

**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.

<b>Procurement Details</b>	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.
<b>Period of construction and repair</b>	Period for provide will be specified when the contract signed by the contractor.
<b>Tender Validity Period</b>	Bids remain Valid for 120 days after submission date.
<b>Language of Tender</b>	The Tender to be responded to in <b>English language</b> .
<b>Preparation and Instruction to Bid Submission</b>	<p>Bidder shall send one document which contain <b>(both Technical and Financial information)</b>. On the top Bid cover page <b>(No. NCU (1984) GM /Z/99/30 Procurement of works bidder should specify name of item Lot on the cover pager eg: warehouse &amp; repair and etc...</b></p> <p><b>At Nyanza Cooperative Union (1984) Ltd in Mwanza Region).</b></p> <p>NB: Submitted tenders will not be considered for further evaluation when instructions are not followed.</p>
<b>Receipt, and Opening of Tenders</b>	<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>
<b>Evaluation of Tenders</b>	<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><b>CRITERIA</b></p> <ol style="list-style-type: none"> <li><b>1. Eligibility of supplier (preliminary evaluation)</b> <ul style="list-style-type: none"> <li>● Company Profile</li> <li>● Certificate of Registration/Incorporation</li> <li>● Business License</li> <li>● TIN, VRN Certificate</li> <li>● Bank Reference Letter or recent six-month bank statement</li> </ul> </li> </ol>



- 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><b>Note: 1.</b> 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>
<b>Negotiation</b>	<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"> <li>(a) A minor alteration to the technical details of the statement of requirements;</li> <li>(b) A minor amendment to the conditions of Contract;</li> <li>(c) Delivery of works arrangements;</li> <li>(d) Clarifying details that were not apparent or could not be finalized at the time of tendering; or</li> <li>(e) Price.</li> </ul>
<b>Notification and Award of Contract</b>	<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"> <li>(a) Notification of Intent of award of contract.</li> <li>(b) Notification of Regret.</li> </ul> <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><b>Note: 2.</b> 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>
<b>Performance of Service/works</b>	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> <li>● Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation.</li> <li>● Approved sample for items shall not change, unless agreed before performance of contract.</li> </ul>
<b>Currency and Payment</b>	<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 <b>Tanzania Shillings</b>. 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>
<b>Termination of contract</b>	<p>NCU will terminate the Agreement If,</p> <ul style="list-style-type: none"> <li>1. Late deliveries occur during performance of contract</li> <li>2. Supplier decides to change Item required without NCU consent.</li> <li>3. when liquidated damage when riches 20 % contract price</li> </ul>



<p><b>Corrupt or fraudulent Practices</b></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 : <a href="mailto:info@ncultd.or.tz">info@ncultd.or.tz</a> two days after letters of award</p>
<p><b>Compliance to Safeguarding Policy</b></p>	<p>All tenderers shall conform to NCU Safeguarding Policy as below,</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> <li>● Sexual activity with any person under the age of 18 is prohibited.</li> <li>● Exchange of money, employment, goods or goods for sex is prohibited.</li> </ul> <p>Any of these practices shall be grounds for elimination to participation on this tender.</p>
<p><b>Liquidated Damages</b></p>	<p><b>Note: 3</b></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><b>Note: 4</b></p> <p>Make sure you read and understand everything in this document before you submit the document.</p>

**SECTION III: SECHEDULE OF REQUIREMENT AND PRICE (BOQ)**

**SECTION IV: FORMS**

**1. QUOTATION SUBMISSION FORM**

..... [date]

To: NYANZA COOPERATIVE UNION (1984) LTD  
P.O.BOX 9  
**MWANZA**

We agree to supply the goods specified in the Schedule of Requirement 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 within the period of .....days/weeks / months (*delete as necessary*) as specified in the LPO, Special Conditions of Contract and General Conditions of 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 pre - qualification.

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.....of .....day 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**