

**PRE-QUALIFICATION NOTIFICATION**

**INVITATION FOR PRE-QUALIFICATION OF SUPPLIES AND SERVICES FOR YEARS 2022 – 2025**

Pathfinder International is driven by the conviction that all people, regardless of where they live, have the right to decide whether and when to have children, to exist free from fear and stigma, and to lead the lives they choose. Since 1957, we have partnered with local governments, communities, and health systems in developing countries to remove barriers to critical sexual and reproductive health services.

Together, we expand access to contraception, promote healthy pregnancies, save women’s lives, and stop the spread of new HIV infections, wherever the need is most urgent. Our work ensures millions of women, men, and young people are able to choose their own paths forward. Change lives with us.

**Pathfinder invites applications from eligible, competent, qualified expert consultancy companies, individual consultants, private companies, local NGO’s sealed bids from eligible bidders for the Pre-qualification of tenders on various goods and services categories that will be shortlisted and saved in the organizational vendor database for use for the period of years 2022-2025 as listed below.**

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| **Lot Number** | **Description of Goods/Supplies, Services and Consultancy** | **Pathfinder office location;  Goods, supplies, service required** |
|  | **Category I - Goods/Supplies** |  |
| 2022/PI-TZ/RFQ/G/01 | Printing Services:  Supply and printing of business cards, letter head, fliers, brochures, posters, branded stationery items, envelopes, t-shirts, manuals, various reports, designing and printing of staff ID cards, signboards, certificates, caps and the related services / promotional items (Samples to be submitted along with other requested documents) | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/G/02 | Supply of office sundries/general merchandise  That is; (sugar, milk powder, tea leaves, milo, coffee, expel, honey, drinking cups, plates, and the related items) as well as cleaning materials | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/G/03 | Supply and maintenance of general office equipment/machines: Printers, scanners, photocopiers, projectors, cameras, shredders, and related equipment and services | Dar es Salaam |
| 2022/PI-TZ/RFQ/G/04 | Supply of general office stationery, cartridges and tonners | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/G/05 | Supply of Laptops, desktops, keyboards, mouse, USB ports, cables and related items | Dar es Salaam |
| 2022/PI-TZ/RFQ/G/06 | Supply, repair, servicing of fire extinguishers and equipment | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/G/07 | Supply of tires, tubes and valves for motor vehicles and motorcycles preferably importers, authorized dealers and distributors | Dar es Salaam |
| 2022/PI-TZ/RFQ/G/08 | Supply of Medical equipment and consumables | Dar es Salaam, Shinyanga, Kigoma, Mpanda and Iringa |
| 2022/PI-TZ/RFQ/G/09 | Supply of Mobile phones and tablets | Dar es Salaam |
| 2022/PI-TZ/RFQ/G/10 | Supply of office furniture and fixtures | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |

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|  | **Category II - Services** |  |
| 2022/PI-TZ/RFQ/S/11 | Supply of drinking water for the dispensers, water bottles, dispensing machines, servicing, and maintenance | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/12 | Provision for computers service, repair and maintenance | Dar es Salaam |
| 2022/PI-TZ/RFQ/S/13 | Provision for hotel accommodation and conference services | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/14 | Provision for catering services for meetings, training and conferences and hiring of venues | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/15 | Provision for motor vehicle and motorcycle service, repairs, maintenance and supply of spare parts and other related accessories | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/16 | Provision for transportation services specifically vehicle hire; saloon cars, pick-ups double cabin, station wagon, minibuses and trucks. | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2019/PI-TZ/RFQ/S/17 | Provision for Sanitary Services | Dar es Salaam, Zanzibar, Shinyanga, Arusha, Kigoma, Mpanda, Iringa and Mbeya |
| 2019/PI-TZ/RFQ/S/18 | Provision for General Cleanliness, Fumigation and pest control | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/19 | Provision for security services | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/20 | Provision for Air ticketing services | Dar es Salaam |
| 2022/PI-TZ/RFQ/S/21 | Provision for Courier and mail delivery services | Across the Country |
| 2022/PI-TZ/RFQ/S/22 | Repair, maintenance and service of generators, power stabilizers and pumps | Dar es Salaam and Dodoma |
| 2022/PI-TZ/RFQ/S/23 | Supply and maintenance of Air conditioning installations and services | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/24 | Provision for general insurance on items such as vehicles, fixed assets and all other office equipment | Across the country |
| 2022/PI-TZ/RFQ/S/25 | Provision for medical insurance | Across the Country |
| 2022/PI-TZ/RFQ/S/26 | Provision for Plumbing and Electrical works services | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |

