

NYANZA COOPERATIVE UNION (1984) LTD



INVITATION FOR BID

BID NO. NCU (1984) LTD/2026/2027/GN/Z/99/30

FOR

**CONSTRUCTION & REPAIR OF BUILDINGS AT NYANZA CO-OPERATIVE UNION (1984)
LIMITED**

NYAMAGANA DISTRICT, MWANZA REGION AND CHANG'OMBE DAR ES SALAM

02 MARCH 2026

SECTION I: INSTRUCTIONS TO TENDERER

1. The Supplier shall attach the following to its quotation;
 - 1.1 A duly completed and signed priced offer as per the Schedule of Requirements and Prices attached in Section III.
 - 1.2 Bank guarantee for Advance payment.
 - 1.3 Tender Securing Declaration filled and signed;
 - 1.4 Form of Integrity, Special power of attorney filled and signed;
 - 1.5 Arrange your documents well don't hide important information such price, professional team at least 3 persons, Equipment, experience with past clients, referees, Business license, VRN, TIN, BRELA, Financial statements, performance bond and bank guarantee, litigation History and act.
 - 1.6 Suppliers/contractors are not allowed to bid for more than one Lots, same condition will be applicable to Lot:1
 - 1.6.1 Where it is not possible to avoid using a propriety article as a sample, a tenderer shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being tendered for and that competition shall not thereby be limited to that article only.
2. Information on technical specifications is attached in Section III
3. Tender price;
 - 3.1 The contract shall be for all quantities as described in.
 - 3.2 Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
 - 3.3 All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
4. The quotation shall be completed and signed by an authorized representative of the tenderer. For this case a duly Notarized Power of Attorney must be submitted together with this quotation.
5. The PE will evaluate and compare the quotations in the following manner:
 - 5.1 Preliminary Examination; to determine substantially responsive quotations i.e. which; are properly signed and conform to the terms and conditions.
 - 5.2 Quotations determined to be substantially responsive will be checked for any arithmetic errors. In case of any arithmetical discrepancy between the unit rate and amount quoted, then the unit rate shall
6. The PE will award the contract to the Supplier whose bid has been determined to be substantially responsive and who has offered the lowest evaluated for both technical and financially.
7. The PE reserves the right at the time of contract award to increase or decrease up to fifteen percent (15%) of the survives/Works to be provided originally specified in the Schedule of Requirements (BOQ) and Prices without any change services/works price or other terms of conditions and this shall be reflected in contract.
12. Notwithstanding the above, the PE reserves the right to accept any quotations and reject all quotations at any time prior to the award of contract

SECTION II: BID DATA SHEET (BDS)

Part of the Instructions to Suppliers used to reflect specific terms and assignment conditions.

Procurement Details	The subject is procurement of works to support operation of NCU in Mwanza Region. work will be delivered to Nyanza Cooperative Union (1984) Ltd in difference areas which owned by Nyanza Cooperative Union.
Period of construction and repair	Period for provide will be specified when the contract signed by the contractor.
Tender Validity Period	Bids remain Valid for 120 days after submission date.
Language of Tender	The Tender to be responded to in English language .
Preparation and Instruction to Bid Submission	<p>Bidder shall send one document which contain (both Technical and Financial information). On the top Bid cover page (No. NCU (1984) GM /Z/99/30 Procurement of works bidder should specify name of item Lot on the cover pager eg: warehouse & repair and etc...</p> <p>At Nyanza Cooperative Union (1984) Ltd in Mwanza Region).</p> <p>NB: Submitted tenders will not be considered for further evaluation when instructions are not followed.</p>
Receipt, and Opening of Tenders	<p>The completed document with both Technical and Financial information must be delivered at Nyanza Cooperative union (Mwanza) before the time and date stated. Any bid received after the closing time for submission of bids shall not be considered or returned to the respective Supplier or contractor.</p> <p>After the deadline for submission of Bids, tender documents shall be opened immediately by the Tender Committee.</p>
Evaluation of Tenders	<p>Evaluation of Technical Bids</p> <p>The evaluation committee appointed by the NCU shall evaluate the technical bids on the basis of their responsiveness to Instruction to bid, applying the evaluation criteria as follows: -</p> <p>CRITERIA</p> <ol style="list-style-type: none"> 1. Eligibility of supplier (preliminary evaluation) <ul style="list-style-type: none"> ● Company Profile ● Certificate of Registration/Incorporation ● Business License ● TIN, VRN Certificate ● Bank Reference Letter or recent six-month bank statement

- Declaration of No Conflict of Interest
- Anti Bribery Policy
- Litigation History

*All documents should be up to date and related to the field applied.

* If the supplier does not submit any of the documents, they will not proceed to the next evaluation process.

2. General experiences of Contractor (70 Marks)

- Minimum 5 years of experience in civil work related to the contraction in National NGOs/profitable organizations/ medium to large multinational corporations. **(5 Marks)**.
- Provide a list of 5 service or contracts projects for the same or different Client served within 3 years national NGOs/Profitable organizations/ medium to large multinational corporations (the list to show the related service offered, Year, Value, Clients contacts (Phone numbers, Email & Address), equipment, professional team **(45 Marks)**).
- Provide at least 5 references of agreements for the same or different Client served within 3-years for the related service to this tender, whereby other supporting documents per each agreement may be requested for substantive test to be carried out for the successful bidder **(20 Marks)**.

*Past experience submitted should be similar to the tender announced.

* The Minimum Technical Score required to Pass: **50 Marks**

Evaluation of Financial information

Financial information will present quotations as per lot applied during the tender process.

Financial Proposal will be evaluated for bidders whose Technical Proposal have secured the minimum qualifying mark, (70 marks)

Criteria

- Financial Score

Financial score will be determined based on the weighted comparison of the lowest bid price.

Weighted score:**30 Marks**

The bidder achieving the highest combined technical and financial score will be considered as a successful bidder. The combined technical and financial score is calculated: Technical Score + Financial Score.

