

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



REQUEST FOR QUOTATION

FOR

SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF GENERATOR

QUOTATION NO. PA/112/2017-18/HQ/G/26

Date: 09.09.2017

1. The Nelson Mandela African Institution of Science and Technology has received grant from the African Capacity Building Foundation (ACBF) towards the cost of capacity building, and it intends to apply part of the proceeds of this grant to cover eligible payments under the contract for supply, delivery, installation and commissioning of generator.
2. The Nelson Mandela African Institution of Science and Technology now invites sealed tenders from eligible national Suppliers for the supply, installation and commissioning of generator in accordance with the scope of services detailed in Appendix I. In preparing your quotation, please refer to the attached terms and conditions.
Your quotation should be submitted not later than Monday 25th September, 2017 at 1000 hours East African time.
3. Interested eligible tenderer may obtain further information regarding the quotation from the office of the office of Secretary, NM-AIST Tender Board, Wing A, Ground Floor, Room No. E110, Old Moshi/Nelson Mandela Road, P.O.Box 447, Arusha from 0800 to 1600 hours on Mondays to Fridays inclusive except on public holidays or via pmu@nm-aist.ac.tz . **Attention:** Head PMU
4. All quotations must be accompanied by a Bid Securing Declaration in the format provided in the quotation documents.
5. All quotation in one original plus two copies properly filled in, and enclosed in plain envelopes must be delivered to the office of Secretary, NM-AIST Tender Board, Wing

A, Ground Floor, Room No. E110, Old Moshi/Nelson Mandela Road, P.O.Box 447, Arusha at or before Monday 25th September, 2017 at 1000 hours East African time. Quotations 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 Board Room.

6. Late quotations, Portion of quotation, Electronic quotations, and quotation not received, quotation not opened and not read out in public at the quotation opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Vice Chancellor,

The Nelson Mandela African Institution of Science and Technology,
P.O.Box 447, Nelson Mandela Road, Arusha, Tanzania.

Tel: +255 272 970011; Fax: +255 272 970016

Website: www.nm-aist.ac.tz

TERMS AND CONDITIONS	
Quotation Reference No.	PA/112/2017-18/HQ/G/26
Submission	Physically submitted in sealed envelopes not later than Monday 25 th September, 2017 at 1000 hours East African time
Site Visit	Required. There shall be a site visit is on Monday 18 th September, 2017 at 1000 hours East African Time followed with a pre-bid meeting at NM – AIST soon after a site visit whose purpose shall be to answer questions and clarify issues on any matter that may be raised at that stage. No further site visits will be entertained.
Required Administrative Documents	Your quotations will be considered upon the provision of the below documents. Failure to provide these documents shall constitute grounds for disqualification of your quotations. <ol style="list-style-type: none"> 1. A duly completed and signed priced offer as per the Schedule of Requirements and Prices 2. A valid Business License. 3. A valid VAT and TIN certificate. 4. Manufacturer’s Authorization Letter. 5. A list of at least three recent performed contracts for the last 5years including the names and addresses of the Employers for verification. 6. Tender Securing Declaration; 7. Power of Attorney 8. Form of Integrity dully filled and signed 9. Statement of Compliance, appendix II, duly competed and signed.
Supply, Deliver Installation, Commissioning and after sales services required	YES The supplier is expected supply, deliver, install, commission and provide technical support and maintenance of the supplied equipment.
Language	All documentations, including catalogs, instructions and operating manuals, shall be in English
Preliminary Examination / Eligibility	<ol style="list-style-type: none"> 1. Quotations shall give a comprehensive description of the proposed items/services, If the proposed items do not comply exactly with the technical specifications and descriptions provided in the RFQ, the nearest functional equivalent or closest standard should be offered as an alternative. The supplier shall state in the quotation if an alternative item is offered. 2. Completeness of Administrative Documents.
Partial Bids	Partial Bids are not permitted
Evaluation Criteria	<ol style="list-style-type: none"> 1. Compliance with Technical Specifications and quality standard of goods offered. 2. Compliance with delivery deadlines set in the RFQ. 3. Provision of after sales services 4. Submission of all required administrative documents as detailed above 5. Lowest quoted prices.
Award Criteria	Lowest price technically acceptable

