undp_logo

**Request for Expression of Interest (EOI)**

**EOI/UNDP/TZA/2017/001**

**For**

**Supply of**

**Goods and Services**

**United Nations Development Programme**

**Tanzania (Main land and Zanzibar)**

**March 2017**

**Section I: Instructions to Applicants (ITA)**

UNDP Tanzaniainvites interested privateCompanies to apply for the following Expression of Interest Request.

1. **Introduction**

In order to reduce transaction cost related to procurement of routine products and as a part of the process of updating Country Office’s Vendors roster, UNDP office in Tanzania would like to pre-qualify suppliers, Service Providers and Contactors of goods and services as further detailed in table 1 for a period of one year. This EOI is for the sole purpose of establishing a list of qualified and competent private companies that are technically, financially and administratively capable of providing excellent services to the UN System in Tanzania.

The Expression of Interest from supplier’s / services providers failing to provide the required information/documents will be disregarded.

The EOI does not entail any commitment on the part of UNDP Tanzania, either financial or otherwise. UNDP reserves the right to accept or reject any or all EOIs without incurring any obligations to inform the affected applicants of the grounds.

1. **Summary of requirement**

Interested Companies are required to submit their expression of interest along with required documentation as indicated below. Below is the list of routine items to be supplied for the period of one year. Tick the specific goods or services that is applicable to your Company.

**List of Routine Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N°** | **Type of service/Goods** | **Tick item/(s)** applicable to your Company | **Supply zone**:  Tanzania Mainland? / Zanzibar? or BOTH |
| 1 | **IT equipment and Software:** Computers, Printers, Teleconferencing facilities, Server and Storage with respective Installation Service, Software, photocopier etc. | ………………………. | ……………… |
| 2 | **Maintenance of IT Equipment:**  Printers, Photocopiers, Scanners, | ………………………… | ………………. |
| 3 | **Repair and maintenance of Motor Vehicles:**  Most of Vehicles are Toyota |  |  |
| 4 | **Vehicles Spare Parts**: Tyres, batteries and other spare parts |  |  |
| 6 | **Maintenance of Air Conditioners and Supply of AC** accessories |  |  |
| 7 | **Branded Promotional and merchandising items:** Banners, billboards production, signage |  |  |
| 8 | **Office furniture and fittings:** including Files cabinets |  |  |
| 9 | **General Supplies:** Toiletries, Soap |  |  |
| 10 | **Generator and its related Accessories** |  |  |
| 11 | **Simple Civil works:** Architectural services, Rehabilitation, Construction, painting, partition |  |  |
| 12 | **Pharmaceuticals**: Medical items, vaccination needles and laboratory items |  |  |

1. **Eligibility**

All Applicants must commit themselves to comply with UNDP General Terms and Conditions. The UNDP general Terms and Conditions are available in the following links:

**Services:**

<https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/UNDP%20General%20Terms%20and%20Conditons%20for%20Professional%20Services.doc&action=default&DefaultItemOpen=1>

**Goods:**

<https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Mixed%20Goods%20and%20Services.docx&action=default&DefaultItemOpen=1>

**Civil works:**

<https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Award%20and%20Management%20of%20Contract_UNDP%20General%20Terms%20and%20Conditions%20for%20Civil%20Works.docx&action=default&DefaultItemOpen=1>

1. **Documents Comprising EOI**

The Applicant shall prepare the EOI including all requirements mentioned in ITA sections and using the forms set in Section II. All forms must be completed without any alteration to its format. All forms must be signed by the Applicant.

*The Applicant shall structure the EOI as follows:*

*A. Submission Form (Form1);*

*B. Applicant’s General Information Sheet (Form 2);*

*C. Company Profile; not more than 5 pages*

*D. Applicant’s Specific Experience (Form 3, Form 4, Form 5);*

*E. Quality, Environment, Health & Safety Management System;*

*F. Financial Capability Situation (Required Audited Financial statements and Bank Statement);*

*G. Any other documents deemed necessary in accordance with the ITA instructions and Forms, such as, but not limited to:*

* *Company Profile, which should not exceed five (5) pages, including printed brochures;*
* *List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation;*
* *Latest Tax Clearance Certificate (Internal Revenue Certificate Tax)*

*Tax Registration/Payment Certificate issued by the Tanzania Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;*

* *Latest Business Registration Certificate, including Articles of Incorporation, or equivalent document if Bidder is not a corporation;*
* *Quality Certificate (e.g., ISO, etc.);*
* *A set of Audited Financial Statements and Bank Statements for 2 years;*
* *A certified proof that a company is registered with Social Security Fund Schemes and contributes monthly pension to the social security fund for its employees*
* *Additional documents for IT equipment Suppliers:*
  + *Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer);*
  + *Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer)*

All correspondence and documents relating to the EOI exchanged by the Applicant and the UNDP procuring entity shall be written in the English language only.