	<p>Note: 1. Successful bidders may be requested to provide additional information to support financial stability and transparency of the firm, that may include, financial statement, other tests for firm's cash flow, and evidence of compliance of the TRA requirement. also post qualification is necessary for successful bidder.</p>
Negotiation	<p>Before Contract Signing NCU may require Negotiation discussion with the successful bidder relating to the following areas.</p> <ul style="list-style-type: none"> (a) A minor alteration to the technical details of the statement of requirements; (b) A minor amendment to the conditions of Contract; (c) Delivery of works arrangements; (d) Clarifying details that were not apparent or could not be finalized at the time of tendering; or (e) Price.
Notification and Award of Contract	<p>All tenderers will be informed (via email) of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <ul style="list-style-type: none"> (a) Notification of Intent of award of contract. (b) Notification of Regret. <p>NCU will award the Contract to the Tenderer whose tender has been determined to be substantially responsive to the tendering documents, who has all the rights and legal capacity to enter into a contract for procurement.</p> <p>Note: 2. Bidders may rise any suspend of results within 2 days after notification of intent of award of contracts failure of suspend the result within mentioned days, NCU (1984) LTD will award the contract to Intent successful bidders.</p>
Performance of Service/works	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> ● Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation. ● Approved sample for items shall not change, unless agreed before performance of contract.
Currency and Payment	<p>The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be in Tanzania Shillings. Supplier shall provide Invoice and EFD receipt.</p> <p>The payments will be made to the respective Account of Supplier with its company name; Advance payments will be allowed for procurement of work but not greater than 25% of contract price. Second payment will be pay when the project is at 35% of total work, third payment will be made when the project is at 65% of the total work and fourth payment will be made when the project is at 90% of work done but consider retention fees 10% of the contract which will be charged in second payment, third payment and fourth payment, and shall be released after 60 days completion of the project.</p>
Termination of contract	<p>NCU will terminate the Agreement If,</p> <ul style="list-style-type: none"> 1. Late deliveries occur during performance of contract 2. Supplier decides to change Item required without NCU consent. 3. when liquidated damage when riches 20 % contract price

<p>Corrupt or fraudulent Practices</p>	<p>NCU requires that bidders observe the highest standards of ethics during the selection and award of contract and also during the performance of the service or task.</p> <p>NCU will reject a proposal for award if it determines that the bidder recommended for awards has engaged in corrupt or fraudulent practices in competing for the contract in question.</p> <p>Bidders may raise any suspicion of misconduct or unfair treatment to email : info@ncultd.or.tz two days after letters of award</p>
<p>Compliance to Safeguarding Policy</p>	<p>All tenderers shall conform to NCU Safeguarding Policy as below,</p> <ul style="list-style-type: none"> ● Supplier shall comply with the Convention on the Rights of the Child which requires that a child shall be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development. ● Supplier shall take all appropriate measures to prevent sexual harassment and sexual exploitation and abuse of anyone by themselves or its employees, or related personnel controlled by the Supplier in execution of this work. ● Sexual activity with any person under the age of 18 is prohibited. ● Exchange of money, employment, goods or goods for sex is prohibited. <p>Any of these practices shall be grounds for elimination to participation on this tender.</p>
<p>Liquidated Damages</p>	<p>Note: 3</p> <p>Service provider/ contractor fails to deliver the services as per the agreed schedule, the client shall be intitled to claim liquidated damages at a rate of Tshs 500,000/= per day.</p> <p>Note: 4</p> <p>Make sure you read and understand everything in this document before you submit the document.</p>

LOT No. 5 (3 WAREHOUSE)
IGOGO

ITEM	DESCRIPTION	QTY	UNIT	RATE
	<p><u>ELEMENT NO - 5</u> <u>ROOFING</u> <u>ROOFING STRUCTURE</u> <u>The following materials shall be supplied by the Client; the Bidder shall allow labour for fixing only including hoisting to positions and all necessary ammenities in connection:</u> <u>Weldable framed structural steel work plain purlins consisting of channel sections site welded and bolted</u> A. 150 x 50 x 20 x 2mm Z-purlin; spaced at 600mm centers B. 12mm diameter bolts; 50mm long complete with nuts and washers C. 12mm diameter bolts; 30mm long drilled into purlins and the like; complete with nuts and washers D. 105 x 120 x 60 x 4mm thick purlin angle cleats; complete with bolts, nuts and washers <u>Bracing:</u> E. 60 x 60 x 6mm angle line bracing Rods; 6.00 metre long; complete with bolts, nuts and washers <u>Sag rods:</u> F. 12mm diameter mild steel bars; irrespective of length; complete with nuts and washers</p>	<p>180 240 240 84 102 560</p>	<p>LM NO NO NO NO LM</p>	
	<p>to collection Shs</p>			

ITEM	DESCRIPTION	QTY	UNIT	RATE
A.	<p><u>Sundries</u> Additional jointing plates, cleats, bolts, nuts and the like generally</p> <p><u>ROOF COVERINGS</u> <u>Resin coat roofing sheets IT 5</u> <u>gauge 26 as manufactured by</u> <u>GALCO (T) Ltd of Dar es</u> <u>Salaam - Tanzania or other</u> <u>equal; approved colour; fixed</u> <u>to purlins</u> Coverings; generally sloping not exceeding 45 degrees from horizontal;</p>		ITEM	
B.	<p>Polycarbonate transparent sheets; complete with bolts; nuts, neoplane washers and caps Coverings; to jack roof sloping not exceeding 45 degrees from horizontal;</p>	1640	SM	
C.	<p>crimped to profile complete with bolts; nuts, neoplane washers and caps Cladding; generally sloping not exceeding 45 degrees fixed horizontally to</p>	360	SM	
D.	<p>UB-Columns and Beams complete with bolts; nuts, neoplane washers and caps <u>Accessories; fixing with</u> <u>galvanised steel bolts; nuts,</u> <u>neoplane washers and caps</u></p>	480	SM	
E.	<p>Ridge/Hip capping 650mm girth; 1.2mm thick bent plate Bird protecting wires expanded wire mesh fixed to</p>	89	LM	
F.	<p>SHS complete with bolts, nuts and washers</p>	140	SM	

ITEM	DESCRIPTION	QTY	UNIT	RATE
A.	<p><u>ELEMENT NO - 6</u> <u>FINISHINGS FLOOR</u> <u>FINISHINGS</u> <u>In-situ Finishings:</u> <u>Mortar; cement and sand (1 :</u> <u>4) steel trowelled; coloured</u> Work to floors or the like 40mm thick; floors; sloping outward; reinforced with and including coffee tray wire mesh <u>The following materials (Tiles)</u> <u>shall be supplied by the</u> <u>Client; the Bidder shall allow</u> <u>labour for fixing only including</u> <u>all necessary ammenities in</u> <u>connection:</u> <u>Tile, slab or block finishings:</u> <u>Slip less Coloured porcelain</u> <u>floor tiles size</u> <u>600 x 600 x 12mm thick ex-</u> <u>Spain to</u> <u>Architect's approval; fixed</u> <u>with adhesives to screed bed</u> <u>to diagonal jointed pattern;</u> <u>grouting and pointing in</u> <u>cement mortar:</u> To floors; butt joints straight both ways; level; to cement and sand base</p>	11	SM	
B.	generally Skirtings	1200	SM	
C.	100mm high <u>WALL FINISHINGS</u>	140	LM	

