
EVANGELICAL LUTHERAN CHURCH IN TANZANIA



TENDER No. ELCT/KH/FY25/HQ2

TENDER ADVERTISEMENT

FOR

SUPPLY OF GOODS

FOR

KIZAZI HODARI NORTHEASTERN ZONE PROJECT

DECEMBER 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	Instruction to Tenderers
JV	Joint Venture
JVA	Joint Venture Agreement
KHNEZ	Kizazi Hodari North Eastern Zone
NCT	National Competitive Tendering
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

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KIZAZI HODARI NORTHEASTERN ZONE PROJECT

SECTION I

Invitation for Tenderers

Date: 02nd December, 2024.

1. This is the invitation for tender for the supply of goods in Northeastern zone for Kizazi Hodari Project that operates in Nine regions which are; Arusha, Kilimanjaro, Tanga, Singida, Dodoma, Manyara, Mwanza, Geita and Mara in Tanzania.
2. Evangelical Lutheran Church in Tanzania through project donor has set aside funds for the operation of Kizazi Hodari Northeastern Zone Project during the financial year 2024/2025. It is intended that part of the fund will be used to cover eligible payment under the contract for the Tender No. **ELCT/KH/FY25/HQ2 for Supply of Goods** now invites sealed bids from eligible bidders (including current supplier's and service providers), for the supply of goods and services for financial year 2024/2025 for the under listed;

TENDER NO. ELCT/KH/FY25/HQ2

Category A: Supply of Goods

Tender No.	Description of Goods
ELCT/KH/FY25/HQ2/G-01	Supply for Educational Subsidies Including School Bag, Mathematical set, Exercise Books, Pens and Pencils
ELCT/KH/FY25/HQ2/G-02	Supply for Sanitary Kits including Re-usable pad, a pair of Cotton underwear and cotton storage bag.

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3. Tendering will be conducted through the procedures specified in ELCT regulations and 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.
 4. Interested eligible bidders may obtain a complete set of tendering documents, further information and inspect the tendering document in English language through ELCT website from the following link: www.elcthealth.tz and pay a non-refundable fee of Tsh. 100,000/= (Tanzanian Shillings One Hundred Thousand Shillings only) for *each tender number*. 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.
 5. All applications should be **physically** delivered with *One original* and *Two copies* for each tender number, 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, December 16th, 2024 on 1200hrs local time* and opened promptly thereafter as per address below;

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

6. 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;
 7. 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);
 8. 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.
 9. 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.
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10. Bids filled in this document, will not be considered for evaluation.

11. 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.

12. Interested applicants may obtain further information by contacting the procuring unit through; **Email:** procurement@elct.or.tz ; 09:00-15:30 on Mondays to Fridays (working hours only) 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
Email: procurement@elct.or.tz

SECTION II
INSTRUCTIONS TO TENDERERS (ITT)
READ CAREFULLY

1. Scope of Tender

1.1 The Procuring Entity (PE) indicated in the Tender Data Sheet (TDS) invites tenders for the supply of Goods as specified in the TDS and Section V - Technical Specification. The successful Tenderer will be expected to supply within the period stated in the TDS from the start date specified in the TDS. The duration of the Contract shall be as specified in the TDS.

1.2 Tender 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.

1.3 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.

1.4 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the PE shall in no case be responsible or liable for those costs.

1.5 A prospective Tenderer requiring any clarification of the Tendering Documents may notify the PE through provided email as shown in TDS not later than seven (7) days prior to the deadline for the submission of tenders. The PE will within three (3) working days after receiving the request for clarification respond and publish responses to all tenderers.

1.6 Before the deadline for submission of tenders, the PE, 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. In order to allow prospective Tenderers reasonable time to take an addendum into account when preparing their tenders, the PE, at its discretion, may extend the deadline for the submission of tenders.

2. Preparation of Tender Document

2.1 *Tender Form:* The Tenderer shall fill the **Form of Tender** and **Price schedule** furnished in the Tendering Documents. The Tender Form must be completed without any alterations to its format and no substitute shall be accepted.

2.2 *Tender Price and Discounts:* If a Price Schedule shows items listed but not priced, the Tender will be rejected as being substantially non-responsive. Total price inclusive of customs and taxes shall be shown in the form of tender.

2.3 *Tender Currency:* The currency for the supply of goods and services that the Tenderer will supply the prices shall be quoted in Tanzania Shillings.

2.4 *Signing of Tender:* The tender shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer and the authorization documents shall be submitted together with the tender indicating names and positions of each signatory.

