and other taxes which will be payable on the goods if the contract is awarded.
  - iii) the price for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination, if specified in the **Tender Data Sheet**.
  - iv) the price of other (incidental) services, if any, listed in the **Tender Data Sheet**.
- b) For goods offered from abroad:
- i) the price of the goods shall be quoted CIF named port of destination, or CIP border point, or CIP named place of destination, in the Purchaser's country, as specified in the **Tender Data Sheet**. In quoting the price, the Tenderer shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Tenderer may obtain insurance services from any eligible source country.
  - ii) the price of the goods quoted FOB port of shipment (or FCA, as the case may be), if specified in the **Tender Data Sheet**.
  - iii) the price of goods quoted CFR port of destination (or CPT as the case may be), if specified in the **Tender Data Sheet**.
  - iv) the price for inland transportation, insurance, and other local costs incidental to delivery of the goods from the port of entry to their final destination, if specified in the **Tender Data Sheet**.
  - v) the price of (incidental) services, if any, listed in the **Tender Data Sheet**.

15.7 Prices proposed on the Price Schedule for goods and



related services shall be disaggregated, where appropriate as indicated in this sub-Clause. This desegregation shall be solely for the purpose of facilitation the comparison of Tenders by the Procuring Entity. This, shall not in any way limit the Procuring Entity's right to contract on any of the terms offered:-

a) **For Goods:-**

- i) the price of the Goods, quoted CIP or other INCOTERMS as specified in the **Tender Data Sheet**
- ii) all customs duties, sales tax, value added tax, and other taxes applicable in the United goods or on the components and raw materials used in their manufacture or assembly, if the contract is awarded to the Tenderer, and

b) **For Related Services**

- i) The price of the related services,
- ii) All customs duties, sales tax value added tax, and other taxes applicable in the United Republic of Tanzania, paid or payable, on the related services, if the contract is awarded to the Tenderer; and
- iii) The Total Price of the item

15.8 Prices quoted by the Tenderer shall be fixed during the Tenderer's performance of the contract and not subject to variation on any account, unless otherwise specified in the **Tender Data Sheet**. A Tender submitted with an adjustable price quotation will be treated as non-responsive and shall be rejected, pursuant to ITT Clause 28. If, however, in accordance with the **Tender Data Sheet**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the contract, a Tender submitted with a fixed price quotation will not be rejected, but the price adjustment would be treated as zero.

15.9 If so indicated in the Invitation for Tenders and Instructions to Tenderers, that Tenders are being invited for individual contracts (Lots) or for any combination of contracts (packages), Tenderers

wishing to offer any price reduction for the award of more than one contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual contracts within a package.

**16. Tender Currencies**

- 16.1 Prices shall be quoted in the following currencies:
- a) For goods and services that the Tenderer will supply from within the United Republic of Tanzania, the prices shall be quoted in Tanzania Shillings, unless otherwise specified in the **Tender Data Sheet**.
  - b) For goods and related services that the Tender will supply from outside the United Republic of Tanzania, or for imported parts or components of goods and related services originating outside the United Republic of Tanzania, the Tender prices shall be quoted in any freely convertible currency of another country. If the Tenderer wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but use no more than three foreign currencies.
- 16.2 The rates of exchange to be used by the Tenderer in arriving at the local currency equivalent and the proportions mentioned in ITT sub-Clause.16.1 above shall be the selling rates for similar transactions established by the authority specified in the **Tender Data Sheet** prevailing on the date 28 days prior to the latest deadline for submission of Tenders. These exchange rates shall apply for all payments so that no exchange risk will be borne by the Tenderer. If the Tenderer uses other rates of exchange, the provisions of sub-Clause 31.1 shall apply. In any case, payments will be computed using the rates quoted in the Tender.
- 16.3 Tenderers shall indicate details of their expected foreign currency requirements in the tender.
- 16.4 Tenderers may be required by the Procuring Entity to clarify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the Special Conditions of Contract are reasonable and responsive to sub-Clause 16.1.

**17. Tender Validity Period**

- 17.1 Tenders shall remain valid for the period specified in the **Tender Data Sheet** after the Tender submission deadline prescribed by the Procuring Entity, pursuant

to ITT Clause 22. A Tender valid for a shorter period shall be rejected by the Procuring Entity as non responsive.

17.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request that the Tenderers consent to an extension of the period of validity of their Tenders. The request and the Tenderers responses shall be made in writing or in electronic forms that provide record of the content of communication. The Tender Security provided under ITT Clause 18 shall also be suitably extended. A Tenderer may refuse the request without forfeiting its Tender security or causing to be executed its Tender securing declaration. A Tenderer agreeing to the request will not be required nor permitted to modify its Tender, but will be required to extend the validity of its Tender Security or Tender Securing Declaration for the period of the extension, and in compliance with ITT Clause 18 in all respects.

17.3 In the case of fixed price contracts, if the award is delayed by a period exceeding sixty (60) days beyond the expiry of the initial Tender validity period, the contract price may be increased by a factor specified in the request for extension. The Tender evaluation shall be based on the Tender Price without taking into consideration on the above correction.

**18. Tender Security or Tender Securing Declaration**

18.1 Pursuant to ITT Clause 11, unless otherwise specified in the **Tender Data Sheet**, the Tenderer shall furnish as part of its Tender, a Tender Security in original form and in the amount and currency specified in the **Tender Data Sheet** or Tender Securing Declaration as specified in the **Tender Data Sheet** in the format provided in Section **IX**.

18.2 The Tender Security or Tender Securing Declaration is required to protect the Procuring Entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to sub-Clause 18.9.

18.3 The Tender security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the **Tender Data Sheet** which shall be in any of the following:

- a) a bank guarantee, an irrevocable letter of credit issued by a reputable bank, or an insurance bond

issued by a reputable insurance firm located in the United Republic of Tanzania or abroad, in the form provided in the Tendering Documents or another form acceptable to the Procuring Entity and valid for twenty eight (28) days beyond the end of the validity of the Tender. This shall also apply if the period for Tender validity is extended. In either case, the form must include the complete name of the Tenderer; or,

- b) a cashier's or certified cheque.
- c) another security if indicated in the **Tender Data Sheet**

18.4 The Tender Security or Tender Securing Declaration shall be in accordance with the Form of the Tender security or Bid Securing Declaration included in Section **IX** or another form approved by the Procuring Entity prior to the Tender submission.

18.5 The Tender Security shall be payable promptly upon written demand by the Procuring Entity in case any of the conditions listed in sub-Clause 18.9 are invoked.

18.6 Any Tender not accompanied by a Tender security or Bid Securing Declaration in accordance with sub-Clauses 18.1 or 18.3 shall be rejected by the Procuring Entity as non-responsive, pursuant to ITT Clause 28.

18.7 Unsuccessful Tenderers' Tender Security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of Tender validity prescribed by the Procuring Entity pursuant to ITT Clause 17. The procuring entity shall make no claim to the amount of the tender security, and shall promptly return the tender security document, after whichever of the following that occurs earliest:

- (a) the expiry of the tender security;
- (b) the entry into force of a procurement contract and the provision of a security for the performance of the contract if such a security is required by the solicitation documents;
- (c) the rejection by the procuring entity of all tenders;
- (d) the withdrawal of the tender prior to the deadline for the submission of tenders, unless the solicitation documents stipulate that no

such withdrawal is permitted.

18.8 The successful Tenderer's Tender Security will be discharged upon the Tenderer signing the contract pursuant to ITT Clause 41, and furnishing the performance security, pursuant to ITT Clause 42.

18.9 The Tender Security may be forfeited or the Bid Securing Declaration executed:

a) if a Tenderer:

i) withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender except as provided for in sub-Clause 17.2; or

ii) does not accept the correction of errors pursuant to sub-Clause 30.3; or

b) in the case of a successful Tenderer, if the Tenderer fails:

i) to sign the contract in accordance with ITT Clause 41; **or**

ii) to furnish performance security in accordance with ITT Clause 42.

18.10 A Tenderer shall be suspended from being eligible for tendering in any contract with the Procuring Entity for the period of time indicated in the Tender Securing Declaration:

(a) if the Tenderer withdraws its Tender, except as provided in sub-Clauses 17.2 and 30.2; or

(b) in the case of a successful Tenderer, if the Tenderer fails within the specified time limit to:

(i) sign the contract, or

(ii) furnish the required performance security

**19. Alternative Tenders by Tenderers**

19.1 Tenderers shall submit offers that comply with the requirements of the Tendering Documents, including the basic Tenderer's technical design as indicated in the specifications and Schedule of Requirements.

Alternatives will not be considered, unless specifically allowed for in the **Tender Data Sheet**. If so allowed, sub-Clause 19.2 shall prevail.

19.2 When alternative schedule for delivery of goods is explicitly invited, a statement of that effect will be included in the **Tender Data Sheet** as will the method for evaluating different schedule for delivery of goods.

19.3 If so allowed in the **Tender Data Sheet**, Tenderers wishing to offer technical alternatives to the requirements of the Tendering Documents must also submit a Tender that complies with the requirements of the Tendering Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic tender, the Tenderer shall provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the lowest evaluated Tenderer conforming to the basic technical requirements shall be considered by the Procuring Entity.

**20. Format and Signing of Tender**

20.1 The Tenderer shall prepare an original and the number of copies of the Tender indicated in the **Tender Data Sheet**, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail.

20.2 The original and the copy or copies of the Tender shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **Tender Data Sheet** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender, except for un-amended printed literature, shall be initialed by the person or persons signing the Tender.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person or persons signing the Tender.

20.4 The Tenderer shall furnish information as described in

the Form of Tender on commissions or gratuities, if any, paid or to be paid to agents relating to this Tender and to contract execution if the Tenderer is awarded the contract

#### **D. Submission of Tenders**

- 21. Sealing and Marking of Tenders**
- 21.1 The Tenderer shall seal the original and each copy of the Tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
- 21.2 The inner and outer envelopes shall:
- a) be addressed to the Procuring Entity at the address given in the **Tender Data Sheet**; and
  - b) bear the Project name indicated in the **Tender Data Sheet**, the Invitation for Tenders (ITT) title and number indicated in the **Tender Data Sheet**, and a statement: "DO NOT OPEN BEFORE," to be completed with the time and the date specified in the **Tender Data Sheet**, pursuant to sub-Clause 22.1.
- 21.3 In addition to the identification required in sub-Clause 21.2, the inner envelopes shall also indicate the name and address of the Tenderer to enable the Tender to be returned unopened in case it is declared "late" pursuant to ITT Clause 23 and for matching purpose under ITT Clause 24.
- 21.4 If all envelopes are not sealed and marked as required by sub-Clause 21.2, the Procuring Entity will assume no responsibility for the misplacement or premature opening of Tender.
- 21.5 If the outer envelope discloses the Tenderer's identity, the Procuring Entity will not guarantee the anonymity of the Tender submission, but this shall not constitute grounds for rejection of the Tender.
- 22. Deadline for Submission of Tenders**
- 22.1 Tenders shall be received by the Procuring Entity at the address specified under sub-Clause 21.2 no later than the date and time specified in the **Tender Data Sheet**.

- 22.2 The Procuring Entity may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Tenders by amending the Tendering Documents in accordance with ITT Clause 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline.
- 23. Late Tenders**
- 23.1 The Procuring Entity shall not consider for evaluation any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT Clause 22.
- 23.2 Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected and returned unopened to the Tenderer.
- 24. Modification, Substitution and Withdrawal of Tenders**
- 24.1 A Tenderer may modify or substitute or withdraw its Tender after it has been submitted, provided that written notice of the modification, including modification, substitution or withdrawal of the Tender, is received by the Procuring Entity prior to the deadline for submission of Tenders.
- 24.2 The Tenderer's modification, substitution or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITT Clauses 20 and 21 with the outer and inner envelopes additionally marked "**MODIFICATION**" "**SUBSTITUTION**" or "**WITHDRAWAL**" as appropriate. The notice may also be sent by electronic mail, telex and facsimile but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Tenders.
- 24.3 Tenders may only be modified by withdrawal of the original Tender and submission of a replacement Tender in accordance with sub-Clause 24.1. Modifications submitted in any other way shall not be taken into account in the evaluation of Tenders.
- 24.4 Tenderers may only offer discounts to or otherwise modify the prices of their Tenders by substituting Tender modifications in accordance with this Clause or included in the original Tender submission.
- 24.5 No Tender may be withdrawn, replaced or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender



validity specified by the Tenderer on the Form of Tender. Withdrawal of a Tender during this interval shall result in the Tenderer's forfeiture of its Tender security or execution of the Tender Securing Declaration, pursuant to the sub-Clause 18.9.

## **E. Opening and Evaluation of Tenders**

### **25. Opening of Tenders**

- 25.1 The Procuring Entity will open all Tenders including modifications, substitutions or withdrawal notices made pursuant to ITT Clause 24, in public, in the presence of Tenderers' or their representatives who choose to attend, and other parties with a legitimate interest in the Tender proceedings at the place, on the date and at the time, specified in the **Tender Data Sheet**. The Tenderers' representatives present shall sign a register as proof of their attendance.
- 25.2 Envelopes marked "WITHDRAWAL" shall be opened and read out first. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to ITT Clause 24 shall not be opened but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "Power of Attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. Subsequently, all envelopes marked "MODIFICATION" shall be opened and the submissions therein read out in appropriate detail. Thereafter all envelopes marked "SUBSTITUTION" shall be opened and the submissions therein read out in appropriate detail.
- 25.3 All other envelopes shall be opened one at a time. The Tenderers names, the Tender prices, the total amount of each Tender and of any alternative Tender (if alternatives have been requested or permitted), any discounts, the presence or absence of Tender security, Tender Securing Declaration and such other details as the Procuring Entity may consider appropriate, will be announced by the secretary of the Tender Board or his delegate at the opening.
- 25.4 Tenders or modifications that are not opened and not read out at the Tender opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Tenderer which is not read out at Tender opening shall not be considered further.

