



# PRE-QUALIFICATION TENDER FOR SUPPLY/ PROVISION OF GOODS, SERVICES AND WORKS FOR THE FINANCIAL YEARS 2019 & 2021

## Preface

Shortlisting is a pre-tender process that provides a shortlist of providers from which providers are obtained to bid. Shortlisting is used where requirements are of a routine nature or bidding is for a group of similar contracts. Shortlisting shall be open to all providers and providers shall be invited using a shortlist notice.

This is a shortlisting application solicitation document for potential providers for the years 2019 & 2021

The Application Form is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Shortlisting

## PART I: GENERAL

### 1.1 Scope of Application

1.1.1 PI TANZANIA invites applications for the shortlist of providers for the requirements described in ANNEX A.

### 1.1.2 Through out this document:

- (a) The "Application" means the bidder submitting an application; and
- (b) "Application" means a bid or submission to be short-listed.

## PART II: INSTRUCTIONS TO PROVIDERS

### 2.1 Introduction

PI TANZANIA will evaluate and shortlist all eligible companies for the provision of various requirements for the years 2019 and 2021. Once a firm has been shortlisted, it will automatically qualify to submit a bid(s) for the provision of some or all the requirements. Bidders are advised that at the discretion of PI TANZANIA, framework contracts may result from this process for some items. In such cases, firms shall be informed about the arrangement at the time of solicitation. PI TANZANIA reserves the right to add similar types of requirements to the list in this document.

### 2.2 Objectives

PI TANZANIA invites sealed Applications from reputable providers for provision of various requirements for years 2019 and 2021 as mentioned in Annex A.

### 2.3 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and PI TANZANIA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the shortlisting process. Application will be free of cost.

### 2.4 Clarification of Application Forms

A prospective Applicant requiring any clarification of the Application Forms may notify PI TANZANIA by e-mail (highly recommended), telephone or through the client's address indicated below. PI TANZANIA will respond prior the set deadline.

For clarification purposes, only, the Entity's address is:

To: Pathfinder International Tanzania  
Street Address: Chato Street, Plot No 260, Off New Bagamoyo Road, Regent Estate,  
Town/City: Dar es Salaam  
Postal Code/P.O. Box No: P.O.Box 77991, Dar es Salaam.  
Country: Tanzania  
E-mail: Procurement-TZ@pathfinder.org

### 2.5 Amendment of Application Forms

- 2.5.1 At any time prior to the deadline for submission of applications, PI Tanzania may amend the Application Forms by issuing an addendum.
- 2.5.2 Any addendum issued shall be part of the Application Forms and shall be communicated electronically to all who have obtained the Application Forms from PI Tanzania.
- 2.5.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, PI Tanzania may at its discretion, extend the deadline for the submission of applications.

## PART III: PREPARATION OF APPLICATIONS

### 3.1 Language of Application

The Application shall be written in English language.

### 3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information may result in disqualification.

### 3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit its Application Forms in one envelope marked:

"Application for Supplier Prequalification [Insert Lot number] for supply/provision of (Description) Pathfinder International TANZANIA for the years 2019 & 2021."

In addition, Applicants should indicate on top of the envelope the category/area of procurement for which they are applying. The envelope shall contain one (1) original and no copies.

Where an applicant wishes to be shortlisted in more than one category, they shall provide different application forms for required categories and submit separate applications as above.

3.3.2 The Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to sign the Application Forms. All pages of the Application shall be initialed by the person or persons signing the Application and each page numbered.

3.3.3 Any alterations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.

3.3.4 All Pages of the application MUST be numbered sequentially starting with page number one (1) being the cover page.  
PART IV: SUBMISSION OF APPLICATIONS

### 4.1 Sealing and Labelling of Applications

4.1.1 The Application Form shall be composed of one envelope marked as stated above.

4.1.2 For application submission purposes only, please address:

To: Pathfinder International Tanzania  
Street Address: Chato Street, Plot No 260, Off New Bagamoyo Road,  
Regent Estate,  
Town/City: Dar es Salaam  
Postal Code/P.O. Box No: P.O.Box 77991, Dar es Salaam  
Country: Tanzania  
E-mail: Procurement-TZ@pathfinder.org

Please deliver your application to Pathfinder International Tanzania reception desk.

The application start date is: May 21, 2019

4.1.4 Unsealed and not properly addressed envelopes will be rejected by Pathfinder International-Tanzania.  
Note: only sticker seals are accepted.

### 4.2 Deadline for Submission of Applications

Applications must be received by Pathfinder International Tanzania at the address specified above not later than June 18, 2019 at 2.00pm.

### 4.3 Late Applications

Any Application received after the deadline for submission will be rejected.

## PART V: OPENING AND EVALUATION OF APPLICATIONS

### 5.1 Opening of Applications by Pathfinder International TANZANIA.

5.1.1 PI TANZANIA shall open the applications internally. The Applicants or the Applicants' representatives who submit applications shall sign a register as evidence for their submission.

5.2 Evaluation of Applications: PI TANZANIA will carry out the evaluation of proposals as referenced in annex B.

### 5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, PI TANZANIA may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be sent to a bidder by the evaluation committee and all requests for clarifications shall be noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply for clarifications within a specified time, addressing their responses to the Procurement Committee/Departments through  
E-mail: Procurement-TZ@pathfinder.org.

5.3.3 Failure of a bidder to respond to a request for clarification may result in a rejection of its bid.

### 5.4 Contacting PI TANZANIA

5.4.1 No Applicant shall contact PI TANZANIA on any matter relating to its Application from the time of Application opening to shortlisting of Applicants.

5.4.2 Any effort by the Applicant to influence PI TANZANIA in its decisions on the Application evaluation may result in rejection of its Application.

### 5.5 Confidentiality

5.5.1 Information relating to the evaluation of applications and recommendation for shortlisting shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of shortlisting is made to all Applicants.

5.5.2 From the deadline of submission of applications to the time of notification of the results of the shortlisting, any Applicant that wishes to contact PI TANZANIA on any matter related to the shortlisting process may do so but only by e-mail.

## PART VI: SHORTLISTING

### 6.1 Notification to the Shortlisted Applicants

PI TANZANIA will notify all Applicants in writing via their registered e-mail addresses that they have been shortlisted to provide particular requirements for the Financial Years 2019 & 2021.

### 6.2 Inspection

PI TANZANIA reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. PI TANZANIA reserves the right to verify all information submitted.

### 6.3 Currency

All monetary/financial information furnished, must be quoted in Tanzania Shillings.

### 6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently shortlisted or conditionally shortlisted shall inform PI TANZANIA of any material change of information that might affect their qualification status. Providers may be required to update key shortlisting information at the time of bidding.

6.4.2 Prior to contract award, the best evaluated bidder may be required to confirm its continued qualified status in a post-qualification review process.