

SHDEPHA+



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TERMS OF REFERENCE

PROVISION OF VEHICLE HIRE SERVICES ACROSS 50 COUNCILS IN TANZANIA MAINLAND 2024-2025

SHDEPHA+, TANZANIA.

TENDER NUMBER 01/FY2024-25/0002

Background

SHDEPHA+ is a Non-Governmental Organization (NGO) established in 1994 With Registration Number 00NGO/R1/00384, aiming at mobilizing resources and support communities Affected and Effected with HIV/AIDS to fight the spread of the Disease, SHDEPHA+ is currently Implementing more than 07 projects in 11 Regions of Tanzania Mainland, the majority of which are USAID Funded and implemented in Rural areas covering 50 District and Municipal Councils. With respect to the current projects, SHDEPHA+ Implements Health (TB, HIV/AIDS), Education, Gender based Violence, and Woman Empowerment Projects. SHDEPHA+ decentralized its set up by establishing 5 zones as follows: Central Zone (Singida & Dodoma Regions), Northern Zone (Arusha Region), Southern Zone (Mbeya Region), Lake Zone (Tabora, Simiyu, Mwanza, Geita, Shinyanga Regions) and Coastal Zone (Morogoro Region).

PART A: TECHNICAL REQUIREMENTS

SECTION 1: Invitation to Tender

SHDEPHA+ invites sealed bids from eligible candidates for provision of vehicle hire services to conduct Its daily Operations across 50 Councils in its 5 Zones as specified below.

LOT NO.	ZONE	REGION AND COUNCIL	Remarks
1	Northern Zone	ARUSHA REGION 1. Arusha City Council 2. Arusha District Council 3. Karatu District Council 4. Monduli District Council	The operations will take approximately 15 to 20 Running Days per month From 10.10.2024 - 30.09.2025
2	Central Zone	DODOMA REGION; 1. Chamwino DC 2. Dodoma MC 3. Kongwa DC 4. Mpwapwa DC 5. Bahi DC SINGIDA REGION 1. Ikungi DC 2. Iramba DC 3. Manyoni DC 4. Singida MC 5. Itigi DC	The operations will take approximately 15 to 20 Running Days per month, From 10.10.2024 - 30.09.2025
003	Lake Zone	GEITA REGION 1. Geita DC 2. Geita TC 3. Chato DC 4. Bukombe DC 5. Mbogwa DC 6. Nyang'wale DC	The operations will take approximately 15 to 20 Running Days per month from 10.10.2024 - 30.09.2025

		SHINYANGA REGION 1. Shinyanga MC 2. Shinyanga DC 3. Kishapu DC 4. Msalala DC 5. Ushetu DC MWANZA REGION 1. All 8 Councils TABORA REGION 1. Nzega DC	The operations will take approximately 15 to 20 Running Days per month From 10.10.2024 - 30.09.2025
04	Southern Zone	MBEYA REGION 1. Mbeya DC 2. Mbeya TC 3. Busokelo DC 4. Kyela DC 5. Mbarali DC	The operations will take approximately 15 to 20 Running Days per month from 10.10.2024 - 30.09.2025
05	Coastal Zone	MOROGORO REGION 1. Morogoro MC 2. Morogoro DC 3. Kilosa DC 4. Mlimba DC 5. Mvomero DC 6. Ulanga DC 7. Ifakara TC 8. Malinyi DC	The operations will take approximately 15 to 20 Running Days per month from 10.10.2024 - 30.09.2025

The details of the Vehicles to be hired are as under:

- i. Toyota land cruiser hard top or Prado- seven-seaters and above.
- ii. Vehicles should be insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority.
- iii. The bidder should be able to provide a vehicle that can work on rough roads and in rainy seasons with air conditioning, seatbelts, Tires, spare tires, a Fire extinguisher, Reflectors, a Toolbox, a First aid kit, and lights.

Submission Instructions

Interested bidders must submit the following information to SHDEPHA +:

1. Pricing structure.
2. Current company profile.
3. Copies of the office's registration certificate and address, valid business license, VAT, TIN certificates, and valid Tax clearance certificate.
4. Current Audited financial statement for two consecutive years i.e. 2022 and 2023 **(Signed and stamped)**

5. Payment terms 100% after the provision of the service.
6. The service provider should have a minimum of 2 years of experience in providing vehicle hiring services. (Evidence of at least 3 contracts or LPO, name and addresses of clients served)

Eligibility

Vendors must be currently legally operating in Tanzania, and the quotation must include all the following information:

- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the services as required.