- 25.5 Tenderers are advised to send in a representative with the knowledge of the content of the Tender who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent Tenderer's representative shall indemnify the Procuring Entity against any claim or failure to read out the correct information contained in the Tenderers Tender.
- 25.6 No Tender will be rejected at Tender opening except for late Tenders which will be returned unopened to the Tenderer, pursuant to ITT Clause 23.
- 25.7 The Procuring Entity shall prepare minutes of the Tender opening. The record of the Tender opening shall include, as a minimum: the name of the Tenderer and whether or not there is a withdrawal, substitution or modification, the Tender price per Lot if applicable, including any discounts and alternative offers and the presence or absence of a Tender Security or Tender Securing Declaration.
- 25.8 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Tenderers.
- 25.9 A copy of the minutes of the Tender opening shall be furnished to individual Tenderers upon request.

**26. Confidentiality**

- 26.1 Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced.
- 26.2 Any effort by a Tenderer to influence the Procuring Entity processing of Tenders or award decisions may result in the rejection of its Tender.
- 26.3 Notwithstanding sub-Clause 26.2 from the time of Tender opening to the time of contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it should do so in writing or in electronic forms that provide record of the content of communication.

**27. Clarification of**

- 27.1 To assist in the examination, evaluation and

## **Tenders**

comparison of Tenders and post-qualification of the Tenderers, the Procuring Entity may, at its discretion, ask any Tenderer for a clarification of its Tender including breakdown of prices. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered.

27.2 The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of Tenders in accordance with ITT Clause 30.

27.3 From the time of Tender opening to the time of Contract award if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tender it should do so in writing or in electronic forms that provide record of the content of communication.

### **28. Preliminary Examination of Tenders**

28.1 Prior to the detailed evaluation of Tenders, the Procuring Entity will determine whether each Tender:

- a) meets the eligibility criteria defined in ITT Clause 3 and Clause 4;
- b) has been properly signed;
- c) is accompanied by the required securities; and
- d) is substantially responsive to the requirements of the Tendering Documents .

The Procuring Entity's determination of a Tender's responsiveness will be based on the contents of the Tender itself.

28.2 A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the Tendering Documents, without material deviation or reservation. A material deviation or reservation is one that:-

- a) affects in any substantial way the scope, quality, or performance of the Services;

- b) limits in any substantial way, inconsistent with the Tendering Documents , the Procuring Entity's rights or the Tenderers obligations under the Contract; or
- c) if rectified, would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

28.3 The Procuring Entity will confirm that the documents and information specified under ITT Clause 11, ITT Clause 12 and ITT Clause 13 have been provided in the Tender. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Tenderers, the Tender shall be rejected.

28.4 The Procuring Entity may waive any minor informality, nonconformity, or irregularity in a Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer.

28.5 If a Tender is not substantially responsive, it will be rejected by the Procuring Entity and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.

**29. Examination of Terms and Conditions; Technical Evaluation**

29.1 The Procuring Entity shall examine the Tender to confirm that all terms and conditions specified in the General Conditions of Contract and the Special Conditions of Contract have been accepted by the Tenderer without any material deviation or reservation.

29.2 The Procuring Entity shall evaluate the technical aspects of the Tender submitted in accordance with ITT Clause 12, to confirm that all requirements specified in Section VI - Schedule of Requirements of the Tendering Documents and Section VII - Technical Specifications have been met without material deviation or reservation.

29.3 If after the examination of the terms and conditions and the technical evaluation, the Procuring Entity determines that the Tender is not substantially responsive in accordance with ITT Clause 28, it shall reject the Tender.

**30. Correction of**

30.1 Tenders determined to be substantially responsive will

## Errors

be checked for any arithmetic errors. Errors will be corrected as follows:-

- a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

30.2 The amount stated in the Tender will, be adjusted by the Procuring Entity in accordance with the above procedure for the correction of errors and, with, the concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, its Tender will then be rejected, and the Tender Security may be forfeited or the Tender Securing Declaration may be executed in accordance with sub-Clause 18.9.

## 31. Conversion to Single Currency

31.1 To facilitate evaluation and comparison, the Procuring Entity will convert all Tender prices expressed in the amounts in various currencies in which the Tender prices are payable to either:

- a) in Tanzania Shillings at the selling exchange rate established for similar transactions by the Bank of Tanzania or a commercial bank in the United Republic of Tanzania;
- or**
- b) a currency widely used in international trade, such as U.S. Dollars, at the selling rate of exchange published in the international press for the amount payable in foreign currency; and at the selling exchange rate established for similar transactions by the Bank of Tanzania in the United Republic of Tanzania for the amount payable in Tanzania Shillings.

- 31.2 The currency selected for converting Tender prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the **Tender Data Sheet**.
- 32. Commercial Evaluation of Tenders**
- 32.1 The Procuring Entity shall evaluate and compare only the Tenders determined to be substantially responsive, pursuant to ITT Clause 28.
- 32.2 The Procuring Entity's evaluation of a Tender will exclude and not take into account:
- a) in the case of goods manufactured in the United Republic of Tanzania or goods of foreign origin already located in the United Republic of Tanzania, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Tenderer;
  - b) in the case of goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Tenderer; and
  - c) any allowance for price adjustment during the period of execution of the contract, if provided in the Tender.
- 32.3 The comparison shall be between the EXW price of the goods offered from within the United Republic of Tanzania, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and the CIF named port of destination (or CIP border point, or CIP named place of destination) price of the goods offered from outside the United Republic of Tanzania.
- 32.4 In evaluating the Tenders, the evaluation committee will, in addition to the Tender price quoted in accordance with sub-Clause 15.1, take account of one or more of the following factors as specified in the **Tender Data Sheet**, and quantified in sub-Clause 32.5:
- a) Cost of inland transportation, insurance, and other costs within the United Republic of Tanzania incidental to delivery of the goods to their final destination.

- b) delivery schedule offered in the Tender;
- c) deviations in payment schedule from that specified in the Special Conditions of Contract;
- d) the cost of components, mandatory spare parts, and service;
- e) the availability in the United Republic of Tanzania of spare parts and after-sales services for the equipment offered in the Tender;
- f) the projected operating and maintenance costs during the life of the equipment;
- g) the performance and productivity of the equipment offered; and/or
- h) other specific criteria indicated in the **Tender Data Sheet** and/or in the Technical Specifications.

32.5 For factors retained in the **Tender Data Sheet** pursuant to sub-Clause 32.4, one or more of the following quantification methods will be applied, as detailed in the **Tender Data Sheet**:

- a) Inland transportation from EXW/port of entry/border point, Insurance and incidentals.

Inland transportation, insurance, and other incidental costs for delivery of the goods from EXW/port of entry/border point to Project Site named in the **Tender Data Sheet** will be computed for each Tender by the Procuring Entity on the basis of published tariffs by the rail or road transport agencies, insurance companies, and/or other appropriate sources. To facilitate such computation, Tenderer shall furnish in its Tender the estimated dimensions and shipping weight and the approximate EXW/CIF (or CIP border point) value of each package. The above cost will be added by the Purchaser to EXW/CIF/CIP border point price.

b) Delivery schedule.

i) The Procuring Entity requires that the goods under the Invitation for Tenders shall be delivered (shipped) at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the Project Site will be calculated for each Tender after allowing for reasonable international and inland transportation time. Treating the Tender resulting in such time of arrival as the base, a delivery "adjustment" will be calculated for other Tenders by applying a percentage, specified in the **Tender Data Sheet**, of the EXW/CIF/CIP price for each week of delay beyond the base, and this will be added to the Tender price for evaluation. No credit shall be given to early delivery.

**or**

ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. **No credit will be given to earlier deliveries, and Tenders offering delivery beyond this range will be treated as non-responsive.** Within this acceptable range, an adjustment per week, as specified in the **Tender Data Sheet**, will be added for evaluation to the Tender price of Tenders offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

**or**

(iii) The goods covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of Requirements. Tenders offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the Tender price a factor equal to a percentage, specified in the **Tender Data Sheet**, of EXW/CIF/CIP price per week of variation from the specified delivery schedule.



- c) Deviation in payment schedule.
- i) Tenderers shall state their Tender price for the payment schedule outlined in the SCC. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in Tender price they wish to offer for such alternative payment schedule. The Procuring Entity may consider the alternative payment schedule offered by the selected Tenderer.

**or**

- ii) The SCC stipulate the payment schedule offered by the Procuring Entity. If a Tender deviates from the schedule and if such deviation is considered acceptable to the Procuring Entity, the Tender will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Tender as compared with those stipulated in this invitation, at the rate per annum specified in the **Tender Data Sheet**.

- d) Cost of spare parts

- i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the **Tender Data Sheet**, is annexed to the Technical Specifications. The total cost of these items, at the unit prices quoted in each Tender, will be added to the Tender price.

**or**

- ii) The Procuring Entity will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the **Tender Data Sheet**. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Tenderer and added to the Tender price.

**Or**

iii) The Procuring Entity will estimate the cost of spare parts usage in the initial period of operation specified in the **Tender Data Sheet**, based on information furnished by each Tenderer, as well as on past experience of the Procuring entity or other purchasers in similar situations. Such costs shall be added to the Tender price for evaluation.

e) Spare parts and after sales service facilities in Tanzania

The cost to the Purchaser of establishing the minimum service facilities and parts inventories, as outlined in the **Tender Data Sheet** or elsewhere in the Tendering Documents, if quoted separately, shall be added to the Tender price.

f) Operating and maintenance costs

Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the **Tender Data Sheet** or in the Technical Specifications.

g) Performance and productivity of the equipment.

(i) Tenderers shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the **Tender Data Sheet** will be added to the Tender Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the **Tender Data Sheet** or in the Technical Specifications.

**or**

(ii) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the Tender, and adjustment will be added to the Tender price using the methodology specified in the

**Tender Data Sheet** or in the Technical Specifications.

(h) Specific additional criteria.

Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the **Tender Data Sheet** and/or the Technical Specifications.

32.6 If these Tendering Documents allow Tenderers to quote separate prices for different Lots, and the award to a single Tenderer of multiple Lots, the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Tender, is specified in the **Tender Data Sheet**.

**33. National Preference**

33.1 If the **Tender Data Sheet** so specifies, the Procuring Entity will grant a margin of preference to goods manufactured in the United Republic of Tanzania for the purpose of Tender comparison, in accordance with the procedures outlined in subsequent paragraphs, provided the Tenderer shall have established to the satisfaction of the Procuring Entity that its Tender complies with the criteria specified in sub-Clause 13.3.

33.2 The Procuring Entity shall, in applying exclusive preference, use the Authority's register of tenderers to determine whether or not tenderers are qualified for exclusive preference.

33.3 A joint venture, consortium or an association between a foreign and local firm in which the contribution of the local firm in that joint venture or association is greater than sixty per cent, shall also be eligible to participate in the exclusive preference scheme.

33.4 The Procuring Entity will first review the Tenders to confirm the appropriateness of, and to modify as necessary, the Tender group classification to which Tenderers assigned their Tenders in preparing their Forms of Tender and Price Schedules, pursuant to ITT Clauses 14 and 15.

33.5 For the purpose of granting a margin of domestic preference, Tenders will be classified in one of three groups, as follows:

**a) Group A:** Tenders offering goods manufactured,

grown, mined or extracted within the United Republic of Tanzania, for which:

- (i) labor, raw materials, and components from the United Republic of Tanzania account for more than thirty (30) percent of the EXW price of the goods offered; and
- (ii) the production facility in which they will be manufactured, assembled or processed has been engaged in manufacturing, assembling or processing such goods at least since the time of Tender submission.

b) **Group B:** All other Tenders offering goods from within the United Republic of Tanzania.

c) **Group C:** Tenders offering goods from overseas which are to be directly imported.

33.6 All evaluated Tenders in each group will then be compared among themselves to determine the lowest evaluated Tender of each group. The lowest evaluated Tender of each group will next be compared with the lowest evaluated Tenders of the other groups. If this comparison results in a Tender from Group A or Group B being the lowest, it will be selected for contract award.

33.7 If, as a result of the preceding comparison, the lowest evaluated Tender is from Group C, all Group C Tenders will then be further compared with the lowest evaluated Tender from Group A, after adding to the evaluated Tender price of the imported goods offered in each Group C Tender, for the purpose of this further comparison only:

- a) the amount of customs duties and other import taxes that a nonexempt importer would have to pay for the importation of goods offered in each Group C Tender;
- or**
- b) fifteen (15) percent of the CIF (or CIP border point or CIP named place of destination, as the case may be) Tender price of such goods, if the customs duties and taxes exceed fifteen (15) percent of the CIF (or CIP border point or CIP place of destination) price of such goods.

33.8 If the Group A Tender in the further comparison is the

lowest, it will be selected for award. If not, the lowest evaluated Tender from Group C, as determined from the comparison under sub-Clause 33.5 above, will be selected for award.

