
EVANGELICAL LUTHERAN CHURCH IN TANZANIA



TENDER No. ELCT/KH/2024-26/HQ1

PREQUALIFICATION ADVERTISEMENT

FOR

**SUPPLY OF GOODS, NON-CONSULTANCY AND CONSULTANCY
SERVICES FOR EVANGELICAL LUTHERAN CHURCH IN TANZANIA -
HEADQUARTER**

MAY, 2024

ABBREVIATIONS AND ACRONYMS

BOQ	Bill of Quantities
ELCT	Evangelical Lutheran Church in Tanzania
GITA	General Instructions to Applicants, in the SPD
ICT	International Competitive Tendering
IF	Information Forms
IFT	Invitation for Tenders
IFP	Invitation for Prequalification
ITT	Instructions to Tenderer
JV	Joint Venture
JVA	Joint Venture Agreement
KHNEZ	ELCT Northeastern Zone
NCT	National Competitive Tendering
PE	Procurement Entity
PITA	Particular Instructions To Applicants
PQ	Prequalification
PITA	Particular Instructions to Applicants, in the SPD
PMU	Procurement Management Unit
SBT	Standard Tendering Document
SPD	Standard Prequalification Document
TDS	Tender Data Sheet

THE EVANGELICAL LUTHERAN CHURCH IN TANZANIA



TENDER No. ELCT/KH/2024-26/HQ1

**PREQUALIFICATION ADVERTISEMENT
FOR
SUPPLY OF GOODS, NON-CONSULTANCY AND CONSULTANCY
SERVICES FOR EVANGELICAL LUTHERAN CHURCH IN
TANZANIA – HEADQUARTER**

SECTION I

Invitation for Pre-qualification

Date: 13th June, 2024

1. This is the invitation for pre-qualification to all service providers in United Republic of Tanzania for the supply of goods and services For Evangelical Lutheran Church In Tanzania – Headquarter.
2. The Evangelical Lutheran Church in Tanzania its Project and Programs have set aside funds for different operations during the financial year 2024-26. It is intended that part of the fund will be used to cover eligible payment under the contract for the Tender No. **ELCT/KH/2024-26/HQ1 for Supply of Goods, Non-Consultancy and Consultancy Services** and now invites sealed bids from eligible bidders (including current supplier's / service providers/ consultants), for pre-qualification for the supply of goods and services for the under listed;
3. Interested Eligible bidders should highlight bids for supply of non-expertise goods/services in Central Zone and Lake Zone Separate from General Category.

TENDER NO. ELCT/KH/2024-26/HQ1**GENERAL LOCATION**

(Bidders bidding for “General Location” for below categories A, B and C, their supplies and services will be required in all areas of operation for ELCT and its projects and programs. Bidders for Servicing Vehicles, Fuel, Hotel Accommodations and Conference Hall, Printing, Security and Maintenance will be accepted if they have facilities in all areas of ELCT projects including Dodoma, Singida and Lake Zone. With reference to Central and Lake Zone below, if bidder in “General Location” has facilities in the areas, should highlight for selection consideration)

Category A: Supply of Goods

Tender No.	Description of Goods
ELCT/KH/2024-26/HQ1/B/01	Supply of Office General Supplies, cleaning materials and machinery for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/02	Supply and Installation of Office furniture and fittings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/03	Supply and Installation of Handmade Office furniture and fittings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/04	Supply of Automobile, Spare parts, Tires and Tubes for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/05	Supply and Installation of wireless communication equipment, normal and networking devices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/06	Supply of General Stationaries, Tonners and Cartridges for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/07	Supply of Office Air Conditioners, Generators, CCTV and other related equipment for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/08	Supply of Computers, Printers, General ICT Equipment, Photo copiers and other Peripherals devices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/09	Supply of Protective gears, Tools, Medical and Non-Medical Supplies for ELCT Headquarter, its Project and Programs.