**4.1. Firm(s) Profile**

The applicants shall provide a brief description of their firm(s) profiles with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram.

**4.2. Relevant Specific Experience**

Applicants shall have at least 3 **years of relevant experience** as a private company and 2 years with either, UN Organizations, International Organizations or Embassies.

**4.3. Litigation History**

The Applicant should present information regarding any litigation, current or during the last five years, in which the firm(s) is involved, the parties concerned and dispute amount under Firm(s) profile

1. **Request for Clarifications**

Any request for clarifications shall be submitted in writing by e-mail to the UNDP Tanzania procurement unit at the following email addresses:

[tenders.tz@undp.org](mailto:tenders.tz@undp.org)

No phone calls will be accepted. Answers to questions/inquiries will be posted on UNDP web pages and other web pages, on which this EOI is posted.

Replies to the queries, together with the text of queries will be posted without referencing their source on the same website.

1. **Submission of EOI**

EOI along with requested documents shall be submitted in hard copy to the following address

**United Nations Development Programme**

**182 Mzinga Way, Oyster Bay  
P. O. Box 9182, Dar Es Salaam.  
United Republic of Tanzania**

**Attn: Deputy Country Director (O)**

EOI submission should be clearly marked **“Expression of Interest-Supply of Goods and Services”** on the envelope.

The applicant shall prepare one set of the documents comprised of the following documents signed and stamped (and where necessary certified):

**Checklist of Documents to be submitted**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of the document** | **Mandatory or not** | **submitted/not submitted, if not submitted state the reason)** |
| I. | EOI (signed and stamped) | Mandatory |  |
| II. | Submission Form (Form1); | Mandatory |  |
| III. | Applicant’s General Information Sheet (Form 2) | Mandatory |  |
| IV | Company Profile; not more than 5 pages  List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation | Mandatory |  |
| V | Applicant’s Specific Experience (Form 3, Form 4, Form 5); | Mandatory |  |
| VI | Quality, Environment, Health & Safety Management System; Quality Certificate | Good to have |  |
| VII | Audited Financial statements (3 years) and Original Bank Statement (2 years); | Good to submit in this EOI process/(Must to submit before any ward) |  |
| VIII (a) | Latest Tax Clearance Certificate | Mandatory |  |
| VIII (b) | Latest Business Registration Certificate *including certificate of incorporation or equivalent document if Bidder is not a corporation* | Mandatory |  |
| VIII (c) | **For IT Equipment Suppliers** |  |  |
|  | Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); | Mandatory |  |
|  | Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer) | Mandatory |  |
| IX | A certified proof that a company is registered with Social Security Fund Schemes and contributes monthly pension to the social security fund for its employees | Mandatory |  |

The applicant shall submit above documents in a large sealed envelope, bearing the name and address of the Applicant. UNDP will accept no responsibility for not processing any envelope that was not identified as required.

The entire EOI shall be scanned or otherwise converted into preferably one electronic PDF (Adobe Acrobat) format file and sent to UNDP via [bids.tz@undp.org](mailto:bids.tz@undp.org)

**Applications shall be received by UNDP Tanzania not later than 1500HRS (GMT+3hrs) on 25th April 2017.**

UNDP Tanzania may, at its discretion, extend the deadline for the submission of applications, in which case all rights and obligations of the UNDP Tanzania and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended. Any EOI received by UNDP Tanzania after the deadline of submission of EOI will not be considered eligible for this prequalification exercise.

1. **Evaluation of EOI and required documents**

UNDP Tanzania may reject any EOI which is not responsive to the requirements of the prequalification document.

UNDP Tanzania will use a set of unified criteria to evaluate the qualifications of Applicants. Eligible Applicants will be assessed in one-stage process for compliance with the requirements set out in the request for expression of interest. Each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met as set in Annex I. An assessment of “Fail” against any criterion shall eliminate the Applicant from further consideration.

All Applicants that met the eligibility and qualification criteria as set in Annex I shall form the list of pre-qualified firms

**UNDP Tanzania may arrange site visits and personal interviews to examine the experience and capabilities of applicants**

1. **Right to Accept or Reject Applications**

UNDP Tanzania reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.

1. **Notification of Prequalification**

Once the UNDP Tanzania has completed the evaluation of the applications it shall notify by email to all Applicants about the outcome of evaluation.

PLEASE DO NOT SUBMIT FINANCIAL OFFERS AT THIS STAGE

Thank you in advance for your interest.