	<u>In-situ finishings; internal plastering in two coats; 12mm first coat cement/sand (1:4); 2-3mm second coat of PVA polyvinnly alcohol crystallized water proof skimming filler; steel trowelled smooth:</u> Work to walls, beam and the like			
D.	15mm thick	108	SM	
to collection Shs				

ITEM	DESCRIPTION	QTY	UNIT	RATE
A.	<u>In-situ finishings; external plastering in two coats; 12mm first coat of cement/sand (1:4); steel trowelled smooth:</u> Work to walls and the like 15mm thick	140	SM	
to collection Shs				

	COLLECTION : PAGE 1/ 22 PAGE 1/ 23			SHS
	ELEMENT NO. 6 - FINISHINGS CARRIED TO SUMMARY			

ITEM	DESCRIPTION	QTY	UNIT	RATE
	<u>ELEMENT NO - 7 DECORATIONS</u> <u>Painting; internal work; one mist coat; two full coats vinly silk acrylic emulsion paint; on plasterd surfaces:</u> Walls			

A.	generally <u>Painting; external work; one mist coat; two full coats "weather guard" emulsion paint; on rendered or plastered surfaces:</u> Walls	490	SM	
B.	generally <u>Painting; internal work; one undercoat; three coats oil based paint; eggshell finish; iron or steel surfaces and the like; to steel doors and windows:</u> General surfaces	490	SM	
C.	over 300mm girth <u>Prepare and apply one undercoat and two full coats of Red oxide primer paint & Aluminium metal paint to metal surfaces of the Framed Structure</u> Red oxide metal primer	300	SM	
D.	over 300mm girth	134	SM	
E.	over 200 but not exceeding 300mm girth Aluminium metal paint	140	LM	
F.	over 300mm girth	134	SM	
G.	over 200 but not exceeding 300mm girth	140	LM	
to collection Shs				

ITEM	DESCRIPTION	QTY	UNIT	RATE
	<u>Prepare and apply one undercoat and two full coats of Red oxide primer paint & Aluminium metal paint to metal surfaces of the Roofing</u> Sundries:			
A.	Red oxide metal primer	121	LM	
B.	Aluminium metal paint	121	LM	

	to collection Shs
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	COLLECTION :	<i>SHS</i>
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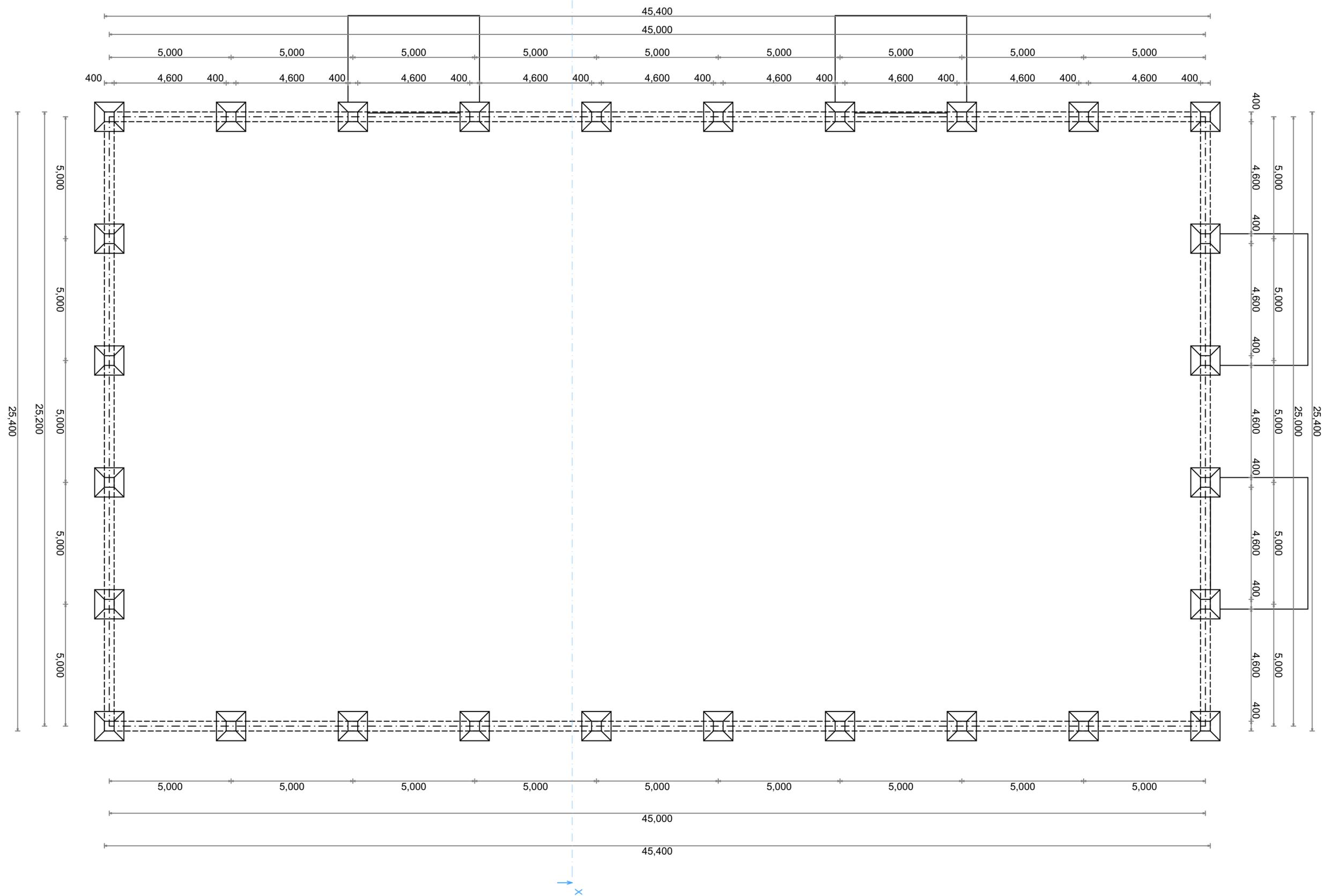
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ELEMENT NO.7-

DECORATIONS

CARRIED TO SUMMARY

TOTAL
(TSHS)