- 34. Determination of Lowest Evaluated Tender** 34.1 The Tender with the lowest evaluated price, from among those which are eligible, compliant and substantially responsive shall be the lowest evaluated tender.
- 35. Post-qualification of Tenderer** 35.1 After determining the lowest-evaluated tender, the Procuring Entity shall carry out the post-qualification of the Tenderer using only the requirements specified in the **Tender Data Sheet**.
- 35.2 Where the tender price of the lowest evaluate tenderer is considered to be abnormally low, the Procuring Entity shall perform price analysis as part of the post-qualification. The following process shall apply:
- (a) The Procuring Entity may reject a tender if the Procuring Entity has determined that the price in combination with other constituent elements of the tender is abnormally low in relation to the subject matter of the procurement (scope of works or services) and raises concerns as to the ability of the tenderer that presented that tender to perform the contract.
  - (b) Before rejecting an abnormally low tender the procuring entity shall: request the tenderer an explanation of the tender or of those parts which it considers contribute to the tender being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the tender or parts of the tender being abnormally low.
  - (c) The decision of the Procuring Entity to reject a tender and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the tenderer concerned;
  - (d) The Accounting Officer (Procuring Entity) shall seek the approval of the Authority prior to rejecting a tender;
  - (e) Neither the Authority nor the Procuring Entity shall incur liability solely by rejecting

abnormally tender; and

- (f) An abnormally low tender means, in the light of the Procuring Entity's estimate and of all the tenders submitted, the tender appears to be abnormally low by not providing a margin for normal levels of profit.

- 35.3 The Procuring Entity will determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive Tender is qualified to perform the contract satisfactorily, in accordance with the criteria listed in sub-Clause 13.3.
- 35.4 The determination will take into account the Tenderer's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to sub-Clause 13.3, as well as such other information as the Procuring Entity deems necessary and appropriate. Factors not included in these Tendering Documents shall not be used in the evaluation of the Tenderers' qualifications.
- 35.5 A Procuring Entity may seek independent references of a tenderer and the results of reference checks may be used in determining award of contract.
- 35.6 In case of a foreign company, a Procuring Entity shall seek independent reference of legal existence of a tenderer from Tanzania diplomatic missions abroad or from any other reliable source.
- 35.7 An affirmative determination will be a prerequisite for award of the contract to the Tenderer. A negative determination will result in rejection of the Tenderer's Tender, in which event the Procuring Entity will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

#### **F. Award of Contract**

#### **36. Criteria of Award**

- 36.1 Subject to ITT Clause 35 and 37, the Procuring Entity will award the Contract to the Tenderer whose Tender has been determined to be substantially

responsive to the Tendering Documents and who has offered the lowest Evaluated Tender Price, provided that such Tenderer has been determined to be:

- a) eligible in accordance with the provisions of ITT Clause 3;
- b) is determined to be qualified to perform the Contract satisfactorily; and
- c) successful negotiations have been concluded, if any.

36.2 If, pursuant to sub-Clause 13.4, this Contract is being let on a "slice and package" basis, the lowest evaluated Tender Price will be determined when evaluating this Contract in conjunction with other Contracts to be awarded concurrently, taking into account any discounts offered by the Tenderers for award of more than one Contract.

### **37. Negotiations**

37.1 Negotiations may be undertaken with the lowest evaluated Tender relating to the following areas:

- (a) a minor alteration to the technical details of the statement of requirements;
- (b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the solicitation documents;
- (c) a minor amendment to the special conditions of Contract;
- (d) finalizing payment arrangements;
- (e) delivery arrangements;
- (f) the methodology; or
- (g) clarifying details that were not apparent or could not be finalized at the time of tendering.

37.2 Where single source method was used or a competitive procurement method was used but only a single tender was received, negotiations may relate to other areas of the tender including the price tendered provided that the negotiation shall not increase price or affect the quality of the Goods.

37.3 Where negotiation fails to result into an agreement, the Procuring Entity may invite the next ranked Tenderer for negotiations. Where negotiations are commenced with the next ranked Tenderer, the Procuring Entity

shall not reopen earlier negotiations.

- |   |      |   |
|---|------|---|
| <b>38. Procuring Entity's Right to Accept any Tender and to Reject any or All Tenders</b> | 38.1 | Notwithstanding ITT Clause 36, the Procuring Entity reserves the right to accept or reject any Tender, and to annul the tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or Tenderers.  |
|   | 38.2 | Notice of the rejection of all Tenders shall be given promptly to all tenderers that have submitted Tenders.  |
|   | 38.3 | The Procuring Entity shall upon request communicate to any Tenderer the grounds for its rejection of its Tenders, but is not required to justify those grounds.   |
| <b>39. Procuring Entity's Right to Vary Quantities at the Time of Award</b>               | 39.1 | The Procuring Entity reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Tendering Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the <b>Tender Data Sheet</b> , without any change in unit price or other terms and conditions of the Tender and Tendering Documents.  |
| <b>40. Notification of Award</b>  | 40.1 | Prior to awarding of the contract, the Procuring Entity shall issue a notice of intention to award the contract to all tenderers who participated in the tender in question giving them fourteen (14) days within which to submit complaints to the Procuring Entity thereof, if any.   |
|   | 40.2 | Where no complaints have been lodged, the Tenderer whose Tender has been accepted will be notified of the award by the Procuring Entity prior to expiration of the Tender validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the Procuring Entity will pay the successful tenderer in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price). |
|   | 40.3 | The notification of award will constitute the formation of the Contract, subject to the Tenderer furnishing the Performance Security in accordance with ITT Clause 42 and signing of the contract in accordance with sub-Clause 41.2.   |



- 40.3 Upon the successful Tenderer's furnishing of the performance security pursuant to ITT Clause 42, the Procuring Entity will promptly notify each unsuccessful Tenderer, the name of the successful Tenderer and the Contract amount and will discharge the Tender security or Tender Securing Declaration of the Tenderers pursuant to sub-Clause 18.7
- 40.4 If, after notification of award, a Tenderer wishes to ascertain the grounds on which its Tender was not selected, it should address its request to the Procuring Entity. The Procuring Entity will promptly respond in writing or electronic forms that provide record of the content of communication to the unsuccessful Tenderer citing grounds for rejection of its Tender without disclosing information about other Tenderers.
- 41. Signing of Contract**
- 41.1 Promptly after notification, Procuring Entity shall send the successful Tenderer the agreement and Special Conditions of Contract, incorporating all agreements between the parties obtained as a result of Contract negotiations.
- 41.2 Within twenty eight (28) days of receipt of the Contract Form, the successful Tenderer shall sign and date the contract and return it to the Procuring Entity.
- 42. Performance Security**
- 42.1 Within twenty eight (28) days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Procuring Entity a Performance Security in the amount and in the form stipulated in the **Tender Data Sheet and the Special Conditions of Contract**, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
- 42.2 If the Performance Security is provided by the successful Tenderer and it shall be in the form specified in the **Tender Data Sheet** which shall be in any of the following:
- (a) cash, certified cheque, cashier's or manager's cheque, or bank draft;
  - (b) irrevocable letter of credit issued by a reputable commercial bank or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a reputable local bank;
  - (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign

- tenderer, bonded by a foreign bank; or
- (d) surety bond callable upon demand issued by any reputable surety or insurance company.

Any Performance Security submitted shall be enforceable in the United Republic of Tanzania.

- 42.3 Failure of the successful Tenderer to comply with the requirement of sub-Clause 42.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender security, in which event the Procuring Entity may make the award to the next lowest evaluated Tenderer or call for new Tenders.
43. **Advance Payment**
- 43.1 The Procuring Entity will provide an Advance Payment on the Contract Price as stipulated in the General Conditions of Contract, subject to a maximum amount, as stated in the **Tender Data Sheet**.
- 43.2 The Procuring Entity will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the **Tender Data Sheet**. The Advance Payment request shall be accompanied by an Advance Payment Security (Guarantee) in the form provided in Section IX. For the purpose of receiving the Advance Payment, the Tenderer shall make and estimate of, and include in its tender, the expenses that will be incurred in order to commence Delivery of Goods. These expenses will relate to the purchase of equipment, machinery, materials, and on the engagement of labour during the first month beginning with the date of the Procuring Entity's "Notice to Commence" as specified in the Special Conditions of Contract.
44. **Adjudicator**
- 44.1 The Procuring Entity proposes the person named in the **Tender Data Sheet** to be appointed as Adjudicator under the Contract, at an hourly fee specified in the **Tender Data Sheet**, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in the Tender. If, in the Letter of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.
45. **Fraudulent, Corrupt, Coercive,**
- 45.1 The Government requires that Procuring entities (including beneficiaries of Government funded projects and procurement) as well as

## **Collusive or Obstructive Practices**

Tenderers/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government.

- a) defines, for the purpose of this provision, the terms set forth below as follows:-
  - i) "corrupt practice means the offering, giving receiving or soliciting of anything of value to influence the action of a public officer in the procurement process or contract execution;
  - ii) "coercive practice" means impairing or harming, or threatening to impair or harm directly or indirectly, any party or the property of the party for the purpose of influencing improperly the action or that party in connection with public procurement or in furtherance of corrupt practice or fraudulent practice;
  - iii) collusive practices" means impairing or harming, or threatening to impair or harm directly or indirectly, any part or the property of the Party for the purpose of influencing improperly the action or a part or in connection with public procurement or government contracting or in furtherance of a corrupt practice or a Fraudulent Practice;
  - iv) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government or a public body and includes collusive practices among tenderers, prior to or after submission designed to establish tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;
  - v) "obstructive practice" means acts intended to materially impede access to required information in exercising a duty under this Act;
- b) Will reject a proposal for award if it determines that the Tenderer recommended for award has

engaged in corrupt, fraudulent, coercive, collusive and obstructive practices in competing for the contract;

- c) In pursuit of the policy defined in sub-Clause 45.1 the Government will cancel the portion of the funds allocated to a contract for goods, works, or services if it at any time determines that corrupt , fraudulent, coercive, collusive and obstructive practices were engaged in by representatives of the Procuring Entity or approving authority or of a beneficiary of the funds furring the procurement or the execution of that contract, without the Procuring Entity or approving authority having taken timely and appropriate action satisfactory to the Government of the united Republic of Tanzania to remedy the situation;
  - d) Will declare a firm ineligible for a period of ten years, to be awarded a public-financed contract if it at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a public - financed contract.
- 45.2 The Government of the United Republic of Tanzania reserves the right, where a firm has been found by a foreign country, international organization or other foreign organization to have engaged in corrupt, coercive, collusive, fraudulent or obstructive practices, to declare that such a firm is ineligible, for a period of ten years to be awarded a public financed Contract in the United Republic of Tanzania.
- 45.3 Any communications between the Tenderer and the Procuring Entity related to matters of alleged corrupt, coercive, collusive, fraudulent or obstructive practices must be made in writing or in electronic forms that provide record of the content of communication.

## G. Review of Procurement Decisions

46. **Right to Review** 46.1 A Tenderer who claims to have suffered or that may suffer any loss or injury as a result of breach of a duty imposed on a Procuring Entity or an approving authority in the course of these procurement proceedings may seek a review in accordance with the procedure set out under this Section.
47. **Time Limit on Review** 47.1 The Tenderer shall submit an application for review within twenty eight (28) days of him becoming or should have become aware of the circumstances giving rise to the complaint or dispute.
48. **Submission of Applications for Review** 48.1 Any application for administrative review shall be submitted in writing or electronic forms that provide record of the content of communication to the Accounting Officer of a Procuring Entity and a copy shall be served to the Public Procurement Regulatory Authority (PPRA) at the address shown in the **Tender Data Sheet**.
- 48.2 The application for administrative review shall include:
- a) details of the procurement requirements to which the complaint relates;
  - b) details of the provisions of the Act, Regulation or provision that has been breached or omitted;
  - c) an explanation of how the provisions of the Act, Regulation or provision has been breached or omitted, including the dates and name of the responsible public officer, where known;
  - d) documentary or other evidence supporting the complaint where available;
  - e) Remedies sought; and
  - f) any other information relevant to the complaint.
- 48.3 The head of a procuring entity shall not entertain a complaint or dispute or continue to do so after the procurement contract has entered into force.
49. **Decision by the Head of** 49.1 The head of a Procuring Entity shall, within fourteen (14) days after receipt of the complaint or dispute,

**Procuring Entity**

deliver a written decision which shall indicate:

- a) whether the application is upheld in whole, in part or rejected;
- b) the reasons for the decision; and
- c) any corrective measures to be taken.

49.2 Where the head of a Procuring Entity does not issue a decision within the time specified in sub-Clause 49.1, the Tenderer submitting the complaint or dispute or the Procuring Entity shall be entitled immediately thereafter to institute proceedings under sub-Clause 50.1 within fourteen (14) days after such specified time and upon instituting such proceedings, the competence of the head of a Procuring Entity to entertain the complaint or dispute shall cease.

**50. Review by the Public Procurement Appeals Authority**

50.1 Complaints or disputes which-

- (a) are not settled within the specified period under ITT 49.1
- (b) are not amicably settled by the accounting officer; or
- (c) arise after the procurement contract has entered into force pursuant to ITT 41,

shall be referred to the Appeals Authority within fourteen days from the date when the Consultant received the decision of the accounting officer or, in case no decision is issued after the expiry of the time stipulated under ITC 49.1 or when the Consultant become aware or ought to have become aware of the circumstances giving rise to the complaint or dispute pursuant to ITC 47.1.