Category B: Non-Consulting Services

Tender No.	Description of Non- Consulting Services
ELCT/KH/2024-26/HQ1/B/NCS/01	Provision of Air Travel Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/02	Provision of Maintenance and Servicing Motor Vehicles for Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/03	Provision of Maintenance and Servicing MotorCycles and Other Machines for ELCT Headquarter, its Projects and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/04	Supply of Fuel and Lubricants vehicles, Motorcycles, and other machines for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/05	Provision of Hotel Accommodation, Conference Hall in all

	regions of Mainland Tanzania for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/06	Provision of Events Management and Planning for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/07	Provision of Printing and Branding Materials for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/08	Provision of Office Cleaning Services at ELCT HQ and Zonal offices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/09	Provision of Maintenance and Servicing of computers, photocopiers, other peripherals, and air conditionings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/10	Provision of Documentary, Videography and Photography for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/11	Provision of Media, Publicity and Communication Services for ELCT Headquarter, its Projects and Programs
ELCT/KH/2024-26/HQ1/B/NCS/12	Provision of General Insurance Services (Vehicle, ICT Equipment, Laptops, etc) for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/13	Provision of Internet Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/14	Provision of Security services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/15	Provision of Fumigation Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/16	Provision of Airtime Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/17	Provision of Office Maintenance and Partitioning for ELCT Headquarter, its Project and Programs.

Category C: Consulting Services

ELCT/KH/2024-26/HQ1/B/CS/01	Provision of Audit Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/02	Provision of Office Maintenance and Partitioning for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/03	Provision for Training and Capacity Building for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/04	Provision for Research and Development for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/05	Provision for Monitoring and Evaluation for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/06	Provision of Development Models and Tools for Palliative Care for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/07	Provision of Development Models and Tools for Economic Strengthening for ELCT Headquarter, its Project and Programs.

ELCT/KH/2024-26/HQ1/B/CS/08	Provision For Legal Services for ELCT Headquarter, its Project and Programs.
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CENTRAL ZONE AND LAKE ZONE ONLY (Dodoma, Singida and Mwanza)

(Only Bidders with facilities in respective regions should apply below categories to meet emergency procurements).

Category A: Supply of Goods

Tender No.	Description of Goods
ELCT/KH/2024-26/HQ1/D/01	Supply of Office General Supplies, cleaning materials and machinery
ELCT/KH/2024-26/HQ1/D/02	Supply and Installation of Office furniture and fittings at ELCT HQ and Zonal Offices.
ELCT/KH/2024-26/HQ1/D/03	Supply of General Stationaries, Tonners and Cartridges at ELCT HQ and Zonal Offices.

4. Pre-qualification will be conducted through the procedures specified in ELCT regulations and project/programs donor provisions and is open to all applicants as defined in the Regulations. All applicants should adhere to requirements stipulated in detail in tender document. Failure to do so, your tender will be disqualified.
5. Eligible consultants shall indicate their interest in providing the above services Should provide information indicating that they are qualified to perform the services (brochures, descriptions of similar assignments, experience in similar conditions, the names and contact address of clients served, availability of appropriate skills among staffs, etc).
6. Interested eligible bidders may download the pre-qualification document from ELCT website through the following links: www.elct.or.tz , www.elcthealth.tz and pay a non-refundable fee of Tsh. 100,000/= (One Hundred Thousand Shillings only) per document. Payment shall be made through Bank Name: **NBC BANK**, Account Name: **ELCT PALLIATIVE CARE PROGRAMME – CHAT**, Account No. **014103016737** and **MUST** attach payment receipt to each application form submitted as a proof of payment. Any application submitted without the receipt will be **REJECTED**.
7. All applications should be **physically** delivered with **One original** and **One copy** for each line tendered, properly filled in and enclosed in plain envelopes clearly marked the relevant **Tender number and details of the tender (without the name of the applicant on top of the envelop)** before 2.00 pm, June 27th, 2024 at **1200hrs local time** and opened promptly thereafter as per address below;