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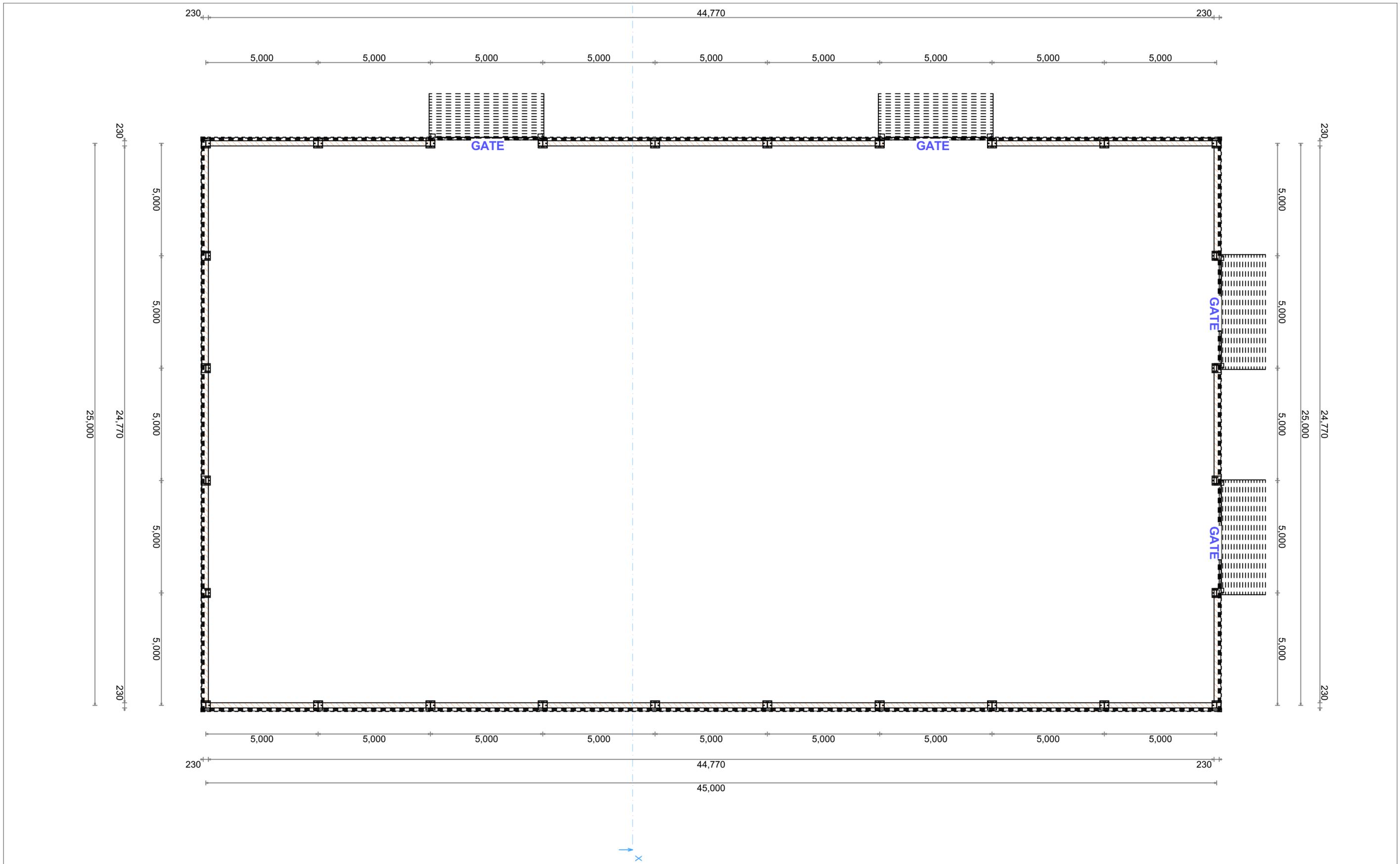
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 MWANZA.

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Modified by _____ Date september 2025.
 Checked by _____ Date _____

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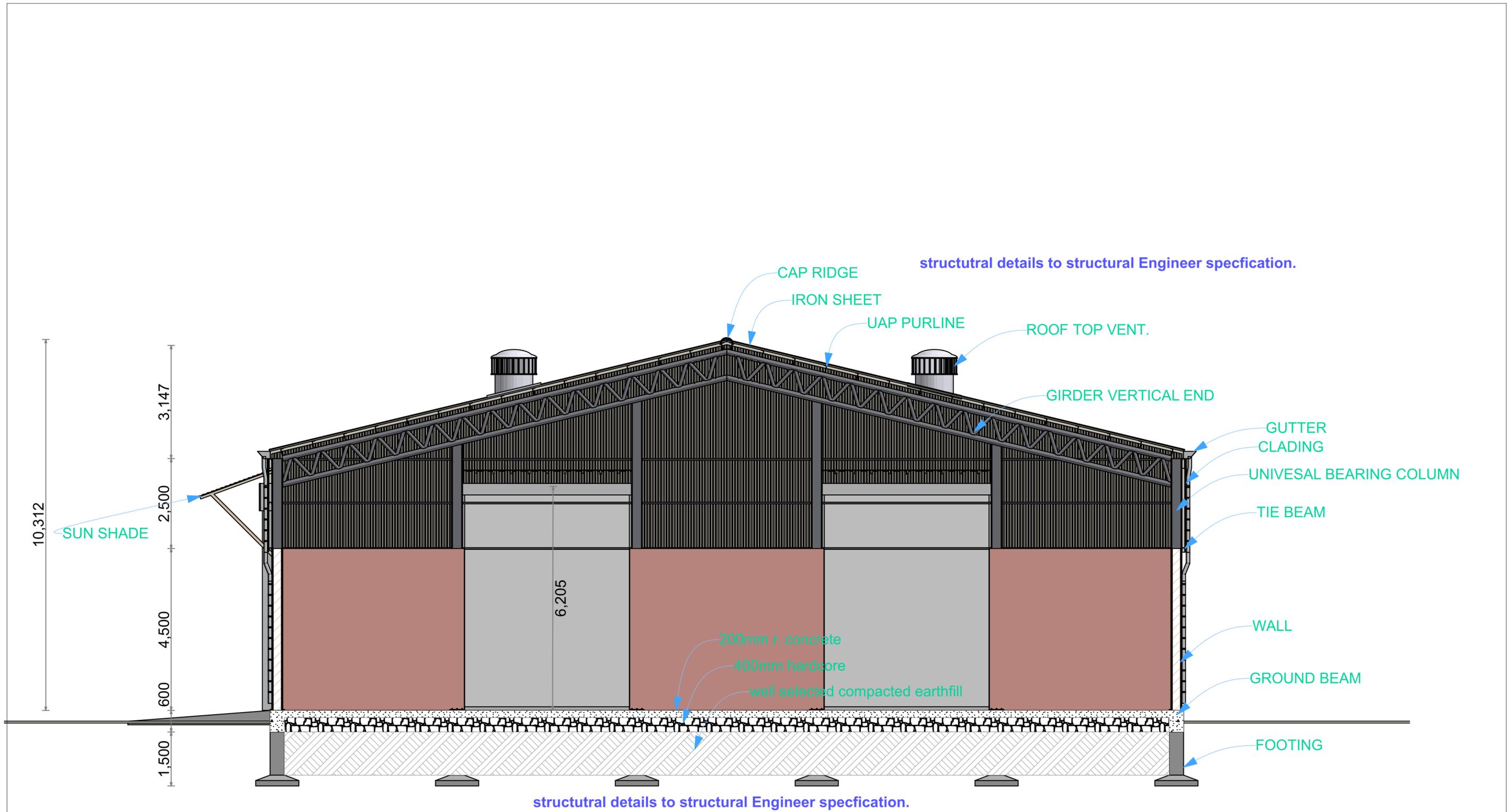
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RevID	ChID	Change Name	Date