50.2 PPAA may be contacted at the address shown in the **Tender Data Sheet**.

### **SECTION III: TENDER DATA SHEET**

## Tender Data Sheet

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
<b>A. Introduction</b>		
1.	1.1	<p>Name of Procuring Entity: The Nelson Mandela African Institution of Science and Technology.</p> <p>The subject of procurement is: Supply, Installation, Training and Commissioning of Library equipment.</p> <p>Period for supply of goods: Within 90 days after signing the contract Commencement date for supply of Goods: Within 60 days after signing the contract</p> <p>NB: Bidders are advised to visit the site before quoting. The site visit will be conducted on 23<sup>rd</sup> October, 2017 from 10:00 A.M to 12:30 P.M. (East African local time).</p>
2.	1.2	Completion date for supply of the Goods: Within 90 days after signing the contract
3.	2.1 & 2.2	<p>Financial year for the operations of the Procuring Entity: 2017/2018</p> <p>Name of Project: Multinational: Support to Nelson Mandela African Institutes of Science and Technology (NM-AIST) Project.</p> <p>Name of financing institution: African Development Bank.</p> <p>Name and identification number of the Contract: Supply, Installation, Training and Commissioning of Library equipment (PA/112/2017-2018/HQ/G/28)</p>
4.	3.1	Maximum number of members in the joint venture, consortium or association shall be: No limit
5.	4.1	Ineligible countries are those blacklisted by Public Procurement Regulatory Authority , African Development Bank and the World Bank
6.	4.6	Demonstration of authorization by manufacturer: Required



### B. Tendering Documents

7.	7.2	The number of copies to be completed and returned: one original and two copies.
8.	8.1	The address for clarification of tendering documents is: Secretary to Tender Board, NM-AIST, P.O.BOX 447, ARUSHA. +255 (027) 2970001 Email: <a href="mailto:pmu@nm-aist.ac.tz">pmu@nm-aist.ac.tz</a>  Attention: Head - PMU

### C. Preparation of Tenders

9.	10.1	The Language of all correspondences and documents related to the Tender is: English
10.	11.1(b)	Form sample(s) to be submitted with the Tender are: [specify form of sample(s)] N/A
	11.1 (h)	In addition to the documents stated in ITT Clause 11, the following documents must be included with the Tender: 1. Valid Business License 2. Certificate of Incorporation / Registration 3. Certificate of TIN / VAT registration 4. Tax Clearance Certificate for the financial year 2016/2017 5. Certified Audited Financial Report for the last three years
11.	12.3 (c)	Other procurement specific documentation requirements are: Statement of compliance with Technical Specification of the items to be supplied
12.	12.4	Spare parts required for five years of operation.
13.	13.3 (b)	The qualification criteria required from Tenderers in ITT Clause 13.3(b) is modified as follows: i. Technical staff trained in either ICT or related fields ii. Sound experience in performing at least 3 similar contracts for the past 5years iii. Annual turnover of at least Tsh. 200,000,000.00
14.	15.6 (a)  (iii), (iv) (optional)	For goods manufactured from within the United Republic of Tanzania the price quoted shall be: Not Applicable
15	15.7 (a) (i) &	For goods offered from abroad the price quoted shall be: CIP-Nelson Mandela African Institution of Science and

	15.6 (b) (i)	Technology, Arusha. Tanzania.
	(ii), (iii) (optional)	<b>Not Applicable</b>
	(iv), (v) (optional)	<b>Not Applicable</b>
16.	15.8	The price shall be fixed
17.	16.1 (a)	a) For goods and related services originating in the United Republic of Tanzania the currency of the Tender shall be Tanzanian Shillings;  b) For goods and related services originating outside the United Republic of Tanzania, the Tenderer shall express its Tender in any convertible currency
18.	16.2	The rates of exchange to be used by the Tenderer shall be those established by the <b>Bank of Tanzania</b> prevailing on 28 days before Tender opening.
19.	17.1	The Tender validity period shall be 90 days.
20.	18.1	The amount of Tender Security shall be .....of the Tender amount. Not Applicable  Bid Securing Declaration is Applicable
	18.3	The Tender Security shall be in the form of: Not Applicable
21.	18.3 (c)	Other forms of security are: Not Applicable
22.	19.1	Alternative Tenders to the requirements of the tendering documents will not be permitted.
23.	20.1	The number of copies of the Tender to be completed and returned shall be: one original and two copies.
24.	20.2	Written confirmation of authorization are: Power of Attorney

#### **D. Submission of Tenders**

25.	21.2 (a)	Tender shall be submitted to:  The Secretary, NM-AIST Tender Board, P.O.Box 447, Arusha  Street address : Nelson Mandela Road  Building/Plot No.: NM-AIST Wing A
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		Floor/Room No.: Room No.110 City/Town : Arusha
26.	<b>21.2 (b)</b>	Project name: Multinational: Support to Nelson Mandela African Institutes of Science and Technology (NM-AIST) Project  IFB title and number : Tender number PA/112/2017-18/HQ/G/28 for Supply, Installation, Training and Commissioning of Library Equipment  Time and date for submission: 10:00am, 31 <sup>st</sup> October,2017
27.	<b>22.1</b>	The deadline for Tender submission is  a) Day : Tuesday  b) Date: 31 <sup>st</sup> October, 2017  c) Time:10:00am

#### **E. Opening and Evaluation of Tenders**

28.	<b>25.1</b>	The Tender opening shall take place at:  Street address: Nelson Mandela Road  Building/Plot No.: NM-AIST Administration Block  Floor/Room No: 2 <sup>nd</sup> Floor, Conference Hall  City/Town: Arusha  Country: Tanzania  Day : Tuesday  Date: 31 <sup>st</sup> October, 2017  Time : 10:00am
29.	<b>31.2</b>	The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies is: Tanzanian Shillings  The source of exchange rate shall be: Bank of Tanzania

		The date of exchange rate shall be: 23 <sup>rd</sup> October, 2017
30.	32.4	<p>Criteria for Tender evaluation:</p> <ol style="list-style-type: none"> <li>1. Evidence of having a sound experience in performing atleast three contracts of similar nature for the past 5 years.</li> <li>2. Completed all forms as detailed in section III and IV</li> <li>3. Compliance to technical specifications</li> <li>4. Compliance with delivery schedule</li> <li>5. Evidence of having competent and qualified key and technical staff proposed for administration and execution of the contract ( attach CVs of all key and technical personnel)</li> <li>6. Compliance with all requirements of the tender documents as detailed in ITT clause 11, TDS clause 10 and section VIII (forms of tender)</li> <li>7. Submission of Valid Business License</li> <li>8. Bidders evidence of Incorporation / Registration</li> <li>9. Bidders evidence of being registered with TIN /VAT</li> <li>10. Evidence of having tax cleared for the financial year 2016/2017</li> <li>11. Evidence of having certified financial Audited Reports for the last three years by an authorized auditor</li> <li>12. Price</li> </ol>
31.	32.4 (h)	Other specific criteria are: None
34.	32.5 (a)	<p>Inland transportation from EXW/port of entry/border point to NM AIST and insurance and incidentals.</p> <p>Tenderer shall furnish:</p> <ul style="list-style-type: none"> <li>• estimated dimensions and shipping weight of each package.</li> <li>• approximate EXW/CIF/CIP value of each package.</li> </ul>
35.	32.5 (b)	<p>Delivery schedule : Complete delivery</p> <p>adjustment expressed as a percentage [insert a percentage between 0.1 to 0.2], Not Applicable</p> <p><b>or</b></p> <p>adjustment expressed in an amount in the currency of Tender evaluation, Not Applicable</p> <p><b>or</b></p>
	<b>Option (i)</b>	
	<b>Option (ii)</b>	

	<b>Option (iii)</b>	adjustment expressed as a percentage. [insert a percentage between 0.1 to 0.2] Not Applicable
36.	<b>32.5 (c) (ii)</b>	Deviation in payment schedule is not applicable.  Annual interest rate: Not Applicable
37.	<b>32.5 (d)</b>	Cost of spare parts.  Not Applicable
38.	<b>32.5(e)</b>	Spare parts and after sales service facilities in the United Republic of Tanzania.  Not applicable
<b>39.</b>	<b>32.5 (f)</b>	Operating and maintenance costs.  Factors for calculation of the life cycle cost:  i) number of years for life cycle [it is recommended that the life cycle period should not exceed the usual period before a planned major overhaul of the goods];  ii) operating costs [e.g., fuel and/or other input, unit cost, and annual and total operational requirements];  iii) maintenance costs [e.g., spare parts –without duplication of above Clause 32.5 (d) requirements – and/or other inputs]; and  iv) rate, as a percentage, to be used to discount all annual future costs calculated under (ii) and (iii) above to present value.  <b>or</b>  Reference to the methodology specified in the Technical Specifications or elsewhere in the tendering documents.  Not Applicable
40.	<b>32.5 (g)</b>	Performance and productivity of equipment.  Not Applicable
41.	<b>32.5 (h)</b>	Specific additional criteria to be in the evaluation and their evaluation method or reference to the Technical Specifications. Not Applicable

42.	32.6	In case of award to a single Tenderer of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Tender is: Not Applicable
43.	33.1	a) Domestic preference: Applicable. b) If a margin of preference applies, the application methodology shall be: $\pm 10\%$ of the bidder's bid price submitted by local firms against foreign firms
<b>F. Contract Award</b>		
44.	39.1	Percentage for quantity increase or decrease is 15%
45.	42.1	The Performance Security shall be 12.5% of the contract price
	42.2	The Performance Security shall be in the form of Bank guarantee
46.	43.1	The Advance Payment shall be limited to: Not Applicable
47.	43.2	Maximum amount of Advance payment shall be: Not Applicable
48.	44.1	The Adjudicator proposed by the Procuring Entity is Tanzania Institute of Arbitrators  The hourly fee for this proposed Adjudicator shall be: to be agreed  The biographical data of the proposed Adjudicator is as follows: will be provided. Relevant information, such as education, experience, age, nationality, and present position.

### G. Review of Procurement Decisions

49.	48.1	The address of PPRA for submitting copy of complaints: Chief Executive Officer, Public Procurement Regulatory Authority (PPRA) PPF Tower 8th Floor, P.O. Box 49, DAR ES SALAAM. Tel: 2133466, 2121236/7 Fax: 2121238 email: <a href="mailto:ceo@ppra.go.tz">ceo@ppra.go.tz</a> Website: <a href="http://www.ppra.go.tz">www.ppra.go.tz</a>
50.	50.2	The address for Appeal to PPAA: The Secretary, Public Procurement Appeals Authority, Sukari House 1st Floor, P.O. Box 9310, DAR ES SALAAM. Tel: 2120451

## **SECTION IV: GENERAL CONDITIONS OF CONTRACT**

## General Conditions of Contract

1. **Definitions**      1.1 In this Contract, the following terms shall be interpreted as indicated:
- a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - b) “Completion” means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract
  - c) “The Contract Price” means the price payable to the Supplier as specified under the Contract, subject to such additions and adjustment here to or deduction there from as may be made pursuant t the contract for the full and proper performance of its contractual obligations.
  - d) “Delivery” means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the Procuring Entity under Contract.
  - f) “The Related Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract.
  - g) “GCC” means the General Conditions of Contract contained in this section.
  - h) “SCC” means the Special Conditions of Contract.
  - i) “The Procuring Entity” means the entity purchasing the Goods and related service, as named in SCC.
  - j) “The Supplier” means the individual private or government entity or a combination of the above whose Tender to perform the contract has been accepted by the Procuring Entity and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the supplier.
  - k) “The Project Site” where applicable, means the place or places named in SCC.



- l) "Day" means calendar day.
- m) "Effective Date" means the date on which this Contract becomes effective pursuant to GCC Clause
- n) "Eligible Country" means the countries and territories eligible for participation in procurements financed by the specified institution.
- o) "End User" means the organization(s) where the goods will be used, as **named in the SCC**.
- p) "Origin" means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.
- q) "Force Majeure" means an event or situation beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable, is unavoidable, and is not due to negligence or lack of care on the part of the Supplier.

- 2. **Application** 2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.
- 3. **Governing Language** 3.1 The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Entity shall be written in the language **specified in SCC**. Subject to GCC Clause 3.1, the version of the Contract written in the specified language shall govern its interpretation.
- 4. **Applicable Law** 4.1 The contract shall be governed and interpreted in accordance with the laws of the United Republic of Tanzania, unless otherwise **specified in SCC**.
- 5. **Country of Origin** 5.1 The origin of Goods and Services is distinct from the nationality of the Supplier.

- 6. Standards**      6.1      The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.
- 7. Use of Contract Documents and Information; Inspection and Audit by the Government of Tanzania**
- 7.1      The Supplier shall not, without the Procuring Entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 7.2      The Supplier shall not, without the Procuring Entity's prior written consent, make use of any document or information enumerated in GCC Clause 7.1 except for purposes of performing the Contract.
- 7.3      Any document, other than the Contract itself, enumerated in GCC Clause 7.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under the Contract if so required by the Procuring Entity.
- 7.4      The Supplier shall permit the Government of the United Republic of Tanzania or / and donor agencies involved in financing the project to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government of the United Republic of Tanzania or / and the appropriate donor agencies, if so required by the Government of the United Republic of Tanzania or / and the appropriate donor agencies.
- 8. Patent and Copy Rights**      8.1      The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the United Republic of Tanzania.

- 8.2 The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the supplier, or, if they are furnished to the Procuring Entity directly, or through the Supplier by any third party, including suppliers of materials, the patent right in such materials shall remain vested in such third party.
- 9. Performance Security**
- 9.1 Within thirty (30) days of receipt of the notification of Contract award, the successful Tenderer shall furnish to the Procuring Entity the performance security in the amount **specified in SCC.**
- 9.2 The proceeds of the performance security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 9.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring Entity and shall be in one of the following forms:
- a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or an insurance bond issued by a reputable insurance firm located in the United Republic of Tanzania or abroad, acceptable to the Procuring Entity, in the form provided in the Tendering Documents or another form acceptable to the Procuring Entity; or
  - b) A cashier's or certified check.
- 9.4 The performance security will be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**
- 9.5 Where circumstances necessitate the amendment of the contract after signature, and such amendment is effected, the Procuring Entity shall require the Supplier to provide additional Performance Security to cover any cumulative increase of more than ten percent of the initial Contract Price.

