



**Tender No: RAFIKI-SDO/KAGIS/FY23/TND/01.**

**Terms of reference for supply of Reusable Sanitary Pad.**

**Introduction**

Rafiki - Social Development Organisation (RAFIKI-SDO) is a Non- governmental and Nonprofit making organization working with children, youth, marginalized and vulnerable groups, families and their communities to reach their full potential by advocating their rights and tackling the causes of poverty and injustice. The organization was established in 2005 and registered under NGO Act of 2002, issued with registration number No.00NGO/R1/00903 to operate in Tanzania Mainland. Visit us at [www.rafikisdo.or.tz](http://www.rafikisdo.or.tz)

Rafiki-SDO is implementing the Keeping Adolescent Girls in School Project in Geita region which is funded by Global Affairs Canada (GAC) through Plan International Tanzania with the aim to address key barriers inhibiting adolescent girls from realizing their right to safe, quality and gender-responsive education, with a particular focus on their unique needs and barriers associated with participation in primary and lower-secondary school. The project's Ultimate Outcome is whereby 'Adolescent girls realize their rights to safe, quality, gender-responsive education' will be achieved by employing a three-pronged, rights-based, gender-transformative approach to tackle demand- and supply-side barriers, while strengthening local level governance and building improved linkages between education, health and child protection systems.

**Objective of the Assignment**

The overall objective of this assignment is to procure and distribute reusable sanitary pad 10,250 packets to Rafiki-SDO for adolescent girls.

Delivery will be at our offices Geita region.

<b>Item</b>	<b>Description of the item</b>	<b>Number of items per packet</b>
<b>Reusable Sanitary Pad</b>	<b>Reusable Sanitary pad, (Relief pad,enriching the lives of women around the world)</b>	<b>4 pieces</b>

## **Scope of Work**

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

1. Provide sample prior to procurement.
2. Deliver reusable pads at our office as instructed
3. Do an inventory with Procurement officer to match the items procured with the request that was provided prior to procurement process.
4. Submit to RAFIKI-SDO a report on the delivery of reusable pads and a signed delivery forms per delivery, highlighting number of items delivered.

## **Timeframe**

This assignment is expected to be conducted in the period of August 2023.

## **Expected Deliverables**

- All vendors will visit RAFIKI-SDO Office to see sample of the reusable pads before submitting quote.
- RAFIKI-SDO will review the bids submitted by the vendors
- Shortlisted vendors will be required to submit at-least 1 sample of reusable pads and provide assurance that the samples provided will meet the quantity of reusable pads needed by RAFIKI- SDO.
- Selected vendor will procure reusable pads as per specifications.
- Vendors submit supporting documents for the delivery of reusable pads.

## **Submission Instructions**

Interested dealers must submit the following information to RAFIKI-SDO:

1. Current company profile
2. Copies of registration certificate and address of their registered office, valid business license, VAT(if applicable), TIN certificates, and valid Tax clearance certificate
3. Items specifications are fully addressed in the quotation.
4. Payment terms 100% after delivery.
5. Evidence of similar assignments, and at least two (2) names and addresses of client served.
6. Deliver time must be specified.
7. Quote valid for atleast 90 days.
8. Interested vendors should visit RAFIKI-SDO office to see a Reusable pad sample before submitting a quote (shortlisted vendors will be required to submit samples similar to or close to the sample provided by RAFIKI-SDO).

## **Eligibility**

Vendors must be currently legally operating in Tanzania and the quotation must include all the following information:

- Ability to meet specifications outlined above.
- Ability to deliver the items no later than the date(s) required.
- Legally registered in Tanzania.

**Evaluation Criteria:**

- Legal eligibility
- Technical capacity/ experience.
- Price.
- Quality of items to be supplied (Shortlisted applicants will be required to submit samples).

**How to Apply:**

Vendors who wish to apply for this tender should send their proposal in sealed envelopes to Rafiki-SDO Geita Office not later than 13<sup>th</sup> August 2023, 17:00 PM.

All sealed envelope need to be marked as **“Tender for Reusable sanitary pads”**

**Office address:**

The tender committee Rafiki-SDO

Katoma street,Kalangalala ward.

P.O Box 194, Geita.

Rafiki-SDO will open all bids on 14<sup>th</sup> August 2023 at 14:00 PM in presence of bidder’s representative who choose to attend.

Quotes must be in Tanzanian shillings and include VAT separately if applicable:

Proposal submitted through email will not be considered.