Pricing	Pricing shall be CIP , Nelson Mandela - AIST premises, Arusha.
Payment Terms	Within 30 calendar days after installation and commissioning of the goods and confirmation of satisfactory performance of the equipment.
Validity of Quotation	90 calendar days from deadline of submission of offers <i>In exceptional circumstances, NM AIST may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation. Failure to accept the request for extension of the bid validity period shall disqualify the Vendor</i>
Warranty Period	12 calendar months from date of purchase. Goods to be delivered must be new, in good condition, made with durable material, fit for the purpose for which they are being acquired and free from defects. The NM AIST shall not accept any refurbished or reconditioned equipment / items.
Currency of Quotations / Offers	United States Dollars. In case different currency is quoted, the exchange rate for comparison shall be rates issued by the Bank of Tanzania (BoT) on the 7 th day before the deadline/opening date
Delivery	CIP , Nelson Mandela - AIST premises, Arusha The equipment shall be delivered and installed at Nelson Mandela - AIST, Arusha Premises
Request For Clarification	Requests for clarification must be communicated in writing via e-mail to: pmu@nm-aist.ac.tz , not later than 7 days prior to the close of bidding. Any delay in providing such information will not be considered a reason for extending the submission date of your quotation. Replies to any requests for clarification will be transmitted to all bidders.
Amendments of RFQ	NM-AIST reserves the right to add, deduct or alter the scope of the service at its own discretion. Prior to the deadline for submission of Quotations, NM-AIST may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFQ documents or extend the deadline for submission of Quotations by an amendment.
Corrections	If any should be made by crossing out, initialing, dating and re-writing.
Contract Conditions	The proposed Contract agreement shall be a Purchase Order as per specifications of goods to be supplied. Goods shall be purchased through a local purchase order.

**Notwithstanding the above, the Institution reserves the right to accept or reject any quotations and to cancel the bidding process and to reject all quotations at any time prior to the award of the contract/ order.*

APPENDIX I:
SCHEDULE OF REQUIREMENTS

Item to be procured	Description [A detailed list of technical Specifications of the required Item]		Quantity	Delivery, Installation and Commissioning Deadline
Supply, delivery, installation and commissioning of 350KVA Generator	Diesel Generator Set		01	Six (6) Weeks from the date of signing the contract/receiving an official Purchase Order.
	<i>GENSET MODEL NOS.</i>	<i>M-P400</i>		
	Rated speed / frequency	1500 rpm / 50 Hz		
	Continuous output (KW/KVA)	280/350		
	Standby output (KW/KVA)	320/400		
	Voltage, Phase and wire	400V/230V, 3 Phase and 4 Wires		
	Rated power factor	0.8 (lagging)		
	Maximum output current(A)	505.1		
	Dimension(L*W*H) (mm)	3300X1140X1956		
	Weight(kg)	3300		
Having capacity of Continuous Power Supply and can supply 10% overload power for 1 hour in 12 hours				
Diesel Engine				
<i>DIESEL ENGINE MODEL</i>		<i>2306C-E14TAG2 (UK Perkins) or the like</i>		
Engine Characters		Water-cooled, 6 cylinders in line, 4-cycle, direct injection		
The maximum output (kW)		353		
Aspiration		Turbocharged		
Bore(mm) × Stroke (mm)		137X165		
Fuel consumption(g/kw.h)		201 (in full load)		
Cubic Capacity (Liters)		14.6		
Exhaust air flow(m3/ min)		438		
Compress air flow(m3/min)		32.2		
Exhaust gas flow(m3/min)		79.1		
Exhaust highest temperature		461°C		
Lub-oil pan capacity(L)		68		
Cooling water capacity(L)		47		
Voltage for start(V)		24		
Instrument for adjusting speed		Electronically		
Noise level(@7M)		≤ 92dBA (open)		
ALTERNATOR				
<i>ALTERNATOR MODEL</i>		<i>LSA 47.2VS2(Leroy Somer) or the like</i>		
Excitation		Brushless		
Insulation class		H		
Protection class		IP 22		
Efficiency		91.5%		
Steady state voltage regulation		≤ ±0.5%		
Voltage Control		AVR		
Generating Set Control System				

	AC/DC control panel consisting of:	<ul style="list-style-type: none"> • Emergency Stop button • Voltmeter and selector switch • Ammeter and selector switch Frequency meter 		
	Controller DSE702(Key start) or EMS39(Auto-start) with following (and not restricted to) features:	<ul style="list-style-type: none"> • Start/Stop button • Hour run meter • Monitor engine temperature and provides shutdown protection • Monitor engine speed and provides optional shutdown protection • Monitor oil pressure or level and provides shutdown protection Alarm output for abnormal operation 		
	Additional features			
	Soundproof Canopy			
	Automatic transfer Panel			