**10. Inspections and Test**

- 10.1 The Procuring Entity or its representative shall have the right to inspect and /or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. SCC and the Technical Specifications shall specify what inspections and tests the Procuring Entity shall notify the Supplier in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
- 10.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.
- 10.3 Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Entity may reject the Goods, and the Supplier shall replace the rejected Goods to meet specification requirements free of cost to the Procuring Entity.
- 10.4 The Procuring Entity's right to inspect, test and, where necessary, reject Goods after the Goods' arrival in the Procuring Entity's country shall in no way be limited or eared by reason of the Goods having previously been inspected, tested, and passed by the Procuring Entity or its representative prior to the Goods' shipment from the country of origin.
- 10.5 Nothing in GCC Clause 10 shall in any way release the supplier from any warranty or other obligations under this Contract.

**11. Packing**

- 11.1 The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods final destination and the absence of heavy handling facilities at all points in transit.

- 11.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, **specified in SCC**, and in any subsequent instructions ordered by the Procuring Entity.
- 12. Delivery and Documents**
- 12.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and / or other documents to be furnished by the Supplier are **specified in SCC**.
- 12.2 For purposes of the Contract, "EXW" "FOB" "FCA", "CIF", "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.
- 12.3 Documents to be submitted by the Supplier are **specified in SCC**.
- 13. Insurance**
- 13.1 The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner **specified in the SCC**.
- 14. Transportation**
- 14.1 Where the Supplier is required under Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Entity or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- 14.2 Where the Supplier is required under Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in the United Republic of Tanzania, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

14.3 Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within the United Republic of Tanzania, defined as the Project Site, transport to such place of destination in the United Republic of Tanzania, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

**15. Incidental Services**

15.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, **specified in SCC**:

- a) Performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e) Training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

15.2 Prices charged by the Supplier for incidental services, if not included in the Contract Price for the Goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**16. Spare Parts**

16.1 As **specified in SCC**, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a) Such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and
- b) In the event of termination of production of the spare

parts:

- i) advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
- ii) following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

## 17. Warranty

- 17.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Entity, specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the United Republic of Tanzania.
- 17.2 This warranty shall remain valid for a period specified in the **SCC** after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for a period specified in the **SCC** after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless **specified otherwise in SCC**.
- 17.3 The Procuring Entity shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
- 17.4 Upon receipt of such notice, the Supplier shall, within the period **specified in SCC** and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Entity other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from EXW or the port or place of entry to entry to the final destination.

17.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period **specified in SCC**, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

## 18. Payment

18.1 The method and conditions of payment to be made to the Supplier under this Contract shall be **specified in SCC**.

18.2 The Supplier's request(s) for payment shall be made to the Procuring Entity in writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 12, and upon fulfillment of other obligations stipulated in the Contract.

18.3 Payments shall be made promptly by the Procuring Entity, within sixty (60) days after submission of an invoice or claim by the Supplier. If the Procuring Entity makes a late payment, the Supplier shall be paid interest on the late payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the rate as **specified in the SCC**.

18.4 The currency or currencies in which payment is made to the Supplier under this Contract shall be **specified in SCC** subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Supplier's Tender.

18.5 All payments shall be made in the currency or currencies specified in the **SCC** pursuant to GCC Clause 18.4

## 19. Prices

19.1 The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.

19.2 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments **authorized in SCC** or in the Procuring Entity's request for Tender validity extension, as the case may be.



- 20. Change Orders**
- 20.1 The Procuring Entity may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract in any one or more of the following:
- a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
  - b) The method of shipment or packing;
  - c) The place of delivery; and/or
  - d) The Services to be provided by the Supplier.
- 20.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier's receipt of the Procuring Entity's change order.
- 20.3 Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
- 21. Contract Amendments**
- 21.1 Subject to GCC Clause 20, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
- 22. Assignment**
- 22.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party.

23. **Subcontracts** 23.1 The Supplier shall notify the Procuring Entity in writing or in electronic forms that provide record of the content of communication of all subcontracts awarded under this contract if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the Supplier from any liability or obligation under the contract.
- 23.2 Subcontracts must comply with the provision of GCC Clause 5.
24. **Delays in the Supplier's Performance** 24.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in the Schedule of Requirements.
- 24.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Entity in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
- 24.3 Except as provided under GCC Clause 27, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 25, unless an extension of time is agreed upon pursuant to GCC Clause 24.2 without the application of liquidated damages.
25. **Liquidated Damages** 25.1 Subject to GCC Clause 27, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Entity shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage **specified in SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage **specified in SCC**. Once the maximum is reached, the Procuring Entity may consider termination of the Contract pursuant to GCC Clause 26.

**26. Termination for Default**

26.1 The Procuring Entity or the Supplier, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.

26.2 Fundamental breaches of Contract shall include, but shall not be limited to the following:

- a) the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 24; or
- b) the Supplier fails to perform any other obligation(s) under the Contract;
- c) the supplier has abandoned or repudiated the contract.
- d) The Procuring Entity or the Supplier is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- e) a payment is not paid by the Procuring Entity to the Supplier within 84 days of the due date for payment;
- f) the Procuring Entity gives Notice that goods delivered with a defect is a fundamental breach of Contract and the Supplier fails to correct it within a reasonable period of time determined by the Procuring Entity; and
- g) the supplier, in the judgment of the Procuring Entity, has engaged in corrupt or fraudulent practices in competing for or in exacting the Contract.

For the purpose of this clause:

“corrupt practice means the offering, giving receiving or soliciting of anything of value to influence the action of a public officer in the procurement process or contract execution;

“coercive practice” means impairing or harming, or threatening to impair or harm directly or indirectly, any party or the property of the party for the purpose of influencing improperly the action or that party in connection with public procurement or in furtherance of corrupt practice or fraudulent practice;

“collusive practices” means impairing or harming, or threatening to impair or harm directly or indirectly, any part or the property of the Party for the purpose of influencing improperly the action or a part or in connection with public procurement or government contracting or in furtherance of a corrupt practice or a Fraudulent Practice

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government or a public body and includes collusive practices among tenderers, prior to or after submission designed to establish tender prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition;

“obstructive practice” means acts intended to materially impede access to required information in exercising a duty under this Act;

- 26.4 In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 26.1, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

- 27. Force Majeure**
- 27.1 Notwithstanding the provisions of GCC Clauses 24, 25, and 26, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. Such events may include, but are not restricted to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine, restrictions, acts of terrorists and freight embargoes.
- 27.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 28. Termination for Insolvency**
- 28.1 The Procuring Entity may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity.
- 29. Termination for Convenience**
- 29.1 The Procuring Entity, by written notice sent to the Supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the Contract is terminated, and the date upon which such termination becomes effective.
- 29.2 The Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and price. For the remaining Goods, the Procuring Entity may elect:
- a) To have any portion completed and delivered at the Contract terms and prices; and / or
  - b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.

- 30. Disputes**
- 30.1 If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of the Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 30.2 If after thirty days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice for adjudication.
- 30.3 If the either party believes that a decision taken by the other was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the decision.
- 31. Procedure for Disputes**
- 31.1 The Adjudicator shall stated in the **SCC** give a decision in writing or in electronic forms that provide record of the content of communication within 28 days of receipt of a notification of a dispute.
- 31.2 The Adjudicator shall be paid by the hour at the rate specified in the **SCC**, together with reimbursable expenses of the types specified in the **SCC**, and the cost shall be divided equally between the Procuring Entity and the Supplier, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.
- 31.3 The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the **SCC**.
- 32. Replacement of Adjudicator**
- 32.1 Should the Adjudicator resign or die, or should the Procuring Entity and the Supplier agree that the Adjudicator is not functioning in accordance with the provisions of the Contract a new Adjudicator will be jointly appointed by the Procuring Entity and the Supplier. In case of disagreement between the Procuring Entity and the Supplier, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the **SCC** at the request of either party, within 14 days of receipt of such request.
- 33. Limitation of Liability**
- 33.1 Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to GCC Clause 8,

- a) The supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity; and
- b) The aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the Procuring Entity with respect to patent infringement..

**34. Notices**

34.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address **specified in SCC**.

34.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**35. Taxes and Duties**

35.1 A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the United Republic of Tanzania.

35.2 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the United Republic of Tanzania the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

35.3 A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Entity.

**SECTION V: SPECIAL CONDITIONS OF CONTRACT**



## Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
		<b>Definitions (GCC Clause 1)</b>
1.	1.1	The Purchaser is: [Name and address]
2.	1.1(j)	The Supplier is: [Name and address]
3.	1.1(k)	The Project is: [if applicable]
		<b>Governing Language (GCC Clause 3)</b>
4.	3.1	The Governing Language shall be: .....
		<b>Applicable Law (GCC Clause 4)</b>
5.	4.1	The Applicable Law shall be: Laws of the .....
		<b>Country of Origin (GCC Clause 5)</b>
6.	5.1	Country of Origin is .....
		<b>Performance Security (GCC Clause 9)</b>
7.	9.1	The amount of performance security, as a percentage of the Contract Price, shall be: [ between ten (10) and twenty (20) percent of the Contract Price]
8.	9.4	After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 17.2.
		<b>Inspections and Tests (GCC Clause 10)</b>
9.	10.1	Inspection and tests prior to shipment of Goods and at final acceptance are as follows:  Quality and quantity inspection shall be carried out prior to

		shipment of Goods by the manufacturer(s) at the supplier's own expense and responsibility in terms of the items specified in the specifications. The supplier shall submit the inspection certificate issued by himself which should be attached with the certificate(s) of the manufacturer(s) to the Procuring Entity in order to ensure that the goods are manufactured in compliance with the contract.
	<b>Packing (GCC Clause 11)</b>	
10.	11.2	The following SCC shall supplement GCC Clause 11.2:  The Goods shall be packed properly in accordance with standard export packing specified by the Procuring Entity in the Technical Specification.
	<b>Delivery and Documents (GCC Clause 12)</b>	
11.	12.1	<p><b>For Goods supplied from abroad:</b></p> <p>Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by cable the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:</p> <ul style="list-style-type: none"> <li>(i.) One original plus four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii.) original and four copies of the negotiable, clean, on-board bill of lading marked "freight prepaid" and four copies of nonnegotiable bill of lading;</li> <li>(iii.) One original plus four copies of the packing list identifying contents of each package;</li> <li>(iv.) insurance certificate;</li> <li>(v.) Manufacturer's or Supplier's warranty certificate;</li> <li>(vi.) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and</li> <li>(vii.) certificate of country of origin issued by the chamber of commerce and industry or equivalent authority in the country of origin in duplicate..</li> </ul>

		<p>The above documents shall be received by the Procuring Entity at least one week before arrival of the Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.</p> <p>[Other similar documents should be listed, depending upon the Incoterm retained.]</p>
12.	12.3	<p><b>For Goods from within the United Republic of Tanzania:</b></p> <p>Upon delivery of the Goods to the transporter, the Supplier shall notify the Procuring Entity and mail the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i.) one original plus four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii.) delivery note, railway receipt, or truck receipt;</li> <li>(iii.) Manufacturer's or Supplier's warranty certificate;</li> <li>(iv.) inspection certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and</li> <li>(v.) certificate of country of origin issued by the Tanzania Chamber of Commerce, Industry and Agriculture or equivalent authority in the country of origin in duplicate.</li> </ul> <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.</p>
	<b>Insurance (GCC Clause 13)</b>	
13.	13.1	The Insurance shall be in an amount equal to 110 percent of the CIF or CIP value of the Goods from "warehouse" to "warehouse" on "All Risks" basis, including War Risks and Strikes.
	<b>Incidental Services (GCC Clause 15)</b>	
14.	15.1	<p>Incidental services to be provided are:</p> <p>[Selected services covered under GCC Clause 15 and/or other should be specified with the desired features. The price quoted in the tender price or agreed with the selected Supplier shall be included in the</p>

		Contract Price.]
	<b>Spare Parts (GCC Clause 16)</b>	
15.	16.1	<p>Additional spare parts requirements are:</p> <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit.</p>
	<b>Warranty (GCC Clause 17)</b>	
16.	17.2	<p>GCC 17.2–In partial modification of the provisions, the warranty period shall be ____ hours of operation or ____ months from date of acceptance of the Goods or (____) months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:</p> <p style="padding-left: 40px;">(a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,</p> <p style="text-align: center;"><b>or</b></p> <p style="padding-left: 40px;">(b) pay liquidated damages to the Procuring Entity with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 per cent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.</p>
17.	17.4 & 17.5	The period for correction of defects in the warranty period is: .....
	<b>Payment (GCC Clause 18)</b>	
18.	18.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>Payment for Goods supplied from abroad:</b></p>