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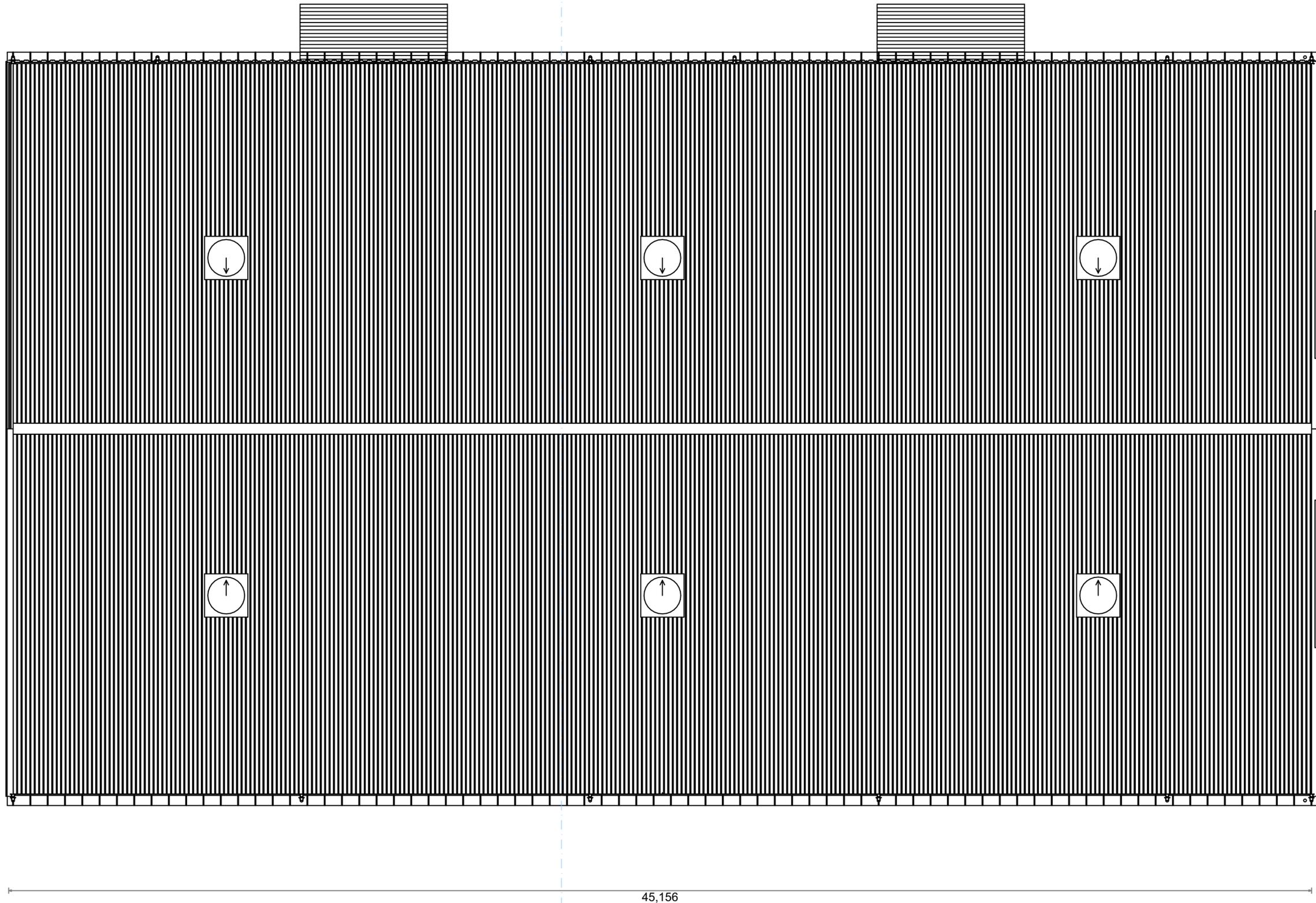
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 Checked by _____ Date

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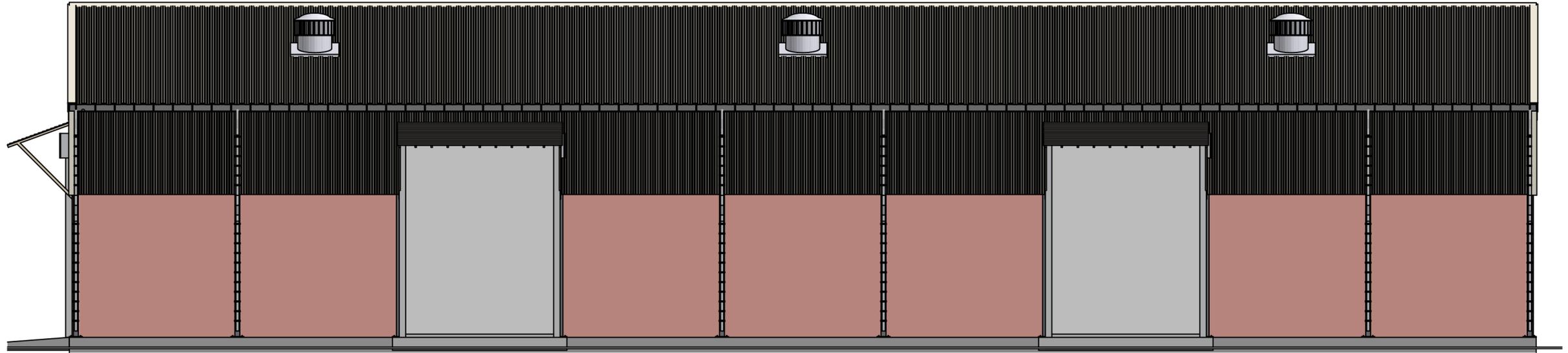
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ROOF