Evaluation Criteria:

- Price.
- Financial capability.
- Experience.
- Quality of the vehicle.

Interested, eligible dealers/vendors should deliver physically their Proposal/quotation to:

**The Procurement Committee,
Service Health and Development for People Living Positively with HIV/Aids,
P.O. Box 564
Kahama- Shinyanga.**

Please Note

1. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope **(each LOT in a separate envelope)** marked with the tender reference number and tender name. **Please note that only one complete tender document per lot is required (Do not provide additional copies per lot).**
2. Tenders must be delivered to the address below not later than **Wednesday 25th Sept 2024 at 1100hrs.**
3. Tenders should be dropped at the **SHDEPHA+ Tender Box** at the **Main Reception.**
4. Tenders will be opened at **1200hrs** on the closing date in the presence of the Tenderers' representatives who choose to attend at SHDEPHA+ Conference room. Electronic bidding will not be permitted. **No bids will be accepted after 12 noon on the closing day.**
5. The language of bid submission is English.
6. The quote that complies with all the specifications/requirements and offers the lowest price and other evaluation criteria indicated here shall be selected.
7. SHDEPHA+ may cancel the solicitation and not award.
8. Issuance of requests for quotes does not constitute a contractual commitment by SHDEPHA+.
9. SHDEPHA+ reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
10. SHDEPHA+ reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
11. SHDEPHA+ will contact all offerors to confirm the contact person, address, and the proposal submitted for this solicitation.
12. SHDEPHA+ will not compensate Vendors for their response to the solicitation.
13. SHDEPHA+ may choose to award only part of the scope of work in the solicitation or to issue multiple awards for the scope of work.
14. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that non-disclosure agreements bind all reviewers.

Appendix 1: Detailed Information on Evaluation Criteria

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on a Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status(must)	The vendor is a legally registered entity.	Certificate of Registration Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2024
Eligibility (Must)	The vendor is not suspended, debarred, or otherwise identified as ineligible by USAID or other International Entities. (SAMS, OFAC, and UN)	
Certificates and Licenses (If Applicable)	<ul style="list-style-type: none">▪ Duly authorized to act as Agent on behalf of the building owner, or Power of Attorney, if the bidder is not a building owner.▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country.▪ Manufacturer authorization certificate for the quoted item/s.	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
QUALIFICATION		
Litigation History (Must)	No consistent history of court/arbitral award decisions against the Bidder for the last three years.	Certificate or Signed Letter of No-Litigation
Previous Experience	Minimum 3 years of relevant experience.	Company Profile must be Attached

(must)	Minimum three contracts of similar assignment, nature, and complexity implemented over the last three years.	Two evidence of Contracts/PO/Awards List at least three (3) names and addresses of the client served.
Financial Standing (must)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Audited Financial Statements for the last 2 Years- (2022-2023) Signed and stamped.

Detailed Technical and Financial Evaluation

The technical and financial parts will be evaluated on a merit point/scores system

Format of Technical Bid (Weight = 60%)

All Vendors who will score equal to or above 50% of the total average score will be selected for the next stage.

The Bidder's Bid should be organized to follow this format of the Technical Bid. When the bidder is presented with a requirement or asked to use a specific approach, it must state its acceptance and describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Bidder's qualification, capacity, and expertise

- 1.1 General organizational capability likely to affect implementation: management structure, project management controls, and the extent to which any work would be subcontracted (if so, provide details).

Support Document Needed: *Updated Organizational Structure*

- 1.2 Vehicles should be insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority.

- 1.3 Two evidences of Contracts/PO/Awards.

- 1.4 The bidder should be able to provide a vehicle that can work on rough roads and in rainy seasons with air conditioning, seatbelts, Tires, spare tires, a Fire extinguisher, Reflectors, a Toolbox, a First aid kit, and lights.

Financial Capacity Evaluation (Weight = 40%)

All Vendors who will score equal to or above 30% of the total average score will be selected for the next stage.

Bidders must attach copies of two (2) consecutive years of current audited financial statements (Statement of financial position, cash flow statements, Income statements including all related notes, etc.) for the years required above, complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not a sister or parent company.
- Historical financial statements must be audited by a certified public accountant, signed, and stamped.
- Historical financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Quotation Cover Sheet

Support Document: *A quotation cover sheet in Tanzania Shillings.*

Price comparison shall be based on the landed price, including applicable taxes, transportation, insurance, and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).