	<p>Payment of foreign currency portion shall be made in (_____)</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment:</b> ..... percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the Tendering Documents or another form acceptable to the Procuring Entity.</li> <li>(ii) <b>On Shipment:</b> ----- percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 10.</li> <li>(iii) <b>On Acceptance:</b> ..... percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring Entity.</li> </ul> <p>Payment of local currency portion shall be made in :[insert the currency] within thirty (30) days of presentation of claim supported by a certificate from the Procuring Entity declaring that the Goods have been delivered and that all other contracted Services have been performed.</p>
	<p><b>Payment for Goods and Services supplied from within the United Republic of Tanzania:</b></p> <p>Payment for Goods and Services supplied from within the United Republic of Tanzania shall be made in Tanzanian Shillings, as follows:</p> <ul style="list-style-type: none"> <li>(i) <b>Advance Payment:</b> ..... percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the Tendering Documents or another form acceptable to the Procuring Entity.</li> <li>(ii) <b>On Delivery:</b> ..... percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 10.</li> <li>(iii) <b>On Acceptance:</b> The remaining ..... percent of the Contract Price shall be paid to the Supplier within thirty</li> </ul>

		(30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.
19.	18.3	Rate to be used for paying the Supplier's interest on the late payment made by Procuring Entity shall be [insert: rate].
	<b>Prices (GCC Clause 19)</b>	
20.	19.1	Prices shall be adjusted in accordance with provisions in the Attachment to SCC.  [To be inserted <b>only</b> if price is subject to adjustment.]
	<b>Liquidated Damages (GCC Clause 25)</b>	
21.	25.1	Applicable rate: [insert rate]  Maximum deduction: is equal to the performance security.  <b>Note:</b> 0.1 to 0.2 per cent per day of undelivered materials/good's value.
	<b>Procedure for Disputes (GCC Clause 31)</b>	
22.	31.1	The Adjudicator shall be [insert: name of the Adjudicator]
23.	31.2	Rate of the Adjudicator fees shall be [insert: rate]
24.	31.3	Arbitration institution shall be [insert: institution]  Place for carrying out Arbitration [insert: full address of the place/location]
25..	32.1	Appointing Authority for the Adjudicator [ insert: Authority]
	<b>Notices (GCC Clause 34)</b>	
26.	34.1	– Procuring Entity's address for notice purposes:  – Supplier's address for notice purposes:

## **SECTION VI: SCHEDULE OF REQUIREMENTS**

## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery

- (i) at EXW premises, or
- (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or
- (iii) to the first carrier when the contract is placed on FCA or CIP terms.

In order to determine the correct date of delivery hereafter specified, the Procurement Entity has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

No.	Description	Unit	Quantity	Delivery schedule in weeks
1.	Barcode Printer	PC	1	Eight weeks after signing the contract
2.	Barcode Labels	Box	10	Eight weeks after signing the contract
3.	Book Detection Machine	PC	1	Eight weeks after signing the contract
4.	Security tags for printed books (EM strips)	Box	10	Eight weeks after signing the contract
5.	TABLET FOR LIBRARY USE (E-books and other online documents) for users	PC	1	Eight weeks after signing the contract
6.	Laptop	PC	1	Eight weeks after signing the contract
7.	Headphones for Multimedia Section	PC	5	Eight weeks after signing the contract
8.	CCTV CAMERA	PC	39	Eight weeks after signing the contract
9.	Turnitin Software		1	Eight weeks after signing the contract
10.	Book Supports & Bookends	PC	100	Eight weeks after signing the contract
11.	Step Stools & Ladders	PC	3	Eight weeks after signing the contract
12.	Steel Book Trucks	PC	2	Eight weeks after signing the contract



13.	Gressco Movable Shelf Label Holders	SET	5	Eight weeks after signing the contract
14.	Books Scanner	PC	1	Eight weeks after signing the contract
15.	Cargo Atheneum Magazine File Box, Blue, 11 by 10 by 4-Inch	PC	20	Eight weeks after signing the contract
16.	Educational Insights No Yell Bell Library Attention Getter	PC	2	Eight weeks after signing the contract
17.	Brother P-touch Personal Labeler (PT-90)	PC	5	Eight weeks after signing the contract
18.	Brother P-touch Personal Labeler (PT-90) Labels	BX	10	Eight weeks after signing the contract
19.	Universal Dry Erase Board	PC	1	Eight weeks after signing the contract

NB: All equipment must comply with Tanzania Electrical Standards, mobile equipment should not need a transformer.

## **SECTION VII: TECHNICAL SPECIFICATIONS**

No.	ITEM	SPECIFICATIONS
1.	Barcode Printer	<ul style="list-style-type: none"> <li>• Print speed: Maximum 4" /102 mm per second</li> <li>• Print width: 2.2" /56 mm</li> <li>• Print length: Maximum 39.0" /990 mm</li> <li>• 32-bit RISC processor</li> <li>1. Resolution <ul style="list-style-type: none"> <li>• 203 dpi/8dots per mm</li> </ul> </li> <li>2. Memory <ul style="list-style-type: none"> <li>• 4 MB Flash, 8 MB SDRAM (standard)</li> <li>• 64 MB Flash with real-time clock for a total of 68 MB (option)</li> </ul> </li> <li>3. Media Sensors <ul style="list-style-type: none"> <li>• Standard: Fixed reflective and transmissive sensors</li> </ul> </li> <li>4. Media Characteristics <ul style="list-style-type: none"> <li>• Media length: 0.38" /9.7 mm to 39" /990 mm</li> <li>• Media width: 1.00" /25.4 mm to 2.36" /60 mm</li> <li>• Media width w/ 2" Media Guide: 0.585" /15 mm to 1.44" /36.6 mm</li> <li>• Maximum media roll size: 5" /127 mm O.D. on a 1.00" /25.4 mm, 1.5" /38 mm I.D. core</li> <li>• Media thickness: 0.003" /0.08 mm to 0.007" /0.18 mm</li> <li>• Media types: Roll-fed or fan-fed, die cut or continuous direct thermal labels with or without black mark, tag stock, continuous receipt paper, wristbands, and optional liner-free direct thermal media</li> </ul> </li> <li>5. Ribbon Characteristics <ul style="list-style-type: none"> <li>• Outside diameter: 1.36" /35 mm</li> <li>• Standard length: 244' /74 m</li> <li>• Ratio: 1:1 media to roll to ribbon</li> <li>• Width: 1.33" /33.8 mm to 2.4" /58 mm</li> <li>• Core (I.D.): 1.00" /25.4 mm, 1.5" /38 mm</li> </ul> </li> <li>6. Agency Approvals <ul style="list-style-type: none"> <li>• Emissions: FCC Part 15, Subpart B, VCCI, C-Tick</li> <li>• Emissions and Susceptibility: (CE): EN55022 Class-B, EN61000-3-2, EN61000-3-3 and EN55024</li> <li>• Safety: CB Scheme IEC 60950:1991 +A1 +A2 +A3 +A3 +A4, UL 60950 and C-UL, IRAM NOM, AAMI</li> </ul> </li> </ul>

		<p>7. Communication and Interface Capabilities</p> <ul style="list-style-type: none"> <li>• Centronics® parallel (36 pin) connector ports</li> <li>• RS-232 Serial with USB V1.1 interface</li> <li>• 10/100 internal Ethernet with USB V1.1 (option)</li> </ul> <p>8. Barcode Symbologies</p> <ul style="list-style-type: none"> <li>• Barcode Ratios: 2:1 (non-rotated) and 3:1</li> <li>• Linear barcodes: Code 11, Code 39, Code 93, Code 128, UPC-A, UPC-E, EAN-8, EAN-13, EAN-14, UPC-A and UPC-E with EAN 2 or 5 digit extensions, Plessey, POSTNET, Standard 2 of 5, Industrial 2 of 5, Interleaved 2 of 5, LOGMARS, MSI, Codabar, and GS1 DataBar (formerly RSS)</li> <li>• 2-Dimensional: PDF417, MicroPDF417, Code 49, Maxicode, Codablock, Data Matrix, QR code, Aztec</li> </ul> <p>9. EPL Barcode Symbologies</p> <ul style="list-style-type: none"> <li>• Linear barcodes: Code 39, Code 128A, B &amp; C (User selectable/ Auto), UCC/EAN-128, Code 93, Codabar, Interleaved 2 of 5, UPC-A, UPC-E, UPC-A with 2 and 5 add on, UPC-E with 2 and 5 add on, EAN 13, EAN 8, EAN 13 with 2 and 5 add on, EAN 8 with 2 and 5 add on, Postnet (5, 9, 11, &amp; 13 digit) Japanese Postnet, Plessey (MSI-1), MSI-3, German Post Code, and GS1 DataBar (formerly RSS)</li> <li>• 2-Dimensional: Maxicode (modes 2,3,4,6), PDF417, MacroPDF417, QR Code, Data Matrix, and Aztec</li> </ul> <p>1. Options and Accessories</p> <ul style="list-style-type: none"> <li>• Dispenser – label peel and present with label taken sensor</li> <li>• Cutter for use on the following media types with maximum thickness of 0.0007"/0.18 mm and minimum label length of 1.0"/25.4 mm: <ul style="list-style-type: none"> <li>i. Continuous paper – Most receipt or fax paper is generally acceptable</li> <li>ii. Label liner – Cuts on the liner only. Cutter should not be used to cut through labels as adhesives may cause jams</li> <li>iii. Tag stock – Tag stock is generally</li> </ul> </li> </ul>
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		<p>acceptable as long as it is no more than 0.07" / 0.18 mm thickness</p> <ul style="list-style-type: none"> <li>• 10/100 internal Ethernet</li> <li>• 64 MB Flash memory with real-time clock</li> <li>• Media Adaptor Guide -Supports wristband media</li> <li>• Font Packs – Asian and other international font kits</li> <li>• Liner-free Platen For use with liner-free media</li> <li>• KDU and KDU Plus – Keyboard display units for stand-alone printing applications</li> </ul>
2.	Barcode Labels	<p>4000T thermal transfer, bright white, coated, ultra-smooth, paper label with a permanent acrylic adhesive.</p> <ul style="list-style-type: none"> <li>• Product Type: Thermal Label</li> <li>• Product Name: Thermal Label</li> <li>• Packaged Quantity: 6 / Carton</li> </ul> <p>Product Information</p> <ul style="list-style-type: none"> <li>• Number of Labels per Roll: 2580</li> <li>• Core Diameter: 1"</li> <li>• Shape: Rectangle</li> <li>• Adhesive Type: Permanent</li> <li>• Print Technology: Thermal Transfer</li> <li>• Media Size: 1.25" Width x 1" Length</li> </ul> <p>Physical Characteristics</p> <ul style="list-style-type: none"> <li>• Color: White</li> <li>• Material: Paper</li> </ul> <p>NB: Accompanied by:</p> <ol style="list-style-type: none"> <li>1. Ribbons</li> <li>2. Cable 2 metre</li> <li>3. Paper rolls</li> </ol>
3.	Book Detection Machine	<p>Dimensions: 19.7" L x 13.8" W x 4.6" H (50 cm x 35 cm x 12 cm)</p> <p>Energy requirements: 110/120V or 220/240V AC</p>

		<p>50-60 Hz MODELS ADR-B EM Bookcheck De/Resensitizer ADR-BV EM Bookcheck De/Resensitizer with Tag Detector FEATURES</p> <ul style="list-style-type: none"> <li>• Plug-and-play installation</li> <li>• Compatible with all industry-standard EM security tags, including 3M Tattle-Tape™</li> <li>• One step check-out and check-in</li> <li>• Safe to use with all library media, including CDs, DVDs, and magnetic media, such as video cassettes</li> <li>• Includes software utility for obtaining statistics on check-out and check-in operations</li> <li>• Ergonomic design reduces repetitive stress on joints</li> </ul>
4.	Security tags for printed books (EM strips)	<ul style="list-style-type: none"> <li>• Compatible with all electromagnetic wave systems</li> <li>• EM strip (DS-B-6.5").</li> </ul>
5.	TABLET	<p>Tab S 3 9.7-Inch, 32GB Tablet (Black, SM-T820NZKAXAR)</p> <ul style="list-style-type: none"> <li>• Includes the S Pen Stylus</li> <li>• Featuring High Dynamic Range on a Super AMOLED display</li> <li>• Powerful Quad speakers, tuned by AKG, calibrate with your movements as you rotate the Galaxy Tab S3, and intuitively reflect what's playing on-screen.</li> <li>• Easily switch from touch to type with a feather light keyboard* that auto-pairs, attaches on contact and never needs charging.</li> </ul> <p>Other accompanied things</p> <ol style="list-style-type: none"> <li>1. Tablet cover (ProCase) Stand Folio Case Cover.</li> <li>2. EVO 64 GB Micro SDXC Memory Card with Adapter up to 48/MB/s (MB</li> </ol>


		<p>64DA/AM)</p> <p>Features</p> <ol style="list-style-type: none"> <li>1. E-books Reader App</li> <li>2. Over drive</li> <li>3. Chat - reference service</li> <li>4. Call option</li> <li>5. Audio books</li> </ol>
6.	Laptop	<p>13- inch Touch Bar with integrated Touch ID sensor</p> <p>Processor 2.9GHz dual-core Intel Core i5, Turbo Boost up to 3.3GHz, with 4MB shared L3 cache</p> <p>Storage</p> <ul style="list-style-type: none"> <li>• 512GB PCIe-based onboard SSD</li> <li>• Configurable to 1TB SSD</li> </ul> <p>Memory</p> <ul style="list-style-type: none"> <li>• 8GB of 2133MHz LPDDR3 onboard memory</li> <li>• Configurable to 16GB of memory</li> </ul> <p>Graphics Intel Iris Graphics 550</p> <p>Charging and Expansion</p> <ul style="list-style-type: none"> <li>• Four Thunderbolt 3 (USB-C) ports with support for: <ul style="list-style-type: none"> <li>• Charging</li> <li>• DisplayPort</li> <li>• Thunderbolt (up to 40 Gbps)</li> <li>• USB 3.1 Gen 2 (up to 10 Gbps)</li> </ul> </li> </ul> <p>Keyboard and Trackpad</p> <ul style="list-style-type: none"> <li>• 64 (U.S.) or 65 (ISO) keys including 4 arrow keys</li> <li>• Touch Bar with integrated Touch ID sensor</li> <li>• Ambient light sensor</li> <li>• Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures</li> </ul> <p>Wireless</p> <p>Wi-Fi</p> <ul style="list-style-type: none"> <li>• 802.11ac Wi-Fi wireless networking; IEEE 802.11a/b/g/n compatible</li> </ul> <p>Bluetooth</p> <ul style="list-style-type: none"> <li>• Bluetooth 4.2 wireless technology</li> </ul> <p>Camera</p>



