

INVITATION TO TENDER

**SUPPLY OF FOOD ITEMS FOR
13 GOVERNMENT PRIMARY SCHOOLS**

**GOOD NEIGHBORS TANZANIA,
P.O. BOX 367,
MWANZA**

TENDER NUMBER: GNTZ/MAO/T/2025/001

MARCH, 2025

TENDER FOR
SUPPLY OF FOOD ITEMS FOR
13 GOVERNMENT PRIMARY SCHOOLS

A. BACKGROUND

Good Neighbors International is an international humanitarian development NGO, founded in South Korea in 1991 and currently operates in 40 countries around the world to promote and protect child rights, strengthen global partnerships, and advocate the rights of the most vulnerable in a respectful and effective way. Good Neighbors Tanzania (GNTZ) has been present in Tanzania since 2005 and has been complimenting the government efforts in the areas of Health, Nutrition and WASH, Education, Livelihood Enhancement, Sponsorship Service and Child Protection.

Good Neighbors Tanzania Mwanza Area Office (GNTZ-MAO) is implementing a phase II KOICA (Korea International Cooperation Agency) project titled “Promoting Optimal Growth and Development in School-Age Children Through Building a Healthy Environment Project on Kome Island Tanzania” for three-years (2023-2025). The project serves 13 nursery and primary schools with School Feeding Program to provide one school meal directly to the schools to around 16,000 school children on Kome Island.

B. SCOPE OF WORK

GNTZ-MAO invites eligible service providers to express their interest in providing the supply food items

- a) The selected supplier will be responsible to supply food items as according to quantity which will be specified in Local Purchase Order.
- b) The selected supplier will ensure application of the best and unified practices in sourcing and storage of food items with adherence to food safety as per standards specified by Tanzania Bureau of Standards.
- c) The selected supplier will be expected to have the capacity to transport and deliver food items to the respective schools before the agreed time ensuring that there are no delays to any school.

SECTION I – LETTER OF INVITATION

RE: SUPPLY OF FOOD ITEMS FOR 13 GOVERNMENT PRIMARY SCHOOLS:

GNTZ-MAO now invites sealed bids from eligible companies/firms for supply of food as indicated below.

S/N	ITEM/SERVICE
1.	Fortified Maize Flour
2.	White Maize (Unprocessed)
3	Processed Corn
4.	Sugar
5.	Rice
6.	Beans
7.	Salt
8.	Cooking Oil

- **Companies/Suppliers located in Mwanza region are highly recommended.**

Interested bidders must submit their applications electronically through the e-Procurement System provided by Good Neighbors Tanzania. Submission Link: [<https://kamili-live.truebitstech.com/en>]

The Interested tenderer may obtain further information from Good Neighbors Tanzania – Mwanza Area Office, through gntzmwanza@goodneighbors.or.tz during normal working hours 0800 – 1600hrs excluding public holidays.

**Project Manager
Good Neighbors Tanzania – Mwanza Area Office
P.O BOX 367
Mwanza.**

To be received on or before 17th April 2025 at 10:00hrs

SECTION II -INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the invitation to Tender.

2.1.2 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, “origin” means the place where the goods are mined, grown, or produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.4 The Tender Document

2.4.1 The tender document comprises the documents listed below, and addenda issued in accordance with clause 2.6 of these instructions to Tenderers. The following under- listed documents MUST be submitted in the following order:

- a) Company profile including physical location, contact details of the business.
- b) Copy of valid and Relevant Business License.
- c) Copy of a Certificate Registration and Incorporation
- d) Valid Tax Compliance Certificate
- e) Valid certificates from Tanzania Bureau of Standards [Premises and Food Carriers/Vehicles]
- f) Bank Statement for last 6 months, stamped by Bank.
- g) Audited Statements for year (2023)

During evaluation, other verification means can be requested for potential bidders.

N/B: - Full compliance by the tenderers shall be required to proceed to the next stage of evaluation. Failure to provide any of the listed requirements shall lead to disqualification.

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents in clause 2.4 of Tender Documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language.

2.8 Documents Comprising of Tender

The tender prepared by the tenderers shall comprise the following components

2.8.1.1 A Tender Form and a Price Schedule completed in accordance with paragraph 2.9,2.10 and 2.11 below

2.8.1.2 Documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.

2.8.1.3 Documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and

- a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
- b) that the tenderer has the financial, technical, and production capability necessary to perform the contract.

