



**PRE-QUALIFICATION OF PROVIDERS FOR
VARIOUS REQUIREMENTS FOR THE YEARS
2022/2023**

NOVEMBER 2021

Preface

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

This is a short listing application solicitation document for potential providers for the years 2022 to 2023

The Application Forms 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: Short listing**

PART I: GENERAL

1.1 Scope of Application

1.1.1 Tanzania communications and Development Center (TCDC) invites applications for the short list of providers for the requirements described in **ANNEX A**.

1.1.2 Through out this document:

- (a) The “Applicant” 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

Tanzania Communications and Development Center (TCDC) will evaluate and short-list all eligible companies for the provision of various requirements for the years 2022 to 2023. Once a firm has been short listed, it will automatically qualify to submit a bid(s) for the provision of some or all of the requirements. Bidders are advised that at the discretion of TCDC, 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. TCDC reserves the right to add similar types of requirements to the list in this document.

2.2 Objectives

TCDC invites sealed Applications from reputable providers for provision of various requirements for years 2022/2023 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 TCDC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing 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 TCDC by telephone, e-mail or through the client's address indicated below. TCDC will respond prior the set deadline.

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

To:	Tanzania Communications and Development Center (TCDC)
Attention:	Procurement Committee
Street Address:	Mikocheni B"Block B) (, Plot no 390 house no 22 Mbuni Street
Town/City:	Dar es Salaam
Postal Code/P. O. Box No:	P.O. Box 105170, Dar es Salaam
Country:	Tanzania
Telephone:	+255 22 2780025

2.5 Amendment of Application Forms

- 2.5.1 At any time prior to the deadline for submission of applications, TCDC 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 TCDC.
- 2.5.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, TCDC 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: **“Prequalification Documents for the provision of requirements to TCDC for the years 2022/2023.” 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 one copy. **Where an applicant wishes to be short listed 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 interlineations, 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: **Tanzania Communications and Development Center(TCDC)**
Attention: Procurement Committee
Street Address: Mikocheni B"Block B),Plot no 390 house no 22 Mbuni Street
Town/City: Dar es Salaam
Postal Code/P.O. Box No: P.O. Box 105170, Dar es Salaam
Country: Tanzania
Telephone: +255 22 2780025
Web: www.tcdctz.org

Please deliver your application to TCDC T reception desk.

The application start date is: **December 2, 2021**

4.1.4 Unsealed and not properly addressed envelopes **will be rejected by TCDC.**
Note: only sticker seals are accepted.

4.2 Deadline for Submission of Applications

Applications must be received by **TCDC** at the address specified above not later than **December 15, 2021 at 10.00am.**

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 TCDC.

5.1.1 **TCDC 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: TCDC 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, **TCDC** 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 to clarifications within a specified time, addressing their responses to the **Procurement Committee**.

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

5.4 Contacting TCDC

5.4.1 No Applicant shall contact **TCDC** on any matter relating to its Application from the time of Application opening to short listing of Applicants.

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

5.5 Confidentiality

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

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

PART VI: SHORT LISTING

6.1 Notification to the Short listed Applicants

TCDC will notify all Applicants in writing by registered letter or by e-mail, that they have been short listed to provide particular requirements for the Financial Years 2022/2023.

6.2 Inspection

TCDC 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. TCDC 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 short-listed or conditionally short-listed, shall inform TCDC of any material change in information that might affect their qualification status. Providers may be required to update key short-listing information at the time of bidding.
- 6.4.2 Prior to award of contract, the best-evaluated bidder may be required to confirm its continued qualified status in a post-qualification review process.

FORM I: APPLICATION SUBMISSION SHEET

Date:

To: TANZANIA COMMUNICATION AND DEVELOPMENT CENTER(TCDC)

We, the undersigned declare that:

- (a) We have examined and have no reservations to the Application Forms, including Addenda No....., *[insert the number and issuing date of each Addenda]*;
- (b) We hereby apply to be short listed for the following requirement:

LOT Number	Description of Requirement

- (c) It must be noted that TCDC general payment terms is within thirty (30) working days after successful/acceptance of delivery of products/service.

Accepted	Not Accepted

- (d) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with any one that has prepared the solicitation document;

Accepted	Not Accepted

- (e) We understand that you may amend the scope and value of any contracts to bid for or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

Accepted	Not Accepted

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(f) We understand that qualification information may be subject to verification through a post-qualification process prior to any award of contract;

Accepted	Not Accepted

(g) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed:

Name:

Dated on _____ day of _____, _____

FORM II: APPLICANT INFORMATION SHEET

GEOGRAPHICAL LOCATION STRUCTURE AND ORGANIZATION

i. Name of Company*:
[insert full legal name]

Contact Person:

Physical address*:
[insert street/ number/ town or city/ country]

Postal address*:

Telephone number*:

Email*:

** Must be stated*

ii. Description of the Company's activities:

iii. Number of years of experience in the provision of the requirement under reference

iv. Please indicate here or attach an organization chart showing the company structure including key personnel.