**Secretary General,
The Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.**

8. Bidders wishing to submit more than one bid must ensure that each bid is submitted physically in a separate envelope that is clearly marked with Tender number and description of the Tender;

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9. The bid document must consist of, application letters, company profile/physical address and contact, legal trading documents (TIN Certificate, VRN Certificate, compliant to the Government's Tax Regulations and current business license);
 10. All legal documents must be Certified by a registered personnel/institution/firm and recognized by the respective board. All other documents requiring Signature and Stamp, should be done so.
 11. ELCT shall not be responsible for misplacement or premature opening of the documents, which are not sealed, reserves the right to accept or reject any application and is not bound to give reasons for its decision;.
 12. *Bids filled in this document, will not be considered for evaluation.*
 13. Late Applications, portion of applications and applications not received, applications not opened and read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Interested applicants may obtain further information by contacting the procuring department through; **Email:** procurement@elct.or.tz 08:00-15:30 on Mondays to Fridays inclusive except on public holidays.

Note: ELCT is committed to the highest ethical standards of transparency, openness, and accountability in its affairs. ELCT promote a "Zero tolerance" policy towards fraud and corruption. All communications should be channeled to the provided official correspondence email above.

SECRETARY GENERAL
Evangelical Lutheran Church in Tanzania-Head Quarter,
Block 66, Boma Road, Arusha
Tel: 027 250 8855/7, Fax 027 254 8858
Email: info@elct.or.tz, procurement@elct.or.tz;

SECTION II
INSTRUCTIONS TO APPLICANTS
READ CAREFULLY

1. Scope of Tender

1.1 To prequalify suppliers for the supply of the goods and services detailed in invitation for pre-qualification. It is expected that prequalification applications will be submitted to ELCT on or before 2.00 pm, June 27th, 2024 at 1200hrs local time.

1.2 Pre-qualification is open on equal terms to natural persons, companies or firms or public or semi-public agencies, cooperative societies, joint ventures or groupings of companies or firms and other legal persons governed by public or private law.

2. Submission of Application

Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited at the following address

Secretary General,
The Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.

2.1 ELCT reserves the right to accept or reject any application and is not bound to give reasons for its decision.

2.2 *A Tenderer shall submit only one tender, in the same tendering process, either individually or as a partner in a joint venture. No Tenderer can be a subcontractor while submitting a tender individually or as a partner of a joint venture in the same tendering process. A Tenderer, if acting in the capacity of subcontractor in any tender, may participate in more than one tender but only in that capacity.*

2.3 All the information requested for pre-qualification shall be provided in the English Language.

2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualification or to provide timely clarification or substantiation of the information supplied may result in the **applicant's disqualification**.

3. Eligible Applicants

3.1 Applicants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices.

3.2 An Applicant shall not have a conflict of interest. All applicants found to be in conflict of interest shall be disqualified. An applicant 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 supplies and services to be purchased under this Invitation for Pre-qualification;

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- b. 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 prequalification of another applicant, or influence the decisions of the Procuring Entity regarding this prequalification process.

3.3 Firms and individuals may be ineligible if –

- a. Such person is declared bankrupt or, in the case of company or firm, insolvent;
- b. The person, company or firm is convicted, by a final judgment, of any offence involving professional conduct;
- c. The person or company is debarred and blacklisted 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.

4. Essential Criteria for Pre-Qualification

4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in Pre-qualification Document. A short listing of suppliers will be done considering the applicant's general and experience, personnel, capability, and financial position as demonstrated by the applicant's response in the attached forms.

a. Documentation

Suppliers, service providers and consultants must comply with all documentations that prove its eligibility and existence.

b. Experience

Prospective suppliers /service providers/consultants must have carried out successful supply and delivery of similar items/services to Non-Government Organizations, Government, Corporation, Institutions of the Similar Size. Must require special experience and capability to organize the execution and delivery of services at short notice. New suppliers will be considered upon eligibility of documents.

c. Financial Condition

The supplier/service providers/consultant's financial condition shall provide **financial statement** for the past **One year**, certified, signed and stamped submitted with the pre-qualification documents as well six months **Bank Statement** and letters of reference from their bankers regarding suppliers /service providers/consultants credit position. Potential suppliers /service providers/consultants will be prequalified on the satisfactory information given.

