



## SHDEPHA+ TERMS OF REFERENCE

### PRINTING OF TOOLS

#### INTRODUCTION

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 Effectuated 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).

Kizazi HODARI project is a five-year, USAID-funded project that started its implementation on April 2022 and is planned to phase out in March 2027. The project is implemented by the Evangelical Lutheran Church in Tanzania (ELCT) in 9 regions and 41 councils of Tanzania mainland.

SHDEPHA+ is awarded as sub-grantee to implement the project in Geita regions to all six (6) councils which are Geita TC, Geita DC, Mbogwe DC, Bukombe DC, Chato DC and Nyang'wale DC.

The project is child centered and family focused applying the National Integrated Case Management System (NICMS) approach to enable delivery of individualized and age specific case management services to the household contributing attainment of 95-95-95% UNAIDS goals through OVC comprehensive services. The goal of the project is **to improve the health, well-being, and protection of OVC and youth age 0-17 years** in high HIV burden communities. The project is implemented in collaboration with Government social welfare and health systems and structures, USG clinical and community implementing partners (IPs) and other stakeholders to deliver comprehensive services that aim to keep all OVC sub-populations healthy, safe, schooled, and stable.



## Distribution Information:

All items will be distributed to SHDEPHA + office located in Geita, Dodoma and Singida.

Region	Screening and enrollment (2 pages)	FCAA-HH (2 pages)	FCAA - OVC (2 pages)	HRAA 0-17 YRS (4pages)	HRAA 18+ (2 pages)	HRAQM (3pages)	Form# 2 (1page)	Form# 1 (1page)	Care plan (1page)	GBV Screening - (2 pages)
Geita Region	2,497	3,497	2,497	4,994	3,497	187,632	120,210	2,497	23,454	5,994
Singida Region	1,210	3,210	1,210	2,420	3,210	46,504	35,070	1,210	5,813	4,420
Dodoma Region	2,026	3,026	2,026	4,052	3,026	59,168	58,030	2,026	7,396	5,052
<b>Grand Total</b>	<b>5,733</b>	<b>9,733</b>	<b>5,733</b>	<b>11,466</b>	<b>9,733</b>	<b>293,304</b>	<b>213,310</b>	<b>5,733</b>	<b>36,663</b>	<b>15,466</b>

## Scope of work

The specific scope of work includes but should not be limited to the following:

1. Interested bidders should request artwork from SHDEPHA+ through [procurement@shdepha.org](mailto:procurement@shdepha.org) to produce at least One completed sample of copy pinned.
2. SHDEPHA + will review the samples submitted by the interested vendors.
3. The vendor will distribute the tools to SHDEPHA+ branches.
4. The vendor will submit supporting documents providing delivery of tools to SHDEPHA+ branches.

## Timeframe

This assignment is expected to be conducted in the period of 10 days from the date of issuing the contract.

## Reporting

The Supplier will report to Procurement Officer.

## Submission Instructions

Interested bidders must submit the following information to SHDEPHA +:

1. Draft inception detailing the methodology for supplying tools, for review and approval by SHDEPHA+.
2. Quote, valid for at least 90 days.
3. Current company profile.
4. Copies of their registered office's registration certificate and address, valid businesslicense, VAT, TIN certificates, and Tax clearance certificate.



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5. Items specifications are fully addressed in the quotation.
6. Current Audited financial statement for two consecutive years-2022-2023 signed and stamped.
7. Delivery time must be specified.
8. Payment terms 100% after delivery
9. Evidence of similar assignments (LPO) and at least two (2) names 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 items/services no later than the date(s) required.

### **Evaluation Criteria:**

- Competitive Price.
- Financial capability.
- Experience.
- Sample.
- Delivery terms.

Interested, eligible vendors should deliver physically their Proposal/quotation to **SHDEPHA+ KAHAMA** at the below address.

The Procurement Committee,  
USAID Kizazi Hodari Northeastern Zone,  
ELCT Box 3033, Arusha.  
Tanzania.

All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope.

**Solicitation date:** 13<sup>th</sup> December 2024

**The deadline is 27<sup>th</sup> December 2024 at 10:00 am**

SHDEPHA + will open all bids on **27<sup>th</sup> December 2022 at 11:30 am** in the presence of bidder's representatives who choose to attend. The present Bidders' representatives shall sign a register evidencing their attendance.

### **Please Note**

1. Late or incomplete bids will **not** be accepted.
2. Electronic bids will not be accepted.
3. The quote that complies with all the specifications/requirements and offers the lowest price and other evaluation criteria indicated here shall be selected.
4. SHDEPHA+ may cancel the solicitation and not award.
5. Issuance of requests for quotes does not constitute a contractual commitment by SHDEPHA+.
6. SHDEPHA+ reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
7. SHDEPHA+ reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.



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8. SHDEPHA+ will contact all offerors to confirm the contact person, address, and the proposal submitted for this solicitation.
9. SHDEPHA+ will not compensate Vendors for their response to the solicitation.
10. 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.
11. 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.

<b>Subject</b>	<b>Criteria</b>	<b>Document Submission requirement</b>
<b>ELIGIBILITY</b>		
<b>Legal Status(must)</b>	The vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2024
<b>Eligibility</b>	The vendor is not suspended, debarred, or otherwise identified as ineligible by USAID or other International Entities. (SAMS, OFAC and UN)	N/A
<b>Certificates and Licenses (If Applicable)</b>	<ul style="list-style-type: none"> <li>▪ Duly authorized to act as Agent on behalf of the building owner, or Power of Attorney, if the bidder is not a building owner.</li> <li>▪ Official appointment as a local representative if Bidder is submitting a Bid on behalf of an entity located outside the country.</li> <li>▪ Manufacturer authorization certificate for the quoted item/s.</li> </ul>	Joint Venture (JV) Agreement (If Applicable) Patent Registration Certificates (If Applicable)
<b>QUALIFICATION</b>		



<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder for the last three years.	Certificate or Signed Letter of No-Litigation
<b>Previous Experience (must)</b>	Minimum 2 years of relevant experience.	Company Profile must be Attached
	Minimum two contracts of similar value, nature, and complexity implemented over the last three years.	Evidence of Contracts/PO/Awards  List at least two (2) names and addresses of the client served.
<b>Financial Standing (must)</b>	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Audited Financial Statements for 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.

### **SECTION 1: 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 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

**Support Document Needed:** Minimum two contracts of similar value, nature, and complexity implemented over the last two years.



## **SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point, providing a detailed description of the essential performance characteristics proposed, and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 Conformity of goods to be supplied if they meet technical specifications provided.

### ***Support Document:***

- i. *List of items to be supplied.*

### **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).