2.9 Tender Forms

2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the lot.

2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances, transport cost to the primary schools as indicated in Annex 1 and loading and offloading costs.

2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account.

2.10.4 A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected

2.10.5 The validity period of the tender shall be 120 days from the date of opening of the tender.

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Tanzanian Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

2.12 Format and Signing of Tender

2.12.1 All tenders shall be submitted electronically via the e-Procurement system. Each document must be clearly labeled and uploaded according to the system's instructions.

2.12.2 Bidders must ensure that all required documents are properly filled, signed, and uploaded before the submission deadline. The e-Procurement system will not accept incomplete submissions.

2.13 Preliminary Examination

2.13.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.

2.13.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, If there is a discrepancy between words and figures the amounting words will prevail.

2.13.3 Tender shall be valid for 120 calendar days after opening.

2.14 Award of Contract

a) Post-qualification

2.14.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.14.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of

the tenderer's qualifications submitted by the tenderer, pursuant to paragraph 2.8 as well as such other information as the Procuring entity deems necessary and appropriate.

b) Award Criteria

2.14.3 The Procuring entity will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

c) Procuring entity's Right to Vary quantities

2.14.4 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

2.15 Notification of Award

2.15.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.15.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties.

TENDER DATA SHEET

Instructions to Tenderers Clause Reference

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1 Eligible tenderer	<ul style="list-style-type: none"> • A Bidder may be a firm that is a private entity, a state-owned enterprise or institution duly registered by the Registrar of Companies/Business. • A Bidder shall not have a conflict of interest. • Any Bidder found to have a conflict of interest shall be disqualified.
2.5 Clarification of Documents	Tenderers who may need any clarification before the tender opening may do so by writing to the Project Manager or an email to gntzmwanza@goodneighbors.or.tz
2.8.1 Form of Tender	Where the total price is requested, indicate “as per the price schedule”.
2.10.1 Tender prices	The tenderer shall indicate on the appropriate Price Schedule the unit prices of the goods it proposes to supply under the contract. The total cost shall be determined through call-off quantities on ‘as and when required’ basis.
2.15. Validity of tenders	The tender validity period shall be 120 days after the opening.
2.16.3. Award Criteria	Please refer to the qualifications/award criteria under Section V of this tender document.
Compliance to Safeguarding Policy	<p>All tenderers shall conform to GNTZ Safeguarding Policy as below,</p> <p><input type="checkbox"/> 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</p>

	<p>to be harmful to the child's health or physical, mental, spiritual, moral or social development.</p> <ul style="list-style-type: none"><input type="checkbox"/> 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.<input type="checkbox"/> Sexual activity with any person under the age of 18 is prohibited.<input type="checkbox"/> 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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SECTION III-GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated: -1. “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

3.1.2 “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations

3.1.3 “The Goods” means all of the food items, and/or other materials, which the tenderer is required to supply to the Procuring entity under the Contract.

3.1.4 “The Procuring entity” means the organization purchasing the Goods under this Contract.

3.1.5 “The Tenderer” means the individual or firm supplying the Goods under this Contract.

3.2 Application

3.2.1 These General Conditions shall apply in all Contracts made by the Procuring entity for the procurement of food items.

3.3 Country of Origin

3.3.1 For purposes of this clause, “Origin” means the place where the Goods were mined, grown or produced.

3.3.2 The origin of Goods and Services is distinct from the nationality of the tenderer.

3.4 Standards

3.4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications.

3.5 Inspection and Tests

3.5.1 The Procuring entity or its representative shall have the right to inspect and/or to test the goods to confirm their conformity to the Contract specifications. The Procuring entity shall notify the tenderer in writing in a timely manner, of the identity of any representatives retained for these purposes.

3.5.2 The tenderer must submit a food test report issued by an accredited laboratory at least one (1) week before the distribution of food items. The report must confirm compliance with Tanzania Bureau of Standards (TBS) and Good Neighbors Tanzania’s quality and safety requirements. Failure to provide this report on time may result in contract penalties or rejection of the delivery.

3.5.3 Should any inspected or tested goods fail to conform to the Specifications, the Procuring entity may reject the food items or Micronutrients Powders, and the tenderer shall either replace the rejected equipment or make alterations necessary to make specification requirements free of costs to the Procuring entity. The replacement will be executed as soon as possible, at least within seven (7) calendar days from the notification of non- conformity

3.5.4 The Procuring entity's right to inspect, test and where necessary, reject the goods after the goods' arrival shall in no way be limited or waived by reason of the item having previously been inspected, tested and passed by the Procuring entity or its representative prior to the delivery.

