

INVITATION TO TENDER
FOR PROCUREMENT OF SCHOOL SHIRTS
FOR PRIMARY AND SECONDARY SCHOOL STUDENTS

TENDER NO:
GNTZ/MAO/T/2025/003

GOOD NEIGHBORS TANZANIA
P.O.BOX 367
MWANZA
EMAIL: gntzmwanza@goodneighbors.or.tz

Invitation to Tender

Date: 4th June 2025

1. Good Neighbors Tanzania has allocated funds for the financial year 2025 and part of these funds will be used for eligible payments under the contract for the “Procurement of School Shirts for Primary and Secondary School Students” in Kome Island (Buchosa District) and Chifunfu Ward (Sengerema District) in the Mwanza Region.
2. Good Neighbors Tanzania Mwanza Area Office (GNTZ-MAO) now invites sealed bids from eligible and qualified suppliers for the supply of school shirts in accordance with the specifications outlined in the “Request for Quotation.”
3. The tendering process will be conducted electronically through the Good Neighbors Tanzania e-Procurement System. Interested applicants must submit their proposals via the following link: <https://kamili-live.truebitstech.com/en>
4. Any requests for clarification regarding this tender should be submitted no later than five (5) days before the bid submission deadline. Inquiries may be made in person at the GNTZ-MAO Office (Olympic Building, Plot No. 493 Block “KV”, Kirumba Valley, Ilemela District, next to Rock City Mall) between 08:00 AM and 04:00 PM (Monday to Thursday), or via email at: gntzmwanza@goodneighbors.or.tz
5. All tenders must be submitted online via the e-Procurement System 10:00 AM, 24th June 2025. Tenders will be opened electronically on the same day, immediately after the submission deadline.
6. Suppliers based in Buchosa and Sengerema Districts in the Mwanza Region are highly encouraged to apply.

BID DATA SHEET (BDS)

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

Introduction	This bidding document is issued to solicit proposals from eligible and qualified suppliers for the procurement of school shirts for primary and secondary school students.
Procurement details	Detailed specifications, quantities, sizes, branding requirements, and other conditions related to the school shirts are outlined in the “Request for Quotation” (Annex 1).
Period of services	Period for supply of school shirts is 3 weeks after signing of contract.
Delivery Address	<p>All items must be delivered to the following address:</p> <p>Good Neighbors Tanzania – Mwanza Area Office (GNTZ-MAO) Olympic Building, Plot No. 493 Block “KV”, Kirumba Valley, Airport Road, next to Rock City Mall, Ilemela District, Mwanza Region.</p>
Tender Validity Period	Bids remain Valid for 90 days after submission date.
Language of Tender	The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and Good Neighbors Mwanza Area Office shall be written in the English language .
Preparation and Instructions to Bid Submission	The bidder shall submit both Technical and Financial bids . Tenders that do not adhere to the provided instructions will be disqualified and will not undergo any further evaluation.
Receipt, and Opening of Tenders	The completed Technical and Financial Bids must be submitted on or before the time and date stated via e-Procurement System. Any bid received after the closing time for submission of bids shall not be accepted.
Eligibility of Tenderers.	<p>Eligibility of supplier</p> <p>To be eligible to participate in the tender process, a supplier must meet the following criteria by submitting the following documents.</p> <ul style="list-style-type: none"> ● Relevant Business License ● TIN ● Bank Statement (current previous six month)-With Bank Stamp ● Specimen sample of EFD receipt with QR bar Code <p>*All documents should be up to date and related to the field applied.</p> <p>Note: Tenders that do not submit any of the above documents will be disqualified and will not undergo any further evaluation.</p>