4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

4.3 Suppliers who will qualify according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on ELCT's needs and continuous and satisfactory Performance.

5. Additional Requirements

5.1 Request for quotations/bids/proposals will be made available only to those Applicants who will be pre-qualified.

5.2 Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers.

6. Pre-qualification Document

6.1 This document includes questionnaire forms and documents required of suppliers /service providers.

6.2 To be considered for pre-qualification, prospective suppliers /service providers/consultants must submit all the information herein requested and any Applicant who does not meet all the relevant mandatory requirements will be disqualified

6.3 Questions that may arise from the pre-qualification documents should be directed Seven (4) days before deadline for submission to:

Secretary General,
The Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.

7. Brief Contract Terms Guidelines

7.1 Customs Clearance: The suppliers /service providers/contractors/consultants shall be responsible for custom clearance of their imported goods and materials.

7.2 Contract Price: The contract shall be of unit price type or cumulative of computed unit price and quantities/number of services required. Quantities may increase or decrease as determined by ELCT. Prices quoted should be inclusive of all delivery charges.

SECTION III PRE-QUALIFICATION FORMS

The forms must be fully and comprehensively completed in all respects, signed and stamped. All legal documents shall be certified by attorney while bank documents must be stamped at the respective banks.

Information given by the applicant shall be treated in strict confidence. ELCT reserves the right to visit and inspect the business premises of the company/firm that will participate.

Any information given under; and later found to be incorrect shall lead to disqualification from the pre-qualification process.

Together with other documents required in “Instruction to Applicants”, the following documents **MUST** be attached:

- a. Certificate of Registration / Incorporation.
- b. Current and Compatible Business License;
- c. TIN, VAT Certificates and Tax Clearance
- d. Company Profile with an Organization Structure;
- e. Registration by the relevant government or statutory body, where applicable;
- f. Practicing Certificate (where applicable);
- g. Specific Experience / Technical and Production Capability

The Specific Experience Requirements are as follows:

Documentary evidence

The following documents must be included with the Application:

Documentary evidence of the Applicant’s qualifications to perform the Contract if its Tender is accepted:

- i. That, in the case of an Applicant offering to supply Goods under the Contract that the –Applicant manufactures or otherwise produces, that the Applicant ensures the availability in the United Republic of Tanzania spare parts and after sales services for equipment/ supplies to offered in the tender,
- ii. That, in the case of an Applicant offering to supply Goods under the Contract that the Applicant does not manufacture or otherwise produce, that the Applicant has been duly authorized by a manufacturer of the Goods to supply the Goods in the United Republic of Tanzania using the Manufacturer Authorization Form; and

Technical and Production Capability

The Applicant shall provide evidence that it has the technical, and production capability necessary to perform the Contract:

- i. that it has successfully completed or substantially completed most recent similar contracts for supply of the goods and services. Similar contracts are those of approximately the same size and that includes comparable products.

The goods may have been supplied by the Applicant as a manufacturer or by its agent, with references being submitted to confirm satisfactory performance.

h. Financial documents

- a. Financial Statement:

The Applicant and its parties shall provide copies of financial statements for *one year* pursuant Section III, Pre-Qualification forms, financial statements shall:

-
- i)** reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - ii)** be independently audited or certified in accordance with local legislation.
 - iii)** be complete, including all notes to the financial statements.
 - iv)** correspond to accounting periods already completed and audited.
 - v)** Director's report to be signed.
 - vi)** Presentation of Board of Director/Director's responsibilities.
 - vii)** Declaration of Head of Finance must be signed by CPA starting with ACPA qualification.
 - viii)** Audit firm must be found in NBAA registry.

b. Bank statement

The applicant shall present six months bank statement from their respective banks.