FORM IV: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the Application Forms, please indicate equipment and facilities considered by your firm to be necessary for providing the requirement and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop/premises:

FORM V: LEGAL STATUS	
1	Enclose a copy of the Power of Attorney to the signatory of the Application Forms registered by the Registrar of Companies or written authorization to submit the application.
2	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
3	Enclose certificates from relevant authorities such as business license, company certificate of incorporation/Registration
4	Valid VAT Registration Certificate (Where applicable)
5	Tax Identification Number
6	Valid Business License
7	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

ANNEX A: STATEMENT OF REQUIREMENTS

List of requirements to be provided include but are not restricted to the following:

CATEGORY REFERENCE	CATEGORY A: SUPPL OF GOODS
TCDC/SG-21.01	Supply of general office supplies
TCDC/SG-21.02	Supply of general office stationeries
TCDC/SG-21.03	Supply of Office furniture and fixtures
TCDC/SG-21.04	Supply of general electronic equipment's and devices/computers & IT Services including printers, laptops, desktops, computer hardware, software, teleconference facilities, routers, toners and accessories)
TCDC/SG-21.05	Supply of vehicle Tires for Toyota Land Cruisers Hardtop & Prado, Ford range and accessories
TCDC/SG-21.06	Supply and maintenance of generator services
TCDC/SG-21.07	Supply and maintenance of air-conditions
TCDC/SG-21.08	Supply, installation and maintenance of fire and security alarms, equipment and security systems.
	CATEGORY B: PROVISION OF SERVICES
TCDC/PS-21-09	Provision of catering services in all regions.
TCDC/PS-21-10	Provision of Conference/Venue, Hotel and Accommodation services in all regions
TCDC/PS-21-11	Provision of Office cleaning and fumigation services
TCDC/PS-21-12	Provision of maintenance and service of photocopiers, laptops, printers, UPS, servers and other electronic items.
TCDC/PS-21-13	Provision of Vehicle servicing, maintenance and repair
TCDC/PS-21-14	Provision of Car Rental/Hire services in all regions
TCDC/PS-21-15	Provision of Insurance services for Vehicles
TCDC/PS-21-16	Provision of Fleet Management/Tracking Systems
TCDC/PS-21-17	Provision of Air travel agency services
TCDC/PS-21-18	Provision of Transportation of household goods, packaging of printing materials and Courier Services (parcels and goods/materials).
TCDC/PS-21-19	Provision of Printing of promotional Materials (T-shirts, Brochures, Booklets, Posters and related products
TCDC/PS-21-20	Provision of Translation Services
TCDC/PS-21-21	Provision of Internet Services
TCDC/PS-21-22	Provision of Legal Services
TCDC/PS-21-23	Provision of Recruitment Agencies
TCDC/PS-21-24	Provision of Creative Agencies and Design Services
TCDC/PS-21-25	Provision of Event Management services
TCDC/PS-21-26	Provision of Film /Recording Studios/Audio Production Services

TCDC/PS-21-27	Provision of Media Monitoring Services
TCDC/PS-21-28	Provision of Medical Insurance
TCDC/PS-21-29	Provision of contractors for Rehabilitation and Minor repair, Office/buildings Upgrade and renovation.
TCDC/PS-21-30	Provision of Research Services
TCDC/PS-21-31	Provision of Security Services for Dar –es-salaam Office
TCDC/PS-21-32	Provision of Social Media Platform and Campaign Management
TCDC/PS-21-33	Provision of Capacity Building, Team building, Training and Development Services
TCDC/PS-21-34	Provision of Consultant services in areas of Communications, Family Planning, Public Health Advocacy, Research services, Survey and Data Collection.
TCDC/PS-21-35	Provision of Experiential Marketing
TCDC/PS-21-36	Provision of Media and Public Relations Management
TCDC/PS-21-37	Provision of IT Support, Web design and Hosting
TCDC/PS-21-38	Provision of Audit Services

Note 1: In case of any discrepancy between this document and the pre-qualification notice, this document shall prevail.

Note 2: Only ONE copy (Original) of the application document shall be required for every category applied for.

Note 3: Applicants must indicate on the outer envelope the category applied for

Note 4: No samples shall be required for this exercise

Note 5: Applicants shall submit and register a different document for each category applied for