Evaluation of Tenders	<u>Evaluation of Technical Bids (50 points)</u>
	<p>The evaluation committee appointed by the GNTZ-MAO shall evaluate the technical bids based on their responsiveness to Instruction to bid, applying the evaluation criteria as follows: -</p> <p>Relevant experiences of Supplier (30 points)</p> <ul style="list-style-type: none"> * Bidders must demonstrate previous experience in supplying school uniforms (shirts, trousers, skirts, dresses, sweaters, socks, and sportswear) by submitting valid documentation such as contracts, stamped LPOs and delivery notes. Evaluation will be based on the total quantity previously supplied, regardless of the number of contracts. <ul style="list-style-type: none"> • 5,000 or more pcs: 30 points • 500-5,000 pcs: 20 points • 100-500 pcs: 10 points • 100 or less pcs: 5 points • No Proof: 0 points * Evaluation will be based on the cumulative total quantity of school uniform previously supplied, regardless of the number of contracts/LPO or Delivery Notes. * Documents that are faded, unclear, illegible, or appear to be altered, falsified, or forged will not be accepted and may lead to immediate disqualification. <p>Sample Quality (20 points)</p> <ul style="list-style-type: none"> * Bidders are required to physically submit one sample shirt no later than the tender submission deadline. The sample must match the description provided in the Request for Quotation. Samples may be provided in any size (e.g., S, M, L, 40, 42), as the evaluation will primarily focus on the quality, material, and branding of the uniform <ul style="list-style-type: none"> • Submitted Sample full compliant with specs: 20 points • Submitted Sample not compliant with specs/No sample Submitted: 0 points * Submission Instructions: The sample shirt must be placed in a sealed envelope, clearly labelled with: <ul style="list-style-type: none"> • The bidder's registered company name (exactly as used in the e-procurement system submission) • Tender title and number

	<p>* The envelope must be submitted in person to:</p> <p>Good Neighbors Tanzania – Mwanza Area Office (GNTZ-MAO) Olympic Building, Plot No. 493 Block “KV”, Kirumba Valley Ilemela District, Mwanza Region</p> <p>The Minimum Technical Score required to Pass: 25 Points</p>
	<p><u>Evaluation of Financial Bid- (50 points)</u></p>
	<p>After Technical Proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.</p> <p>The formula for determining the financial score (Sf) shall, unless an alternative formula is indicated in the Appendix “A”, be as follows: - $F_s = 60 * FM/F$ where F_s is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St)</p> <p>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>
Negotiation	<p>Before Contract Signing GNTZ MAO may require Negotiation discussion with the successful bidder relating to the following areas.</p> <ul style="list-style-type: none"> (a) A minor amendment to the conditions of Contract. (b) Delivery arrangements. (c) Clarifying information that were not apparent or could not be finalized at the time of tendering or price.
Inspection	<ul style="list-style-type: none"> (a) During the processing or production stage, an evaluation team will also inspect the materials to ensure compliance with technical specifications. (b) Defective items may be rectified by the supplier, and re-inspection will ensure compliance with standards before final purchase.

Notification and award of contract	<p>All tenderers will be informed via supplier portal of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <p>(a) Notification of Intent of award of contract. (b) Notification of Regret.</p> <p>GNTZ MAO 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>
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.</p> <p>GNTZ MAO will make payment within 21 calendar days after delivery of the school shirts at Clients Office, during delivery, Supplier shall provide Delivery Note and Invoice.</p> <p>No advance payments will be allowed in the Purchasing Process.</p>
Termination of contract	<p>GNTZ MAO will terminate the Agreement If,</p> <ol style="list-style-type: none"> Late deliveries occur during performance of contract Supplier decides to change Item materials/ Brand without GNTZ MAO consent. Supplier doesn't adhere to the Ethical Standards
Corrupt or fraudulent Practices	<p>GNTZ MAO 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>GNTZ MAO 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. Bidders may raise any suspicion of misconduct or unfair treatment to email: gntzmwanza@goodneighbors.or.tz</p>

Compliance to safeguarding policy	<p>All tenderers shall conform to GNTZ 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. Any of these practices shall be grounds for elimination to participation on this tender.
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Annex 1: Request for Quotation

S/N	Item Description	Brand	Estimated Size Range	Quantity	Unit Price (TZS)
1.	School Shirt (White, cotton/polyester blend, short-sleeved)	Tomato	Ages 5–7 (Small)	150	
2.			Ages 8–10 (Medium)	101	
3.			Ages 11–13 (Large)	470	
4.			Ages 14–15 (Size 40)	185	
5.			Ages 15–18 (Size 42)	97	
Total				1,003	

Name: _____

Signature: _____

Date: ____/ ____/ 2025

Vendors/ suppliers / firms' stamp