Quotation received after the time or at different address may not be accepted

**Please note:**

- i. Late or incomplete bids will not be accepted.
- ii. Electronic bids will not be accepted.
- iii. The quote that complies with all the specifications/requirements and offers the lowest price, as well as all evaluation criteria indicated here, shall be selected.
- iv. Rafiki-SDO may cancel solicitation and not award.
- v. Rafiki-SDO may reject any or all responses received.
- vi. Issuance of request for quotes does not constitute a contract commitment by RAFIKI-SDO.
- vii. Rafiki-SDO reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
- viii. Rafiki-SDO reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- ix. Rafiki-SDO will not compensate Vendors for their response to the solicitation.
- x. Rafiki-SDO may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.

- xi. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

**Appendix 1: Detailed Information on Minimum Eligibility and Qualification Criteria**

**Minimum Legal Eligibility and Qualification Criteria**

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted without one of the minimum eligibility and qualification or/and that does not meet criteria subject marked (\*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status (*)</b>	Vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2023
<b>QUALIFICATION</b>		
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form A: Qualification Form  Certificate of No-Litigation
<b>Previous Experience (*)</b>	Minimum 2 years of relevant experience.	Company Profile must be Attached
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.	Evidence of Contracts/PO/Awards.

		List at least two (2) names and addresses of client served.
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**Appendix 2: Detailed Technical and Financial Evaluation**

**Technical and Financial part will be evaluated on a merit point/scores system**

<b>TECHNICAL EVALUATION (60%)</b>		
<b>Technical Evaluation</b>	The technical bids shall be evaluated on a merit point/scores basis for capacity, experience and compliance or non-compliance with the technical specifications identified in the bid document.	See Format of Eligibility and Technical Bid.
<b>FINANCIAL EVALUATION (40%)</b>		
<b>Financial Evaluation</b>	<p>Detailed analysis of the price schedule based on requirements listed in Appendix 1 and quoted for by the bidders.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership, and market price.</p> <p>Comparison with budget/internal estimates.</p>	<p>Detailed Quotation</p> <p>Bid/Price Validity</p>

## TENDER RESPONSE FORM

### Section A: Eligibility and Qualification Form.

*Bidder should fill/provide below information and submit the required supporting documents*

#### 1.1. General information:

Organisation/Company//Bidder's Name:		
Contact Person Name:		
Tender reference:		
Phone:		Date:
Email:		Parent company(if applicable)
Principle Address:	Registered Office and Address:	Payment Address:
Registration number:		Tax number:
Year started operation:		

#### 1.2 Please provide detail of the primary products/services of your company/organization:

#### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years					
<input type="checkbox"/> Litigation History as indicated below					
Year of dispute	Amount dispute (in TZS)	in (in	Contract Identification	Total Amount (current value in TZS)	Contract
			Name of Client: Address of Client: Matter in dispute:		

		Party who initiated the dispute: Status of dispute: Party awarded if resolved:	
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- Current company profile
- Business registration certificate-copy
- Business Licence-copy
- TIN certificate-copy
- VAT (If applicable)-copy
- Tax Clearance certificate.

**Section B: Format of Technical & Experience Bid (60%)**

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SUB-SECTION 1: Bidder’s capacity,experience and expertise (30%).**

1.1 General organizational capability which is likely to affect implementation: management structure, project management controls, extent to which any work would be subcontracted (if so, provide details).

**Support Document Needed:** Updated Organizational Structure

1.2 Relevance of specialized knowledge and previous experience on similar engagements done in the region/country.

Please list only previous similar assignments successfully completed in the last 2 years.

Project name & Country of Assignment	Client Reference & Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

- Attached are the evidence of contracts/POs from the Top 2 (two) Clients or more.

## **SUB-SECTION 2: Scope of Supply, Technical Specifications, and Related Services (30%)**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Conformity of services to be supplied if they meet technical specifications provided.

**Support Document:**

- i. *List of items to be supplied with their full technical specifications. Include pictures and descriptions of exact items that will be procured.*

## **Section C: Quotation Cover Sheet/Price Proposal (40%)**

*Please indicate here the prices you willing to offer Rafiki-SDO.*

**Support Document:** *A quotation cover sheet in Tanzania Shillings, Fee should be indicated if is VAT Inclusive or exclusive, quotation/offer validity and payment terms (credit payment is preferred).*

Item No	Item	QTY (Packet)	Unit Price	Amount
1	Reusable sanitary pad (Relief pad,enriching the lives of women around the world)	10,250		
	<b>Total</b>	<b>10,250</b>		

2.1 What standard payment terms is your company willing to offer Rafiki-SDO?