Name of Bidder: _____

Authorized Signature: _____

Functional Title: _____

APPENDIX II

STATEMENT OF COMPLIANCE WITH TERMS AND CONDITIONS

**Must be duly completed by the Bidder and returned with the Bid. Supplementary information shall be attached according to the requirements herein.*

Please confirm acceptance of the following:

ITEM	DESCRIPTION	ACCEPTED (Insert either YES or NO)
CONTRACT CONDITIONS	The proposed contract agreement shall be a Purchase Order.	
DELIVERY	Delivery of goods shall be as per delivery schedule stated in the RFQ. Any delivery times contrary to the agreed schedule shall be negotiated and agreed, in writing, by both parties.	
DELIVERY LOCATION	Nelson Mandela African Institution of Science and Technology, Nelson Mandela Road, P.O.Box 447, Arusha. Tanzania.	
PAYMENT TERMS	NM AIST will make payment upon satisfactory delivery, installation and commissioning of goods and submission of original invoices.	
WARRANTY AND AFTER SALES	Warranty period shall be as per period specified in the RFQ and is clearly stated in the quotation supplied.	
VALIDITY OF QUOTATION	90 calendar days from quotation submission deadline.	
CURRENCY OF PRICES	United States Dollars. In case different currency is quoted, the exchange rate for comparison shall be rates issued by the Bank of Tanzania (BoT) on the 7 th day before the deadline/opening date	
ANCILLARY SERVICES REQUIRED	Maintenance and periodic servicing	

Duly authorized to sign the Bid for and on behalf of:

Company /
Business Name:
Authorized Person:
Title:
Contact Number:
E-mail Address:
Signature:
Date:

QUOTATION FORM

(to be completed by the Bidder and submitted with Quotation)

Date: *[insert date]*

To:

Nelson Mandela African Institution of Science and Technology,
P.O.Box 447,
Arusha.
Tanzania.

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, I, the undersigned, offer for the '**Supply, Delivery, Installation and Commissioning of Generator** in conformity with the said Request for Quotations for the sum of *[total bid 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 the Quotation.

I undertake, if our Quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

I agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

I understand that you are not bound to accept the lowest or any bid you may receive.

I/We hereby confirm that this quotation complies with the conditions required by the request for quotations.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign this Quotation for and on behalf of _____

PRICE SCHEDULE FORM

(to be completed by the Bidder and submitted with Quotation)

To:

Nelson Mandela African Institution of Science and Technology,
P.O.Box 447,
Arusha.
Tanzania.

Date of Price Quotation __/__/__

Item Name.	Description of Goods	Units	Quantity	Rate	Amount <i>(Insert Amount and Currency)</i>	
350KVA Generator Set	As detailed in the schedule of requirements <i>(Appendix I)</i>	Set	01			
	Total Amount for Supply and delivery of the Item					
	Installation and Commissioning Cost					
	VAT and all other taxes					
	Total Amount for Supplying, Delivering, Installing and Commissioning of the Generator <i>(Goods to supplied, delivered and installed at NM AIST)</i>					

Item No. 1	Total Amount in USD/Tshs. [Inclusive of all taxes]. (in words)	<i>[insert Total Amount for Supplying, Installing and Commissioning of the Generator]</i>
	The delivery period offered is:	<i>[insert number] days/weeks/months from date of LPO</i>

Name of Bidder: _____

Signature: _____

TENDER SECURING DECLARATION

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: Nelson Mandela African Institution of Science and Technology,
P.O.Box 447,
Arusha.

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 to be 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 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)

MANUFACTURER'S AUTHORIZATION FORM

To: Nelson Mandela African Institution of Science and Technology,
P.O.Box 447,
Arusha.
Tanzania.

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 Quotation, and subsequently negotiate and sign the Contract with you against Quotation No. *[reference of the Invitation for Quotations]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 14 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Quotations.

[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.*

MEMORANDUM FOR ANTI-BRIBERY POLICY

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 Conduct and Compliance Program are attached.

(*Name of the Authorized Person*)

Signature

Date

Company stamp/seal