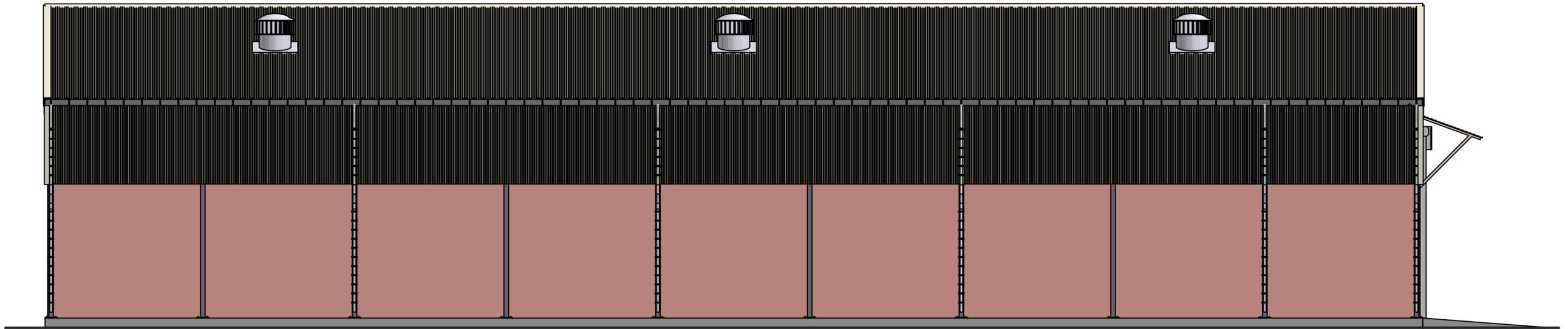
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FRONT



REAR

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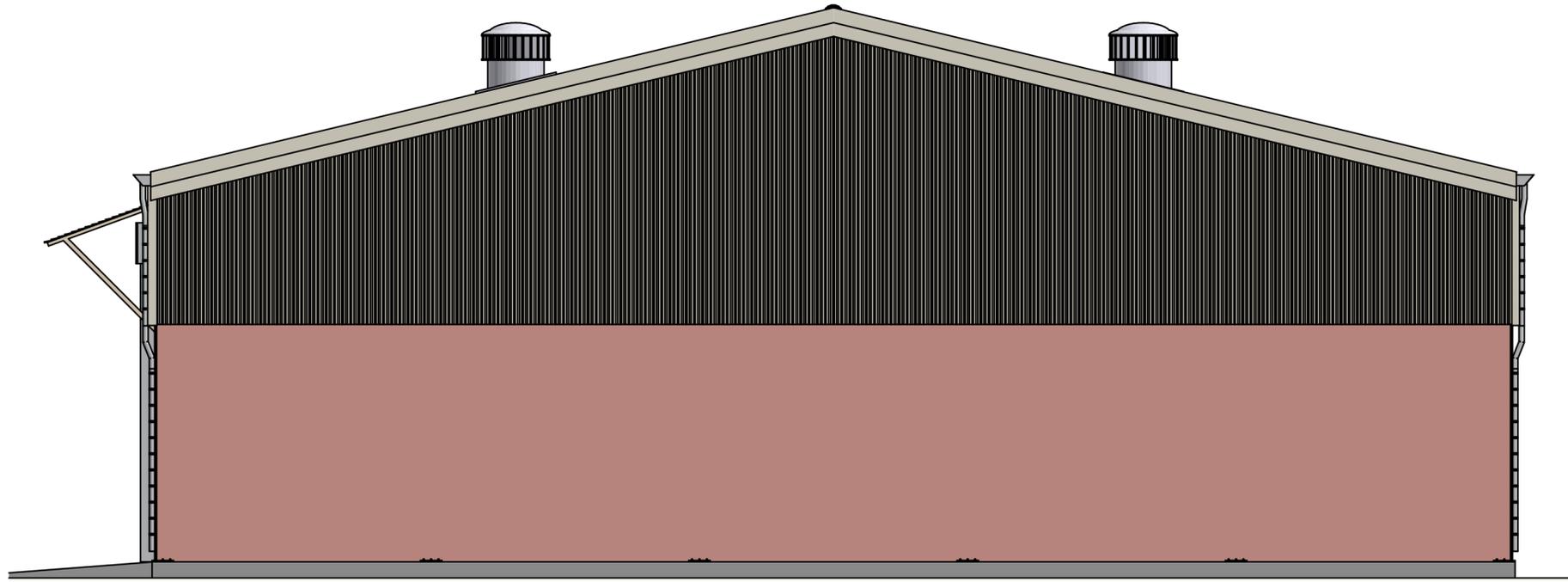
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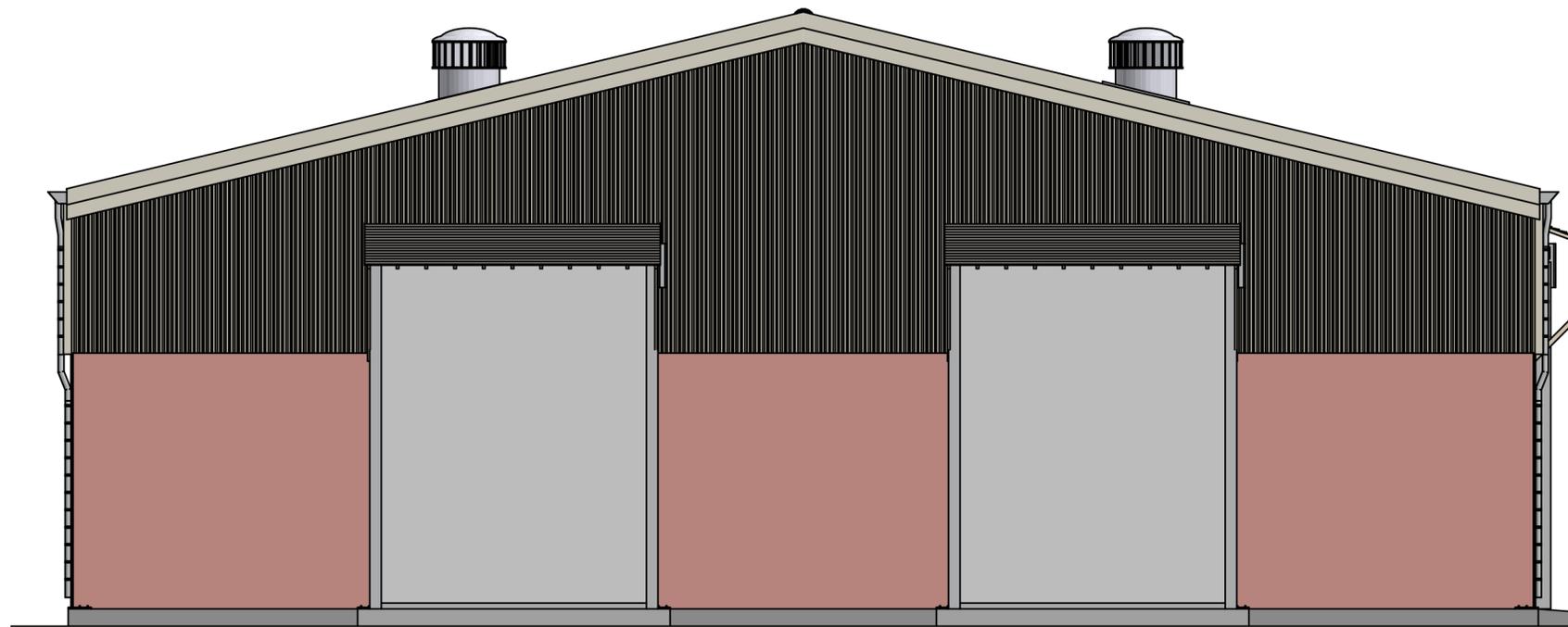
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RIGHT SIDE