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|  | **Category III – Technical Consultancy Services** |  |
| 2022/PI-TZ/RFQ/S/27 | Provision for Human resources services inclusive of recruitment services, salary survey and workforce planning, learning and development and employee wellbeing programs | Dar es Salaam |
| 2022/PI-TZ/RFQ/S/28 | Team Building and Perfomance management | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/29 | Provision for professional consulting services in administering social surveys, projects evaluations and conductbaseline, capacity assessment/capacity building | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro and Dodoma |
| 2022/PI-TZ/RFQ/S/30 | Advisory services on SRHR (Sexual Reproductive Health Rights), PHE (Population Health & Environment), AYFS (Adolescence Youth Friendly Services), FHM (Frontier Health Marketing), SVAC (Sexual Violence against children) and Advocacy | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/31 | Monitoring, Evaluation, Reporting, Verification and Learning | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/32 | Governance, Accountability and Leadership | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/33 | Multi-stakeholder facilitation and coordination | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/34 | Financial service and management | Dar es Salaam |
| 2022/PI-TZ/RFQ/S/35 | Organisational audit and tax management | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/36 | Media and communication services including professional services in graphic design, video production, photography, social media, narrative content development-translations and website development | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/37 | Climate change, Vulnerability and resilience expertise, synergy of climate vernurability | Arusha, Kigoma, Katavi and Iringa |
| 2022/PI-TZ/RFQ/S/38 | Mobile applications, data collection and analysis database management, monitoring and evaluation | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |
| 2022/PI-TZ/RFQ/S/39 | Fuel Supply (pre or post), Use of fuel cards, Coverage of the fuel stations in the country (please mention the regions that you are currently present), Availability of door-to-door service delivery of fuel | Dar es Salaam, Shinyanga, Kigoma, Mpanda, Iringa, Mbeya, Lindi, Morogoro, Zanzibar and Dodoma |

**General Pre-qualification Instructions**

Carefully read the instructions below. Note that submission of false information will lead to automatic disqualification.

1. Participants should clearly indicate the goods, services, or works and regions they would want to be considered for short-listing.
2. The pre-qualification should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
3. Submission of tenders: The application for prequalification should be submitted in sealed envelope properly labeled with the item code and the item description as applied for.
4. In selection of suppliers, Pathfinder International Tanzania will short-list only those firms that are able to demonstrate their competence to supply the listed products or undertake listed works and services. Registered service providers, contractors, manufacture, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
5. The application document should be signed by the authorized representative of the organization under Company Seal / Stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that applicants wish to be considered.
6. It is a condition that participants MUST have complied with all statutory requirements in regard to registration for VAT/TIN and Taxes Clearance certificate.
7. Applicants will meet all cost associated with preparation and submission of their applications.
8. Canvassing will lead to automatic disqualification of the applicant.
9. Late submission will not be acceptable. Any applications received after the date of closure will be considered as late and disqualified.
10. Prospective bidders will not be considered qualified unless in the judgment of Pathfinder International Tanzania they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily executed the contract for goods/services.
11. Experience: Prospective bidders shall have at least 2 years’ experience in the supply of goods, works, services and allied items in case of potential supplier / contractor should show competence, willingness, and capacity to service the contract.
12. The candidate’s financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier / contractors’ credit position. Potential suppliers / contractors will be pre-qualified on the satisfactory information given.
13. Applicants must include a sworn statement form by the tenderer ensuring the accuracy of the information given
14. Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of Pathfinder International -Tanzania could substantially change performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Pathfinder International -Tanzania reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.
15. The firm must have fixed Business Premises and must be registered in Tanzania, with certificate of Registration, Incorporation / Memorandum and Articles of Association, copies of which must be attached. Mandatory- copy of current business license, and registration. The firm must show proof that it has paid all its statutory obligations and have current Tax Clearance Certificate.

**Selection Criteria:**

Pathfinder will review and evaluate submitted documentations by the deadline according to the following criteria.

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| **S/N** | **Criterion and documents to be provided** | **Weight (%)** |
| **1.** | **Past Performance**   * Potential bidders should submit references letters (at least two most recent in a letter head) and their contact information | 20 |
| **2.** | **Quality of Goods and or Service**   * Samples in addition to references are requested for the goods in Category 1   **Lot: 2022/PI-TZ/RFQ/G/01** | 20 |
| **3.** | **Valid business registration documents** **For Companies:**  * Certificate of Incorporation or certificate of compliance if a foreign company * Copy of Memorandum and Articles of Association. * The most recently filed statement of Annual Returns of the Company  **For partnerships, joint ventures and sole proprietorships:**  * Extract from the register of names  **General to all, (Companies, partnerships / joint ventures and sole proprietorships):**  * Valid Business License * TIN registration certificate * VAT registration certificate (if registered for VAT) * Tax Clearance Certificate * Electronic Fiscal Device user Identification Number registration certificate (EFD) * Any other specific license / registration for professional bodies eg Contractors, engineers etc, * Industry required certification or permits i.e. OSHA, Sumatra, EWURA, TCRA * Certified Copy of Certificate of Title or Lease Agreements (to determine physical location) * Client list. * ID Copy of the owners | 20 |
| **4.** | **Financial Stability**   * Certified copy of Audited financial report for the past 3 years or * Financial Statement | 20 |
| **5.** | **Payment Terms**   * Pathfinder International payment policy is 30 days after issuing of the invoice * 100% Pre – payments are highly discouraged * Partial payment terms are only permitted to selected services such as Consultancy works and Construction works only | 20 |
|  | **TOTAL WEIGHT** | **100** |

**The Prospective supplies may submit proposals for one or more Lots**

1. Applications for pre-qualification should be submitted as follows; One original copy and one copy in sealed envelopes, delivered by hand or post to the address provided below at the reception desk.
2. For obtaining further clarification, please send your enquiries directly to below email address [Procurement-TZ@pathfinder.org](mailto:Procurement-TZ@pathfinder.org)
3. Deadline for submission is **September 26,2022 at 11.00am** however you are welcome to send your documentation earlier in order to avoid last minute hassles.
4. Pathfinder International physical address is per below.

Pathfinder International - Tanzania

2 Coral Lane

Plot No. 577 A Chole Road, Msasani Peninsula, Masaki.

P.O. Box 77991,

Dar es Salaam, Tanzania

Tel: +255 767 99 77 78