		<ul style="list-style-type: none"> <li>• 720p FaceTime HD camera</li> </ul> <p>Video Support</p> <p>Simultaneously supports full native resolution on the built-in display at millions of colors and:</p> <ul style="list-style-type: none"> <li>• One display with 5120-by-2880 resolution at 60Hz at over a billion colors</li> <li>• Up to two displays with 4096-by-2304 resolution at 60Hz at over a billion colors</li> </ul> <p>Thunderbolt 3 digital video output</p> <ul style="list-style-type: none"> <li>• Native DisplayPort output over USB C</li> <li>• VGA, HDMI, and Thunderbolt 2 output supported using adapters (sold separately)</li> </ul> <p>Audio</p> <ul style="list-style-type: none"> <li>• Stereo speakers with high dynamic range</li> <li>• Three microphones</li> <li>• 3.5 mm headphone jack</li> </ul> <p>Battery and Power</p> <ul style="list-style-type: none"> <li>• Up to 10 hours wireless web</li> <li>• Up to 10 hours iTunes movie playback</li> <li>• Up to 30 days of standby time</li> <li>• Built-in 49.2-watt-hour lithium-polymer battery</li> </ul> <ul style="list-style-type: none"> <li>• 61W USB-C Power Adapter</li> </ul> <p>Electrical and Operating Requirements</p> <ul style="list-style-type: none"> <li>• Line voltage: 100V to 240V AC</li> <li>• Frequency: 50Hz to 60Hz</li> <li>• Operating temperature: 50° to 95° F (10° to 35° C)</li> <li>• Storage temperature: -13° to 113° F (-25° to 45° C)</li> <li>• Relative humidity: 0% to 90% noncondensing</li> <li>• Operating altitude: tested up to 10,000 feet</li> <li>• Maximum storage altitude: 15,000 feet</li> <li>• Maximum shipping altitude: 35,000 feet</li> </ul> <p>Size and Weight</p> <ul style="list-style-type: none"> <li>• Height: 0.59 inch (1.49 cm)</li> <li>• Width: 11.97 inches (30.41 cm)</li> <li>• Depth: 8.36 inches (21.24 cm)</li> <li>• Weight: 3.02 pounds (1.37 kg)</li> </ul> <p>What's in the Box</p> <ul style="list-style-type: none"> <li>• 13-inch MacBook Pro</li> <li>• 61W USB-C Power Adapter</li> <li>• USB-C Charge Cable (2 m)</li> </ul> <p>Accompanied by:</p>
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		<p>1. 13 Case 2016, i-Blason Smooth Soft-Touch Matte Frosted Hard Shell Cover 13" inch A1706 A1708 with Retina Display 2016 with or W/O Touch Bar &amp; Touch ID (Blue)</p> <ul style="list-style-type: none"> <li>• 13" 2016 (Models A1706 and 1708 - With and Without Touch Bar/ID) Change listings for all colors and sizes.</li> <li>• Slick hard shell cover with matte finish to resist scratch and slippage</li> <li>• Logo Shine through the case with access to all ports, battery check button, Type C, charging ports etc. Plug your charger, cable or headset without removing the case</li> <li>• Fully vented for safe heat disbursement and rubberized corner stands at the bottom</li> </ul> <p>2. nonda USB-C to USB 3.0 Mini Adapter [World's Smallest] Aluminum Body with Indicator LED. Type-C Devices (Space Gray)</p> <ul style="list-style-type: none"> <li>• The World's Smallest USB-C to USB-A adapter</li> <li>• USB 3.0 SuperSpeed, data transfer speed of up to 5Gbps</li> <li>• Durable Aluminum Body; need to push the adapter hard to the end till you hear the click</li> <li>• Works with ChromeBook Pixel and other USB-C devices</li> </ul> <p>3. UPPERCASE Premium Ultra Thin Keyboard Protector with Touch Bar 13" or 15" (2016 Release, Apple Model Number A1706, A1707)</p> <ul style="list-style-type: none"> <li>• Engineered to fit precisely to the keyboard ( Keyboard Layout Only)</li> <li>• Tested for not interfering with Touch Bar operation</li> <li>• Industry Leading 0.12mm (0.005 in.) thickness to minimize typing interference.</li> <li>• Made with premium engineering grade TPU material (compare to our standard TPU keyboard protector)</li> <li>• High transparency to preserve the elegance of your computer and allows keyboard backlight to shine through. Completely washable and reusable</li> </ul>
7.	Headphones for Multimedia Section	<p><b>Logitech Clear Chat Comfort/USB Headset H390, Noise Cancelling Microphone, Headphones for Computer (Black)</b></p> <ul style="list-style-type: none"> <li>• Padded headband and ear pads</li> </ul>


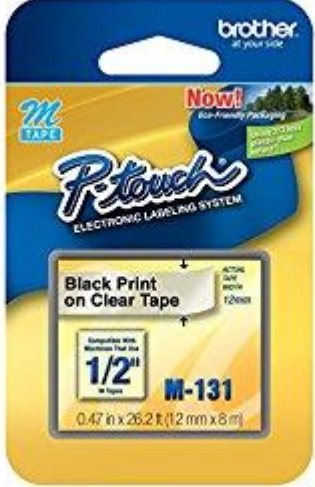
		<ul style="list-style-type: none"> <li>• Rotating, noise-canceling microphone</li> <li>• Convenient inline volume and mute controls</li> <li>• Advanced digital USB</li> <li>• Compatible with Windows 2000, Windows XP, Windows Vista, Windows 7, Windows 10 and Mac OS X.</li> </ul>
8.	CCTV CAMERA	<ol style="list-style-type: none"> <li>1) Indoor IP CCTV Cameras 2.8 mm fixed lens 3.0 megapixel progressive CMOS&gt; H.264+ &amp; H.264 dual-stream encoding&gt; 20fps@3M(2048×1536) &amp;25/30fps@2M (1920×1080) &gt; DWDR, Day/Night Vision (ICR), &gt; Max IR LEDs Length 30m</li> <li>2) Outdoor IP CCTV Cameras 2.8 mm fixed lens 3.0 megapixel progressive CMOS&gt; H.264+ &amp; H.264 dual-stream encoding&gt; 20fps@3M(2048×1536) &amp;25/30fps@2M (1920×1080) &gt; DWDR, Day/Night vision (ICR), &gt; Max IR LEDs Length 40m</li> <li>3) 32 CHANNEL NVR H.264+/H.264 codec decoding&gt; Max 200Mbps Incoming Bandwidth&gt; Up to 5 MP Resolution for Preview and Playback&gt; HDMI / VGA simultaneous video output&gt; Support 8 SATA HDDs up to 48TB, 4 USB (2 USB3.0 &gt; Support Multi-brand network cameras: Dahua, Arecont Vision, AXIS, Bosch, Brickcom, Canon, CP Plus, Dynacolor, Honeywell, Panasonic, Pelco, Samsung, Sanyo, Sony, Videotec, Vivotek and etc</li> <li>4) 16 CHANNEL NVR H.264+/H.264 codec decoding&gt; Max 200Mbps Incoming Bandwidth&gt; Up to 5MP Resolution for Preview and Playback&gt; HDMI/VGA simultaneous video output&gt; Support 4 HDD &gt; Support Multi-brand network cameras: Dahua, Arecont Vision, AXIS, Bosch, Brickcom, Canon, CP Plus, Dynacolor, Honeywell, Panasonic, Pelco, Samsung, Sanyo, Sony, Videotec, Vivotek and etc</li> <li>5) Ups 1000 VA</li> <li>6) 16 Pot PoE Switch</li> <li>7) 4 TB HDD Storage device (4000 GB)</li> <li>8) UTP CAT 6 CABLE</li> <li>9) 42" LED TV Monitor screen</li> </ol>


9.	Turnitin Software	<ul style="list-style-type: none"> <li>• Originality Check – the plagiarism checker</li> <li>• Grade Mark – online grading and feedback to the student</li> <li>• Integrations – to integrate with major Learning Management Systems like Blackboard, Moodle, etc.</li> <li>• Translated Matching – To identify if a student has plagiarised from an English source into a foreign language supported by Turnitin</li> <li>• eRater – Automatic spelling and grammar check</li> </ul>
10.	Book Supports & Bookends	 <ul style="list-style-type: none"> <li>• 18-gauge, heavy-duty steel with reinforcing ribs provide "Bear" strength, even for heavy books</li> <li>• Ribbed steel adds strength and rigidity</li> <li>• Smooth rounded edges prevent damage to books</li> <li>• Super tough, baked-on, powder coat surface will not chip, fade or scratch</li> <li>• Non-skid, Polyurethane and Cork bases keep book supports from slipping and protect shelving from abrasion</li> <li>• 9"H x 6"W supports keep taller volumes upright</li> </ul>

11.	Step Stools & Ladders	 <ul style="list-style-type: none"> <li>• Material: Heavy Duty Iron</li> <li>• Folded Size: 19.2" X 4.1" X 41.1"(49 X 10.5 X 104.5 CM)</li> <li>• Unfolded Size: 26" X 19.2" X 36.2"(66 X 49 X 92 CM)</li> <li>• Size Of Each Footboard: 15" X 10.2";Length Between Steps: 9.5";he Height From Ground To Top Step: 28</li> <li>• Load Capacity: 330 LBS.</li> </ul>
12.	Steel Book Trucks	 <ul style="list-style-type: none"> <li>• Features 3 sloped shelves with 12" clearance between each shelf</li> <li>• Smooth rounded handles for a comfortable grip and perforated side panels for a contemporary look</li> <li>• Four industrial (200 lb rated) 5" swivel casters all with locking brakes for safety</li> <li>• Sloped backs are 6" deep</li> <li>• Frames are 18 gauge and shelves are 20 gauge steel.</li> </ul> <p>UPC        017567069869</p> <p>Color      Black</p> <p>EAN        0017567069869</p> <p>Exterior Finish Powder Coat</p>

		<p>Height 46.0 inches</p> <p>Item Weight 67 pounds</p> <p>Length 14.0 inches</p> <p>Material Metal</p> <p>Model Number SL330-09</p> <p>Special Features Mobile</p> <p>Width 32.0 inches</p>
13.	Gressco Movable Shelf Label Holders	 <ul style="list-style-type: none"> <li>• Moveable Plastic Shelf Label Holders Black 13/16"H x 5"W x 5-1/4"D 10 pk</li> <li>• 10/pkg and 1 sheet of labels</li> <li>• Black color</li> </ul>
14.	Books Scanner	<p>Maximum scan area: 390 x 480 mm (50% &gt; DIN A3)</p> <p>Scanner resolution: 400 x 400 dpi</p> <p>Pixel dimension: 9.3 x 9.3 μm</p> <p>Minimum document size: 100 x 100 mm / 4 x 4 inch</p> <p>Sensor type: CCD camera</p> <p>Grayscale digitization: 16 bit</p> <p>Color digitization: 48 bit</p> <p>Scan modes: 24 bit color, 8 bit grayscale, bitonal, enhanced halftone</p> <p>File Formats: PDF, PDF/A, JPEG, PNM, TIFF uncompressed, TIFF G4 (CCITT), Multipage PDF, TIFF</p> <p>Light source: White LEDs, classified according IEC 60825-1:Class 1</p> <p>Lamp lifetime: 50,000 hours</p> <p>Voltage: 100 - 240 V AC</p> <p>Frequency: 47 - 63 Hz</p> <p>Bundled Software: Scan2Net</p>

<p>15.</p>	<p>Cargo Atheneum Magazine File Box, Blue, 11 by 10 by 4-Inch</p>	 <ul style="list-style-type: none"> <li>• Holds up to 3-1/2" material</li> <li>• Cut corner design makes it easy to see contents</li> <li>• Cases won't sag or bend</li> <li>• Molded handle helps with retrieval from shelves</li> <li>• Polystyrene construction</li> <li>• Acid-Free</li> </ul>
<p>16.</p>	<p>Educational Insights No Yell Bell Library Attention Getter</p>	 <ul style="list-style-type: none"> <li>• Includes 7 fun sound effects: a bugle call, space alert, applause, 2 alarm clock sounds, twinkle chimes, and yes, a clanging hand bell.</li> <li>• Features a volume dial and a powerful, high-quality speaker that projects sound across a room.</li> <li>• Requires 4 AAA batteries (not included)</li> <li>• High-quality speaker with volume control allows for indoor/outdoor use</li> <li>• 9" H x 4-1/2" dia.</li> </ul> <p>Additional/accompanied things AAA batteries</p>

<p>17.</p>	<p>Brother P-touch Personal Labeler (PT-90)</p>	 <ul style="list-style-type: none"> <li>• Lightweight, portable hand-held labeler</li> <li>• Easy-type QWERTY (computer style) keyboard and easy-view 12-character display</li> <li>• Features 7 frame options, 8 type styles, 8 patterns and over 170 symbols to easily personalize your labels</li> <li>• 3 interchangeable face plates to customize your labeler</li> <li>• Uses Brother "M" tapes in a variety of colors in 3/8" and 1/2" widths</li> </ul>
<p>18.</p>	<p>Brother P-touch Personal Labeler (PT-90) Labels</p>	 <p>1 of Brother P-touch ~1/2" (0.47") Black on Clear Tape - 26.2 ft. (8m) (245)</p> <ul style="list-style-type: none"> <li>• Brother M tape is great for home, school and home office labeling</li> <li>• Labels stay put where you place them</li> <li>• Brother M tape is available in a variety of colors and 2 widths (9mm, 12mm)</li> </ul>

		<ul style="list-style-type: none"> <li>• Suitable for indoor use</li> <li>• For Use With: PT-100, PT-110, PT-45M, PT-55BM, PT-55S, PT-65, PT-65SCCP, PT-65SL, PT-65VP, PT-70, PT-70BBVP, PT-70BM, PT-70BMH, PT-70HK, PT-70HOL, PT-70HOT, PT-70SP, PT-70SR, PT-80, PT-80SCCP, PT-85, PT-90</li> </ul>
19.	Universal Dry Erase Board	 <p><b>Melamine, 36" x 24", White, Black/Gray Aluminum/Plastic Frame (43723)</b>  Accompanied by:  EXPO Original Dry Erase Set, Chisel Tip, Assorted Colors, 6-Piece</p> <p>Marker set includes 1 eraser; 1 liquid cleaner; 4 Expo chisel tip markers in black, red, blue, and green</p>



## **SECTION VIII: FORMS OF TENDER**

# 1. Form of Tender

Date:

To: Gentlemen and/or Ladies:

Having examined the Tendering Documents including Addenda Nos: [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver, install, train and commission the library equipment in conformity with the said Tendering Documents for the sum of [total Tender Amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we undertake to provide a Performance Security in the form, in the amounts, and within the times specified in the Tendering Documents.