LEFT SIDE

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CLIENT:
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 P O Box 09,
 MWANZA.

Drawing Name
ELEVATIONS

Modified by _____ Date september 2025.
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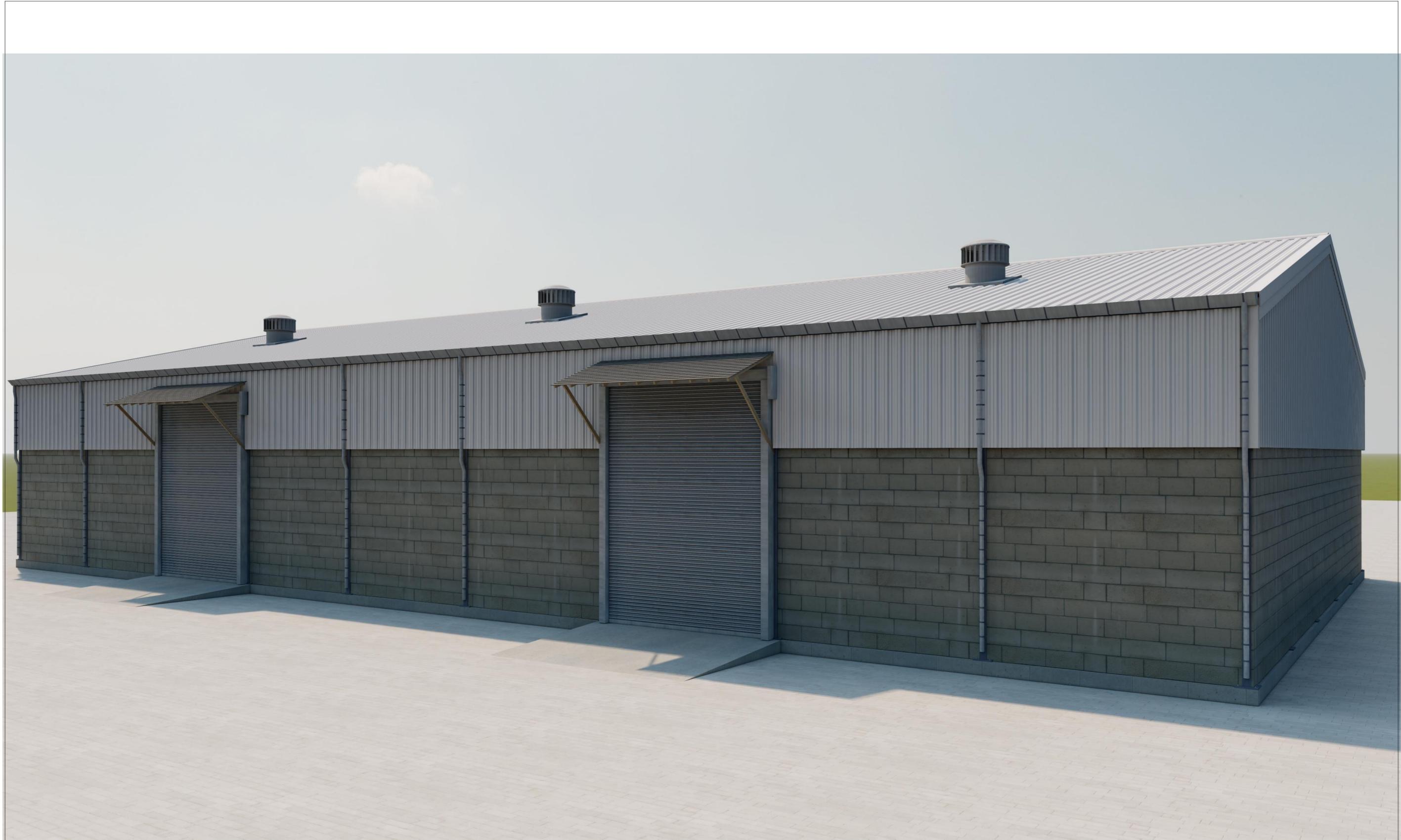
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Checked by	Date

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CLIENT:
 NYANZA COOPERATIVE UNION
 P O Box 09,
 MWANZA.