- Attached are copies of financial statements¹ for the *two* years required above; and complying with the requirements.

The attached forms; Letter of Application, Form ELI 1.1, ELI 1.2, ELI 1.3, ELI 1.4, ELI 1.5, ELI 1.6, ELI 1.7 and Forms of Integrity are to be completed by prospective suppliers /service providers/consultants who wish to be pre-qualified for submission of tender for the specific tender. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. Form must be constructed from the scratch and typed in.

¹If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

LETTER OF APPLICATION

[Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, and telephone, facsimile and telex numbers]

Date: _____

To: _____
*[name and address of the Procuring Entity]**

Name of Project: * _____

1. Being duly authorized to represent and act on behalf of _____ (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby applies for prequalification to tender on the contract or contracts indicated below:

***Note: if prequalification refers to only one contract, delete the following paragraph and table, and insert the single contract reference and title.*

** We have indicated (by signature) in column (3) below our preference for individual tender consideration, and for any combination thereof within our pre-qualified capacity as assessed by you.

Tender reference* (1)	Tender title* (2)	Preferred individual tender (3)
1.		
2.		
3.		
4. etc.		

[See Annex 2, Part 1, Section 2 for the suggested number of slices]

2. Attached to this letter are copies of original documents defining²:
- (a) the Applicant’s legal status;
 - (b) the principal place of business; and

² For applications by joint ventures, all the information requested in the prequalification documents is to be provided for the joint venture, if it already exists, and for each party to the joint venture separately. The lead partner should be clearly identified. Each partner in the joint venture shall sign the letter.

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- (c) the place of incorporation (for Applicants that are corporations), or the place of registration and the nationality of the owners (for Applicants that are partnerships or individually owned firms).

4. Your Procuring Entity and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

5. Your Procuring Entity and its authorized representatives may contact the following persons for further information³:

General and managerial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

³ Applications by joint ventures should provide on a separate sheet equivalent information or each party to the application.

Personnel inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Technical inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

Financial inquiries	
Contact 1	Address and communication facilities
Contact 2	Address and communication facilities

6. This application is made with the full understanding that:
- (a) tenders by qualified Applicants will be subject to verification of all information submitted for prequalification at the time of tendering;
 - (b) your Procuring Entity reserves the right to:
 - i) amend the scope value of any contracts to be tendered under this project; in which event, tenders will be invited only from those Applicants who meet the resulting amended prequalification requirements; and
 - ii) reject or accept any application, cancel the prequalification process and reject all applications.
 - (c) Your Procuring Entity shall not be liable for any such actions under 6 (b) above.

Applicants who are not joint ventures should delete paragraphs 7 and 8 and initial the deletions.

7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.
8. We confirm that if we tender, that tender, as well as any resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed Name	Signed Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed Name	Signed Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Signed Name	Signed Name
For and on behalf of (name of partner)	For and on behalf of (name of partner)

Form PKH -1.1
Applicant Information Form

Date: *[insert day, month, year]*
Pre-Qualification No. and title: *[insert number and title]*
Page *[insert page number]* of *[insert total number]* pages

Applicant's name: <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, Income Tax Clearance and Business License in accordance with ITA 4.5. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 4.8 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Applicant is not under supervision of the PE
2. Included are the organizational chart, a list of Board of Directors.

Form PKH -1.2
Applicant's JV Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date: *[insert day, month, year]*
Pre-Qualification No. and title: *[insert number and title]*
Page *[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, Income Tax Clearance and Business Licence in accordance with ITA 4.5. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the PE, in accordance with ITA 4.8. 2. Included are the organizational chart, a list of Board of Directors.