2.5 *Withdraw of Tender:* A Tenderer may modify or substitute or withdraw its Tender after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Tenders

2.6 *Opening of Tender:* The opening shall be done by Tender Committee on the presence of representatives and no tender shall be rejected at tender opening.

2.7 *Correction errors:* 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. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to discrepancy in unit price.

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 Tendering;

- 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 Tendering of another applicant or influence the decisions of the Procuring Entity regarding this Tendering 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.

4. Essential Criteria for Tendering

4.1 Tendering will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in Tendering Document. The Tender with the lowest evaluated price, from among those which are eligible, compliant, and substantially responsive in Experience, capability, and Financial as demonstrated by the applicant's response in the attached forms, shall be the lowest evaluated tender. Suppliers, service providers and consultants must comply with all documentations that prove its eligibility and existence.

a. Experience

Prospective suppliers /service providers 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.

b. Financial Condition

The supplier/service providers' financial condition shall provide **financial statement** for the past **1 year**, certified, signed and stamped submitted with the tender document as well **6 months Bank Statement** and letters of reference from their bankers regarding suppliers /service providers' credit position. Potential suppliers /service providers' will be awarded 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 Agents/distributors shall provide copies of letters of appointment by the manufacturers to be dealers.

4.4 After determining the lowest-evaluated tender, if pre-qualification was not undertaken, the PE shall carry out the post-qualification of the Tenderer.

4.5 Where the tender price of the lowest evaluate tenderer is considered to be abnormally low, the PE shall perform price analysis as part of the post-qualification. The following process shall apply: The PE may reject a tender if the PE 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. The PE shall not incur any liability solely by rejecting abnormally tender.

5. Contract Award and Terms

5.1 The PE 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.

5.2 Negotiations may be undertaken with the lowest evaluated tenderer relating to
(a) Minor alteration to the technical details of the statement of requirements,
(b) Reduction of quantities for budgetary reasons, (c) Finalizing Payment arrangements, (d) Clarifying details that were not apparent or could not be finalized at the time of tendering.

a. Where negotiation fails to result into an agreement, the PE may invite the next ranked Tenderer for negotiations. Where negotiations are commenced with the next ranked Tenderer, the PE shall not reopen earlier negotiations.

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- b. The PE reserves the right to accept or reject any Tender, and to annul the tendering process and reject all tenders at any time prior to award of the contract without thereby incurring any liability to the affected Tenderer(s).

5.3 Promptly after notification of award, PE shall send the successful Tenderer the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

5.4 In case where there will be no performance security submitted, advance payment will not be issued until goods/services are delivered and inspected. If the job requires delivery and installation, advance will be discussed in between delivery and installation and not prior to that.

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

5.6 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
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.

SN	Required Information	Data to be Filled
1	Name of Procuring Entity	Evangelical Lutheran Church in Tanzania
2	Subject of Procurement	Supply of Goods for Kizazi Hodari Project – Northeastern Zone.
3	Period for Supply of goods	Period of Supply of goods is within 30 days from the date of signing contract.
4	Method of Procurement	National Competitive Quotation
5	Financial Year	Financial Year 2024-25
6	Name of the Project / Financing Institution	Kizazi Hodari Project Northeastern Zone
7	Tender Number	ELCT/KH/FY25/HQ2
8	Number of JVCA Members	Only two members are allowed for each joint venture
9	Manufacturer's Authorization	Manufacturer Authorization shall be submitted for goods produced outside Tanzania if Applicable.
10	Language of the Tender	The language for all correspondences and documents related to the Tender is English
11	Additional Documents to be submitted	All forms stated in this tender document shall be submitted alongside Certified copies of documents that confirms eligibility of the tenderer including TIN, Business License, VAT Certificate, TAX Clearance Certificate, Signed Audited Financial Statement for the past One (1) year, Bank statement for the past six (6) months, Certificate of Incorporation, Registration Certificate, Certificates from Respective registration bodies, Company profile.
121	Samples	<i>Samples must be submitted alongside tender document before 2.00 pm,</i>

		<i>December 16th, 2024 on 1200hrs local time.</i>
13	Other Specific procurement Documentation	Other documents such as; i. Form of Tender ii. Special Power of Attorney iii. Tender Information Form iv. Tender's JV Members Information Form v. Experience vi. Schedule Form vii. Manufacturer's Authorization viii. Memorandum ix. Litigation x. List of goods and related services xi. Delivery and completion Schedule xii. Technical Specifications and xiii. Pictures, Measurements and drawings Must be submitted after being filled in, signed, and stamped.
14	Price of Goods and delivery terms	The price of goods shall be Delivery Duty Paid (DDP) to the point of destination.
15	Currency for Goods	The currency of goods and services shall be in Tanzania Shillings
16	Warranty Period	N/A
17	Fixation of Price	The price of goods shall be fixed within 30 days after final delivery of each batch according to delivery schedule specified in schedule of requirements "Delivery and Completion Schedule.
18	Tender Security	No tender Security is required.
19	Tender Validity period	Tender shall be valid for 40 days
20	Tender Authorization Documents	Authorization document(s) shall be duly notarized Power of Attorney in a form provided
21	Pictures, Measurements and drawings	Colored pictures of Goods to be supplied for each category must be attached.