We agree to abide by this Tender for the Tender Validity Period specified in Clause 17.1 of the Tender Data Sheet, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this tendering process, other than alternative offers in accordance with the Tendering Documents.

Our firm, its affiliates or subsidiaries - including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Government of the United Republic of Tanzania under Tanzania's laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

The following commissions or gratuities have been paid or are to be paid by us to agents relating to this Tender, and to contract execution if we are awarded the contract:-

<u>Name and address of agent</u> <u>Or recipient</u>	<u>Amount and currency</u>	<u>Purpose of Commission</u> <u>or gratuities</u>
---	----------------------------	--

.....	.....	.....
(if none state "none")		

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tendering Documents

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

(Name)

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**1.1. Price schedules for Goods and related Services offered from Abroad**

1	2	3	4	5	6	7	8	9
Item	Description of Goods	Country of origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price <sup>2</sup> CIF port of entry (specify port) or CIP named place (specify border point or place of destination) <sup>3</sup>	Total CIF or CIP price per item (col. 4 x 6)	Unit price of inland delivery to final destination and unit price of other incidental services <sup>3</sup>	Total Price per line item (Col. 7 + 8)
<b>TOTAL</b>								

Name of Tenderer ..... IFT Number ..... Page ..... of .....

Name ..... in the capacity of .....

Signature of Tenderer: \_\_\_\_\_

Duly authorized to sign the Tender for and on behalf of .....

Dated on ..... day of ..... 20 .....

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

**1.2. Price Schedule for Domestic Goods Manufactured within the United Republic of Tanzania**

1	2	3	4	5	6	7	8	9	10
Item	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price <sup>1</sup> EXW per item	Total price EXW per line item (cols. 4 x 5)	Unit price per line item final destination and unit price of other incidental services <sup>3</sup>	Cost of local labor, raw material, and components from United Republic of Tanzania % of Col. 5 <sup>2</sup>	Sales and other taxes payable if Contract is awarded (in accordance with ITT 15.6 (a) (i))	Total Price per line item (Col. 6 + 7)
								<b>Total</b>	

Name of Tenderer ..... IFT Number ..... Page ..... of .....

Name ..... in the capacity of .....

Signature of Tenderer: \_\_\_\_\_

Duly authorized to sign the Tender for and on behalf of .....

Dated on ..... day of ..... 20 .....

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

**1.3. Price Schedule for Goods Manufactured outside United Republic of Tanzania, already imported**

1	2	3	4	5	6	7	8	9	10	11
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITT 15.6(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITT 15.6(c)(ii), [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITT 15.6 (c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITT 15.6(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in the Procuring Entity's country to convey the goods to their final destination, as specified in BDS in accordance with ITT 15.6 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITT 15.6(c)(iv)
[insert number of the item]	[insert name of Goods]	[insert country of origin of the Good]	[insert quoted Delivery Date]	[insert number of units to be supplied and name of the physical unit]	[insert unit price per unit]	[insert custom duties and taxes paid per unit]	[insert unit price net of custom duties and import taxes]	[ insert price per line item net of custom duties and import taxes]	[insert price per line item for inland transportation and other services required in the Procuring Entity's country]	[insert sales and other taxes payable per item if Contract is awarded]
<b>TOTAL</b>										

Name ..... in the capacity of .....

Signature of Tenderer: \_\_\_\_\_

Duly authorized to sign the Tender for and on behalf of .....

Dated on ..... day of ..... 20 .....

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

### List of Related Services and Completion Schedule

[This table shall be filled in by the Procuring Entity. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates (as per Incoterms)]

<b>Service</b>	<b>Description of Service</b>	<b>Quantity<sup>1</sup></b>	<b>Physical Unit</b>	<b>Place where Services shall be performed</b>	<b>Final Completion Date(s) of Services</b>
<b>[insert Service No]</b>	<b>[insert description of Related Services]</b>	<b>[insert quantity of items to be supplied]</b>	<b>[insert physical unit for the items]</b>	<b>[insert physical unit for the items]</b>	<b>[insert required Completion Date(s)]</b>

### 3. Form of Qualification Information

**1. Individual Bidders or Individual Members of Joint Ventures**

- 1.1 Constitution or legal status of Bidder: [attach copy]  
Place of registration: [insert]  
Principal place of business: [insert]  
Power of attorney of signatory of Bid: [attach]
- 1.2 Total annual volume of Services performed in (insert period) years, in the internationally traded currency specified in the Bid Data Sheet: [insert]
- 1.3 Services performed as prime Supplier on the provision of Services of a similar nature and volume over the last (insert period) years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of work under way or committed, including expected completion date.

Project name and country	Name of Procuring Entity and contact person	Type of Services provided and year of completion	Value of Contract

- 1.4 Major items of Supplier's Equipment proposed for carrying out the Services. List all information requested below. Refer also to Clause 13.3(c) of the Instructions to Bidders.

Item of equipment	Description, make, and age (years)	Condition (new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to Clause 13.4(d) of the Instructions to Bidders.

Position	Name	Years of experience (general)	Years of experience in proposed position
(a)			
(b)			

1.6 Proposed subcontracts and firms involved. Refer to Clause 23 of General Conditions of Contract.

Sections of the Services	Value of Subcontract	Subcontractor (name and address)	Experience in providing similar Services
(a)			
(b)			

1.7 Financial reports for the last (insert period) years: balance sheets, profit and loss statements, auditors' reports, etc. List below and attach copies.

1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents. We certify/confirm that we comply with eligibility requirements as



per ITB Clause 3 of the bidding documents.

- 1.9 Name, address, and telephone, telex, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.
- 1.10 Information regarding any litigation, current or within the last (insert period) years, in which the Bidder is or has been involved.

Other party(ies)	Cause of dispute	Details of litigation award	Amount involved
(a)			
(b)			

- 1.11 Information regarding Occupation Health and Safety Policy and Safety Records of the Bidder.
- 1.12 Statement of compliance with the requirements of Clause 3.4 of the Instructions to Bidders.
- 1.13 Proposed Program (service work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the bidding documents.

**2. Joint Ventures**

- 2.1 The information listed in 1.11 - 1.12 above shall be provided for each partner of the joint venture.
- 2.2 The information in 1.13 above shall be provided for the joint venture.
- 2.3 Attach the power of attorney of the signatory (ies) of the Bid authorizing signature of the Bid on behalf of the joint venture.
- 2.4 Attach the Contract among all partners of the joint venture (and which is legally binding on all partners), which shows that
  - (a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
  - (b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and
  - (c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

- 3. Additional Requirements**      3.1 Bidders should provide any additional information required in the Bid Data Sheet and to fulfill the requirements of Clause 12.1 of the Instructions to Bidders, if applicable.

We, the undersigned declare that

- (a) The information contained in and attached to this form is true and accurate as of the date of bid submission

Or [delete statement which does not apply]

- (b) The originally submitted pre-qualification information remains essentially correct as of date of submission

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Letter of Acceptance

[letterhead paper of the Procuring Entity]

[date]

To: [name and address of the Supplier]

This is to notify you that your Tender dated [date] for execution of the [name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of [amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us.

We confirm that [insert name proposed by Procuring Entity in the Tender Data Sheet],

**or**

We accept that [name proposed by Tenderer] be appointed as the Adjudicator

**or**

We do not accept that [name proposed by Tenderer] be appointed as Adjudicator, and by sending a copy of this Letter of Acceptance to [insert the name of the Appointing Authority], we are hereby requesting [name], the appointing Authority, to appoint the Adjudicator in accordance with Clause 44.1 of the Instructions to Tenderers

You are hereby instructed to proceed with the execution of the said Contract for the provision of Services in accordance with the Contract documents.

Please return the attached Contract dully signed

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

**4. Form of Contract**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name and address of Procuring Entity] of Tanzania (hereinafter called "the Procuring Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a Tender by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Form of Tender and the Price Schedule submitted by the Tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring Entity's Notification of Award.
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Entity)

Witness to the signatures of the Procuring Entity:  
.....

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Entity)

Witness to the signatures of the Supplier: .....

## **SECTION IX: FORMS OF SECURITIES**

## 1. Tender Security Form

To: [name of the Procuring Entity]

Whereas [name of the Tenderer] (hereinafter called "the Tenderer") has submitted its Tender dated [date of submission of Tender] for the supply of [name and/or description of the goods] (hereinafter called "the Tender").

KNOW ALL PEOPLE by these presents that WE [name of Financial Institution] of [name of country], having our registered office at [address of Financial Institution] (hereinafter called "the Bank"), are bound unto [name of Procuring Entity] (hereinafter called "the Purchase") in the sum of [amount] for which payment well and truly to be made to the said Procuring Entity, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Tender

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender;
- (b) Disagreement to arithmetical correction made to the tender price; or
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity, (i) failure to sign the contract if required by Procuring Entity to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents.

2. We undertake to pay to the Procuring Entity up to the above amount upon receipt of its first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity states the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including twenty eight (28) days after the period of Tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

Name: ..... in the capacity of .....

signed

\_\_\_\_\_  
[signature of the Bank ]

**Dated on** ..... **day of** ..... **20** .....

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]

## 2. Tender Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: [insert **date** (as day, month and year)]

Tender No.: [insert **number of tendering process**]

Alternative No.: [insert **identification No if this is a Tender for an alternative**]

To: [insert **complete name of** Procuring Entity ]

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Procuring Entity for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender;
- (b) Disagreement to arithmetical correction made to the tender price; or
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity, (i) failure to sign the contract if required by Procuring Entity to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (28) days after the expiration of our Tender.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Tender Securing Declaration]

Name: [insert **complete name of person signing the Tender Securing Declaration**]

Duly authorized to sign the tender for and on behalf of: [insert **complete name of Tenderer**]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert **date of signing**]  
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]

### 3. Performance Security Form

To: [name of Purchaser]

WHEREAS [name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [reference number of the contract] dated [insert date] to supply [description of goods and services] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the :[insert date]

Signature and seal of the Guarantors

---

[name of bank or financial institution]

---

[address]

---

[date]



#### 4. Bank Guarantee for Advance Payment

To: [name of Purchaser]

[name of Contract]

Gentlemen

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 18 of the General Conditions of Contract to provide for advance payment, [name and address of Supplier] (hereinafter called "the Supplier") shall deposit with the Purchaser a Bank Guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institution], as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding [amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Purchaser and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until [date].

Yours truly,

Signature and seal of the Guarantors

---

[name of bank or financial institution]

---

[address]

---

[date]

## 5. Manufacturer's Authorization Form

To: [name of the Procurement Entity]

WHEREAS [name of the Manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory]

do hereby authorize [name and address of Agent] to submit a Tender, and subsequently negotiate and sign the Contract with you against IFT No. [reference of the Invitation to Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 17 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

[signature for and on behalf of Manufacturer]

**Note:** This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Tenderer in its Tender.

**SECTION X: INTEGRITY**

**UNDERTAKING BY TENDERER ON ANTI - BRIBERY POLICY/ CODE OF CONDUCT  
AND COMPLIANCE PROGRAMME**

- (1) Each tenderer must Submit a statement, as part of the tender documents, with either of the the following text (Format 1 or Format 2).

**MEMORANDUM (Format 1)**

**(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446 of 2013**

This company \_\_\_\_\_ (name of company) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of our Anti-Bribery Policy/Code of Conduct and Compliance Program are attached

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

**MEMORANDUM (Format 2)**

**(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice 446 of 2013)**

This company \_\_\_\_\_ (name of company) has issued, for the purposes of this tender, a Compliance Program copy attached -which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and suppliers")"

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_