Form PKH – 1.3
Prequalification Data for Consultants

(In headed paper)

Name of Consultant	
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}* – **Attach all relevant Certificates.**

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information or for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005 - present]			

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work - speak and writing):

Consultant’s Experience: *(List only previous similar assignments successfully completed in the last 2 years for which the Consultant was legally contracted by the PE as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the PE.)*

[using the format below, provide information on each assignment for which your firm was legally contracted for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:		Country:
Assignment Location within country:		Duration of assignment (months):
Name of Client:		Professional Staff provided by your Organisation: No of Staff:
Start Date (Month/Year)	Completion Date (Month/Year)	No of Person-Months
Name of associated Consultants, if any:		Nº of Person-Months of Professional Staff provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by your Staff:		

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by ELCT.

Name of Consultant

Signature

Date:{day/month/year}

FORM PKH – 1.4**Financial Situation and Performance**

[The following table shall be filled in for the Applicant and for each member of a Joint Venture (If applicable)]

Applicant's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

Pre-Qualification No. and title: [insert number and title]

Page [insert page number] of [insert total number] pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous [insert number] years, [insert in words] (amount in currency, currency, exchange rate*, TZS equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 13 for the exchange rate

FORM PKH – 1.5

Financial Status Information

(To be completed by bank)

TO BE COMPLETED BY THE APPLICANT			Official Use Only
1	Bank(s) Details	Bank Name..... Account Name..... Branch Name..... Account Number:	
2	Bank Relationship Manager (Name and Contact)		

FORM PKH – 1.6

Litigation

Applicant should provide information on any Litigation or Arbitration resulting from contracts executed in the last five years or currently under execution

Date	Complainant	Status of the Case	Verdict

FORM PKH – 1.7
Statement of Declaration

Having studied the pre-qualification information, We/I hereby state that the information furnished in our/my application is accurate to the best of our/my knowledge.

That in case of being pre-qualified we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provision in the tender or quotation documents to follow.

That pre-qualified companies will be invited randomly to participate in the tender/quotations as and when there is a requirement.

We/I enclose all the required documents and information required for the pre- qualification evaluation.

Our application is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept either in part or whole any application you receive.

Date

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

**UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY/
CODE OF CONDUCT AND COMPLIANCE PROGRAMME**
(Made under Regulation 78 (2) of 2013, Government Notice 446)

Each applicant must Submit a statement, as part of the tender documents, in either of the formats in this section.

MEMORANDUM (Format 1)

Regulation 78(2) of the Public Procurement Regulations, No. 446 of 2013)

This company _____ (*name of company*) places importance on competitive prequalification 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 submission, 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 Applicant: _____

Address: _____

STANDARD POWER OF ATTORNEY

TO ALL IT MAY CONCERN

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*, WE the undersigned *[insert name of the company/donor]* of *[insert address of the company/donor]*, by virtue of authority conferred to us by the Board Resolution No. ofday of*[insert year]*, do hereby ordain nominate and appoint *[insert name of donee]* of *[insert address of the donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. *[insert tender number]* that is to say;

To act for the company and do any other thing or things incidental for *[insert tender Number]* of *[insert description of procurement]* for the *[insert name of the procuring entity]*;

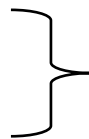
AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said *[[insert name of the company]* and delivered in the presence of us this *[insert date]* day of *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at *[insert region]* for and on behalf of *[insert name of the company]*
.....

SEALED and **DELIVERED** by the
Common Seal of *[insert name of the donor/coy]*
This *[insert date, month and year]*



.....
DONOR

BEFORE ME:

.....
COMMISSIONER FOR OATHS
ACKNOWLEDGEMENT

I *[insert name of donee]* doth hereby acknowledge and accept to be Attorney of the said *[insert name of the company/donor]* under the terms and conditions contained in this POWER OF ATTORNEY and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[insert name of donee] Identified to me
by *[insert name]*
The latter known to me personally
This *[insert date, month and year]*,



.....
DONEE

BEFORE ME

.....
COMMISSIONER FOR OATHS