22	Operating and Maintenance Cost	List of Maintenance cost and replacement equipment shall be indicated in BOQ but NOT included in the total cost to be declared in Tender Form: N/A
23	Clarification of tenders	Tenderer shall NOT respond to request for clarification during evaluation of tenders.
24	Advance payment	Payment will be negotiated according to Phases of delivery. Each accepted delivery shall be submitted with Delivery Note, Invoice and EFD receipt.
25	Address for Tender Complaints and Clarifications	All complaints and request for clarifications Addressed to; Procurement Kizazi Hodari Northeastern Zone Project, Block 101, Vijana Road, Uzunguni Road. P.O.BOX 3033, procurement@elct.or.tz Arusha-Tanzania. Clarifications shall be made within 4 days prior submission date.
26	Delivery Place	Kizazi Hodari Northeastern Zone Project, Block 101, Vijana Road, Uzunguni Road. P.O.BOX 3033, procurement@elct.or.tz ; Arusha-Tanzania.
27	Artwork and design	N/A
28	Site Visit	N/A
29	Performance Guarantee	N/A
30	Blacklist Check	All brands / Supplier should be checked against blacklisting. Any brands / Supplier that would be submitted while blacklisted, shall be rejected immediately. Blacklisted list is available through World Bank website and www.sam.gov

SECTION IV

TENDER FORMS

Below is a checklist of forms/documents required to be submitted by the Tenderer. Each Tenderer must ensure that all forms/documents are properly prepared and submitted with his Tender. Failure to fill in and submit, or improper filling of the Forms/documents may result in the rejection of the Tender.

Form Name	Description	Check if Submitted with the Tenderer	
		YES	NO
	Form of Tender		
	Special Power of Attorney		
Form 1.1	Tenderer Information Form		
Form 1.2	Tenderer's JV Members Information Form		
Form 1.3	Experience		
Form 1.4	Schedule Forms		
Form 1.5	Pictures, Measurements and drawings		
Form 1.6	Manufacturer's Authorization		
Form 1.7	Undertaking by Tenderer on Anti – Bribery Policy / Code of Conduct and Compliance Programme / Memorandum		
Form 1.8	Litigation		
	Price Schedule Forms		
1	List of Goods and related Services		
2	Technical Specification		
3	Drawings		

Form of Tender

Date: *[insert date of Tender]*
[PE specify: "IFT No.: *[specify number]*"]
[Insert: name of Contract]

To: *[PE: insert Name and address of PE]*

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 and deliver *[description of goods / services]* 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 declare that our tendering price did not involve agreements with other tenderers for the purpose of tender suppression.

We undertake, if our Tender is accepted, to deliver the goods/services (*remove what is not applicable*) in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we undertake to abide with instruction in ITT and TDS provided.

We agree to abide by this Tender for the Tender Validity Period specified in TDS 19, 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 Tanzania under Tanzania's laws or official regulations or by an act of compliance with a decision of the United Nations Security Council or donor of this projected as required in TDS 30.

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:-

Name and Address of Agent or recipient	Amount and Currency	Purpose of Commission and Gratuities

(if none state "none")

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 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 _____

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Donor*] being [*insert designation*] of [*insert name of the company*] of [*insert company address*] having its registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Donor*] by virtue of authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of [*insert day*] day of [*insert Board Resolution month and year*],do hereby ordain, nominate, authorize, empower 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 on my behalf or 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 duly 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 place*] for and on behalf of [*insert name of the company or Donor*]

SIGNED AND DELIVERED by the said
[insert name of Donor] Identified to me
by [insert name]
The latter being known to me personally



this [insert date, month and year]

.....

DONOR

BEFORE ME:

Name:.....

Address:.....

Qualification:.....

Signature:

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 being known to me personally
this [insert date, month and year],



.....

DONEE

BEFORE ME

Name:.....

Address:.....

Qualification:.....