Yours sincerely

Operations Manager

**Section II: Application Forms and Documents**

**Form 1: Submission Form**

**Expression of Interest for the supply of Goods and Services**

**Date:** [*insert day, month, year*]

To:

Deputy Country Director (O)

United Nations Development Programme

182 Mzinga Way, Oyster Bay

P. O. Box 9182, Dar Es Salaam.

United Republic of Tanzania

Dear Sir:

We, the undersigned, hereby apply to be pre-qualified for [insert: title of applicable goods and services……………….] in accordance with your Request for Expression of Interest (EOI) dated [insert: Date…………………] and our Statements of Qualification. We are hereby submitting our EOI along with required documents in a sealed envelope.

We hereby declare that:

* All the information and statements made in this EOI are true and we accept that any misrepresentation contained in it may lead to our disqualification;
* We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
* We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
* We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the terms and conditions of this Request for Expression of interest, and commit ourselves to comply with the UNDP General Terms and Conditions of Contract.

We undertake, if our EOIis accepted and we are pre-qualified, to submit bids for the supply and provision of goods and services.

We fully understand and recognize that UNDP is not bound to accept this EOI and that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

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

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[please mark this letter with your corporate seal, if available]

Form 2: Applicants General Information Form

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

EOI No.: *[insert number of bidding process]*

Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Applicant’s Legal Name *[insert Bidder’s legal name]* |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* |
| 3. Country/ies of Registration/Operation: *[insert actual Country of Registration]* |
| 4. Year of Registration in its Location: *[insert Bidder’s year of registration]* |
| 5. Legal Address/es in Country/ies of Registration/Operation:*[insert Bidder’s legal address in country of registration]* |
| 6. Bidder’s Authorized Representative Information  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* |
| 7. Are you in the UNDP List 1267.1989 or UN Ineligibility List ? ☐ YES or ☐ NO |
| 8. Attached are copies of original documents requested earlier  *Note: Any application form that does not include any of the above mentioned attachments will {(void) the application} not be considered* |
| I, the owner of the above mentioned firm, certify that the above information is complete and true, and I understand that any discrepancy in the above mentioned information will entitle the UNDP to reject my application. |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Form 3: Applicant’s Establishment**

Applicant’s Legal Name: [insert full name]

Date: [insert day, month, year]

1. How many years has your organization been in business as a contractor under your present Business name?
2. How many years of experience in contracting/ work has your organization had:
   1. As a Sole Contractor Years
   2. As a Sub-Contractor Years.
3. The Contractor normally performs \_\_\_\_\_\_\_\_\_\_% of the work using own resources (human resources & equipment).
4. Have you ever failed to complete any work awarded to you? \_\_\_\_\_\_\_\_\_\_

If so, note where and why? \_\_\_\_\_\_\_\_

**Form 4: Financial Capability Situation**

Attach audited financial reports for the most recent three years and Company’s Bank Statement for 2 years (stamped by respective Bank). Financial Statements should be in TSHS/US dollars equivalent for the previous three recent years. UNDP Tanzania reserves the right to require from the applicant during the evaluation process or at later stage additional evidence on Financial Information.

**Form 5: Track Record and Experiences**

Provide the following information regarding corporate experience within the last three (3) years which are related or relevant to those required for this Contract. **Please use the format below**:

| **No.** | **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Appendix I: Qualification/Evaluation Criteria**

**Eligible EOI will be accepted against the pre-defined pre-requisites below (Pass/Fail). Eligible EOI must "Pass" at least 80% of the criteria.**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Subject | Submission details/Requirements/ Documents required | |
| 1. **Submittal requirements** | | | |
| 1.1 | Provision of EOI | EOI submitted in hard copy in a sealed envelope and properly marked. | |
| 1.2 | Signatures | All forms signed by authorized applicant | |
| 1.3 | Electronic copy | EOI documents converted into PDF format and sent to UNDP via [bids.tz@undp.org](mailto:bids.tz@undp.org) | |
| 1.4 | Language | EOI and documents written in English | |
| 1.5 | Information about applicant and technical capacity | Applicant’s general information sheet is presented, complete and duly signed: Clear Organization profile and structure of the organization | |
| 1.6 | Documents of registration and authorization by Government of Tanzania/ Legal status | Copies of registration documents and relevant licenses to supply goods and services in Tanzania are provided | |
| 1.10 | Financial statements | Submission of endorsed/certified Financial Statements for the last three recent fiscal years and Bank Statement (2 years) | |
| 1. Eligibility requirement | | | |
| 2.1 | General eligibility | | Not on the removed or suspended vendor list of the UN or other such list of other UN agencies |
| 2.2 | UNDP General Terms and Conditions | | Commitment to UNDP General Terms and Conditions |
| 1. Specific Experience Requirements | | | |
| 3.1 | Past experiences | | Applicant shall have at least 3 years’ experience in Tanzania and minimum 2 years with UN Agencies, International Organization or Embassies |
| 1. Financial Eligibility Requirements | | | |
| 4.1 | Liquidity | | Strong liquidity position |