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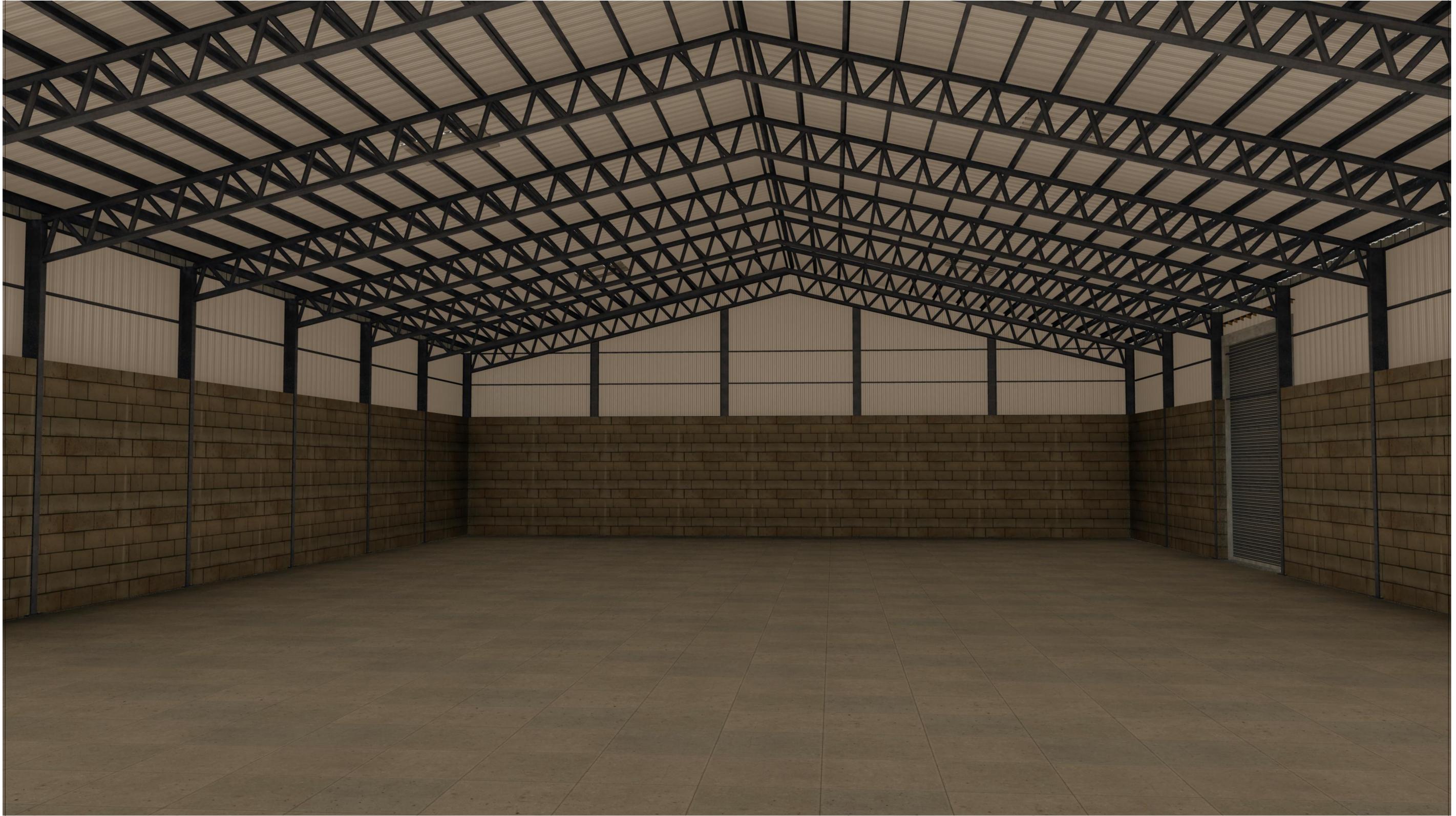
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Revision History			
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 P O Box 09,
 MWANZA.

Drawing Name
3D VIEWS.

Modified by	Date
	september 2025.
Checked by	Date

NOTES:

Drawing Scale	DO NOT
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10	Revision #RevID

SECTION VIII: FORMS

1. QUOTATION SUBMISSION FORM

To: NYANZA COOPERATIVE UNION (1984) LTD[date]
P.O.BOX 9
MWANZA

We agree to supply the works specified in the Schedule of Requirements and prices of the [name and identification number of quotations] in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of [amount in numbers], [amount in words] in Tanzanian Shillings.

We also offer to deliver the said goods/works/services within the period ofdays/weeks / months (*delete as necessary*) that will be specified in the contract.

This quotation and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We agree to abide by this Tender for the Tender Validity Period specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this tendering process, other than alternative offers in accordance with the Tendering Documents.

We declare that our quoted price did not involve agreement with other tenderers for the purpose of tender suppression.

We hereby confirm that this quotation complies with the conditions required by the invitation for bid/quotation.

Authorized

Signature:
Name and Title of Signatory:
Date:
Name of Tenderer:
Address.....

2. Tender Securing Declaration

Date: *[insert **date**]*
Tender No.:
Alternative No.: N/A

To: **NYANZA COOPERATIVE UNION (1984) LTD**

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time to be determined by the Authority, if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender;
- (b) Disagreement to arithmetical correction made to the tender price; or
- (c) having been notified of the acceptance of our Tender by the PE during the period of tender validity, (i) failure to sign the contract if required by PE to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of..... *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert **complete name of person signing the Tender Securing Declaration]***

Duly authorized to sign the tender for and on behalf of: *[insert **complete name of Tenderer]***

Dated on _____ day of _____, _____ *[insert **date of signing]***

Corporate Seal (where appropriate)

1. GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA

MEMORANDUM FOR ANTI-BRIBERY POLICY

This company _____ (*name of Company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/ Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, sub-contractors and suppliers. Copies of our Anti- Bribery Policy/Code Conduct and Compliance Program are attached.

(*Name of the Authorized
Person*)

Signature

Date

Company stamp/seal

SPECIAL POWER OF ATTORNEY

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*, WE the undersigned..... *[insert name of the company/donor]* of*[insert address of the company/donor]*, by virtue of authority conferred to us by the Board Resolution No.....ofday of*[insert year]*, do hereby ordain nominate and appoint *[insert name of donee]* of*[insert address of the donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No..... *[insert tender number]* that is to say;

To act for the company and do any other thing or things incidental for..... *[insert tender Number]* of..... *[Insert description of procurement]* for the..... *[Insert name of the procuring entity]*;

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said..... *[[insert name of the company]* and delivered in the presence of us this *[insert date]* day of..... *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at..... *[insert region]* for and on behalf of *[insert name of the company]*

SEALED and **DELIVERED** by the
Common Seal of
[insert name of the donor/coy]
This..... *[insert date, month and year]* }

.....
DONOR

BEFORE ME:

.....
COMMISSIONER FOR OATHS