Signature:

COMMISSIONER FOR OATHS

Form 1.1 Tender Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

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

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

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

Page _____ of _____ pages

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JVCA, legal name of each member: <i>[insert legal name of each member in JVCA]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JVCA, letter of intent to form JVCA or JVCA agreement. <input type="checkbox"/> In case of Government-owned enterprise or institution, documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not dependent agency of the PE
2. Included are the organizational chart, a list of Board of Directors.

Form 1.2 Tender's JV Members Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].

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

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

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

Page _____ of _____ pages

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JVCA Member's name: <i>[insert JVCA's Member legal name]</i>
3. Tenderer's JVCA Member's country of registration: <i>[insert JVCA's Member country of registration]</i>
4. Tenderer's JVCA Member's year of registration: <i>[insert JVCA's Member year of registration]</i>
5. Tenderer's JVCA Member's legal address in country of registration: <i>[insert JVCA's Member legal address in country of registration]</i>
6. Tenderer's JVCA Member's authorized representative information Name: <i>[insert name of JVCA's Member authorized representative]</i> Address: <i>[insert address of JVCA's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JVCA's Member authorized representative]</i> Email Address: <i>[insert email address of JVCA's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT3.6. <input type="checkbox"/> In case of a Government-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and absence of dependent status.
2. Included are the organizational chart, a list of Board of Directors.

Form 1.3 Experience

Similar Contracts with significant values over the last two (2) years:				
Purchaser	Value	Year	Goods/Services Supplied	Country of Destination

Note:
Please attach copies of Invoices and EFD Receipts of the narrated contracts

Form 1.4 Schedule Forms

(The Tenderer shall fill in these Price Schedule Forms in Accordance with the Instructions Indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the PE in the Schedule of Requirements.)

Price Schedules for Goods and Related Service and Non-Consultancy Service

Name of Tenderer Tender Number Page of

1	2	3	4	5	6	7
Item	Description of Goods/ service	Country of origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price	Total Price per line item (Col. 5 X 6)
<i>[insert number of the item]</i>	<i>[insert name of good/s ervice]</i>	<i>[insert country of origin of the Good, For services indicate description of the service to be supplied]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price DDP per unit]</i>	<i>[insert total price of the line item]</i>
VAT						
Total						

Name in the capacity of

Signature of Tenderer: _____

Duly authorized to sign the Tender for and on behalf of

Dated on day of20

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

Form 1.5 Drawings

(Tenderer bidding for the supply of goods must submit the drawings for both Item and sheds)

Tender NO.

List of related Drawings		
Drawing Number	Drawing Name	Purpose

Form 1.6 Manufacturer's Authorization for Goods

(In a letter Head of a manufacturer)

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

Tender No.: *[insert Tender Number and Particulars]*

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

WHEREAS *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of supplies manufactured]*, having factories at *[insert full address of Manufacturer]*, do hereby authorize *[insert complete name of Tenderer]* to submit a tender in relation to the Tendering Document indicated above, the purpose of which is to provide the following Goods, manufactured by us *[insert name or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty of the Instruction to Tenderer, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

In the capacity of *[insert legal capacity of person signing the Manufacturer's Authorization]*

Duly authorized to sign the Manufacturer's Authorization for and on behalf of: *[insert complete name of Manufacturer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Note: *The Tenderer shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Tenderer shall include it in its tender, if so indicated in the TDS.]*

1.7 Undertaking by Tenderer on Anti-Bribery Policy / Code of Conduct and Compliance Programme

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 attached¹.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

¹Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Tenderer. For tenders submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme

FORM 1.8 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

SECTION V
PROCUREMENT ENTITY'S REQUIREMENTS

SCHEDULE OF REQUIREMENTS

1. List of Goods and Related Services

Tender No.: ELCT/KH/FY25/HQ2/G-01 - Supply for Educational Subsidies Including School Bag, Mathematical set, Exercise Books, Pens and Pencils

Item No.	Name of the Item	Brief Description of the Supplies	Unit	Quantity	Delivery Completion Period
1.	School Bag	A backpack, (22-35cm)	Ea	6,502	30 days
2.	Mathematical set	Complete set	Ea	6,502	30 days
3.	Regular Exercise book	A4 size, Horizontal stripped, 80-100 pages	Ea	65,020	30 days
4.	Pen	Normal writing pen, Plastic made	Ea	32,510	30 days
5.	Pencil	Clear, hard to break and sharp	Ea	32,510	30 days

Tender No.: ELCT/KH/FY25/HQ2/G-02 - Supply for Sanitary Kits including Re-usable pad, a pair of Cotton underwear and cotton storage bag.

	Name of the Item	Brief description of the supplies	Quantity	Delivery completion period
Procurement of re-usable sanitary kits	i. Sanitary pads	The package should be comprised of 4 pcs of reusable sanitary pads (2 short to be used during the day and 2 long at night)	@6,502	30 days
	ii. Re-usable pad user instruction	Kiswahili and English versions	@6,502	30 days
	iii. Cotton underwear	Cotton underwear (2 pcs	@6,502	30days

	(2 pcs of medium size),	of medium size),		
	iv. Small storage bag	For storing used pads	@6,502	30days
	v. Reusable cloth bag to store all kit contents)	For storing pads	@6,502	30days

2. Technical Specifications

(The Tenderer shall prepare a similar table to justify compliance with the requirements, If there is deviation, tenderer shall narrate the deviation).

Tender No.: ELCT/KH/FY25/HQ2/G-01 - Supply for Educational Subsidies Including School Bag, Mathematical set, Exercise Books, Pens and Pencils

Particulars	Items per set of 6,502 beneficiaries	Specifications	Quantity/PCs @items
Educational subsidies – one set/package per beneficiary	i. 1 school Bag per beneficiary.	<ul style="list-style-type: none"> - Waterproof bag to be branded/printed - Size of 40cm Height and 20cm Width or (15.8” X 8”) - Uniform-color 	One @6,502 beneficiaries
	ii. 10 Excise books per beneficiary.	<ul style="list-style-type: none"> - A4+ size - 80+ pages - Folded into half and stapled in the middle crease, - A thicker sheet serving as a cover at one end of the stack. 	Ten @6,502 beneficiaries
	iii. 5 Pen per beneficiary.	Pen, ball-point, black@2 and blue@3	Five @6,502 beneficiaries
	iv. 5 Pencils per beneficiary.	Pencil, HB grade, black lead with eraser	Five @6,502 beneficiaries

Tender No.: ELCT/KH/FY24/HQ1/G-02 - Supply for Sanitary Kits including Re-usable pad, a pair of Cotton underwear and cotton storage bag.

Item No.	Name of the Item	Specifications
1.	Content for Sanitary Pad Kit and packaging	Sanitary Pad Kit Package should comprise of Re-usable sanitary pad with user manual (minimum 4pcs of re-usable pads with long and short pads in the same package), a pair of Cotton underwear of medium sizes , with a cotton comfortable bag for storing. All kit contents.
2.	Other specifications	Product shall consist of a top sheet, middle absorbent core consisting of cotton, polyester and other absorbent fabrics and a leak proof layer consisting of typically, polyurethane laminate (PUL) at the bottom. Top sheet shall be the high absorbance layer and shall be fluid transporting to the below absorbent core.
3.	Product Security	Product shall have securement mechanisms such as plastic buttons, wings to firmly attach the product to underwear to prevent dislocation while use.
4.	Scents and Chemicals	Product shall be unscented only. The pads shall be free from acids and alkali, free from dust and particulate matter, free from bad odor, no bleeding of color, and free from shedding fibers. It shall be free from chemical residues like chlorine, herbicides, pesticides, heavy metals, azo dyes.
5.	Re-usable ability	Products shall be capable of being soaked and washed thoroughly in water up to 60 deg C using soap/detergent. After washing with soap, they shall be able to be dried well for reuse.
6.	Wear Time	Shall be able to wear for 4-6 hours.
7.	Colors	May be blue, black, purple, pink or brown or other dark colors.
8.	Handling of flow	Shall be able to handle moderate to heavy flow
9.	Instruction to use	Must be multilingual especially English and Swahili Instructions for use shall include use, wash, and care instructions, Indication as to which side is absorbent; Safety warnings if any; Recommendation on wear time during menstruation
10.	Labeling	Packaging shall include Generic name of product, Lot/Batch No, Date, month and year of manufacture, Expiration date, month and year, Manufacturer's name and address, Consignee address, Number of primary packages,

		Gross weight.
11.	Safety	Comes in close contact with skin and mucosa, hence, shall not harm vaginal flora or lead to diseases through growth of harmful microbes.

3. Drawings and Pictures

1. **Tender No.:** ELCT/KH/FY25/HQ2/G-02 - Supply for Sanitary Kits including Re usable pad, a pair of Cotton underwear and cotton storage bag.



Long and Short Re-usable Sanitary Pads

SECTION VI: CONTRACT FORMS

This Section contains forms which, once completed and submitted, will form part of the Contract.