3.6 Packing

3.6.1 The tenderer shall provide such packing that must be dully labeled and numbered of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the LPO.

3.6.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the LPO

3.7 Delivery and Documents

3.7.1 Delivery of the Goods shall be made by the tenderer in accordance with the terms specified by Procuring entity in its Schedule of Requirements and the Special Conditions of Contract.

3.8 Insurance

3.8.1 The Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacturer or acquisition, transportation, storage, and delivery in the manner specified in the Special conditions of contract.

3.9 Payment

3.9.1 The method and conditions of payment to be made to the tenderer under this Contract shall be specified in Special Conditions of Contract.

3.9.2 Payments shall be made promptly by the Procuring entity as specified in the contract.

3.10 Prices

3.10.1 Prices charged by the tenderer for goods delivered and services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender.

3.10.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).

3.11 Termination for default

3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part.

3.11.2 If the tenderer fails to deliver any or all of the goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity

3.11.3 If the tenderer fails to perform any other obligation(s) under the Contract.

3.11.4 If the tenderer, in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the Contract

3.12 Liquidated Damages

3.12.1 If the tenderer fails to deliver any or all of the goods within the period(s) specified in the LPO, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed items up to a maximum deduction of 10% of the delayed goods. After this the tenderer may consider termination of the contract.

3.13 Resolution of Disputes

3.13.1 The procuring entity and the tenderer shall make every effort to resolve amicably by direct informal negotiation and disagreement or dispute arising between them under or in connection with the contract.

3.13.2 If, after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute, either party may require adjudication in an agreed national arbitration.

3.14 Language and Law

3.14.1 The language of the contract and the law governing the contract shall be English language and the Laws of Tanzania respectively unless otherwise stated.

3.15 Force Majeure

3.15.1 The tenderer shall not be liable for forfeiture of its performance security or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

SECTION IV -SPECIAL CONDITIONS OF CONTRACT

- 4.1 Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC.
- 4.2 Special conditions of contract as relates to the GCC.

REFERENCE	PARTICULARS OF APPENDIX
3.5.2 Inspection and test	The inspections and tests may be conducted in the premises of the tenderer or its subcontractor(s), at point of delivery, and/or at the Goods’ final destination. The tenderer must submit a food test report issued by an accredited laboratory at least one (1) week before the distribution of food items.
3.7.1 Delivery	Delivery Programmed shall be specified in the LPO by the Procuring Entity engaging the supplier. The contract shall run for a period of one year with a possibility of contract renewal for a further one year depending on the performance of the awarded bidder(s).
3.9.1 Payment	Upon inspection and acceptance of goods payment shall be made to the tenderer within 21 calendar days, after submission of invoice and Delivery Note and Receipt (If generated with Invoice)
3.10.2 Prices	Prices quoted shall remain valid for a period of one year (12 months) after signing of the contract.
3.13.2 Dispute Resolution	Disputes will be settled as per the Laws of Tanzania

TENDER EVALUATION CRITERIA

Evaluation will be done in two stages: -

1. Capability Criteria Evaluation
2. Financial Criteria Evaluation

CAPABILITY CRITERIA (60 Marks)

The maximum score for capability criteria is 60 - broken down as below. Only bids with a capability score of 30 marks or more will be considered for financial evaluation.

I. Previous experience in supply of food items – 45 Marks

- a) Submission of at least 3 (Three) contract or Purchase order of similar assignment accompanied proof of business transaction such as Delivery note, Invoice and EFD receipt and related part of the bank statement.

(All submitted contracts will be weighted at a range from 30 to 100million benchmark)

- 45 points for 3(three) traceable contract payments of value between 70 to 100million.
- 30 points for 3(three) traceable contract payments of value between 50 to 60 million.
- 25 points for 3(three) traceable contract payments of value between 30 to 50 million.

II. Logistical Capacity- 5 Marks

- a) 2.5 points-Proof of transport capacity (ownership or valid hire agreement).
- b) 2.5 points -Proof of storage facility (owned or hired).

III. Reference Letters – 10 Marks

- a) Provide at least two (2) reference letters from previous clients confirming supplying similar food items.

FINANCIAL CRITERIA (40 Marks)

The formula for determining the financial score (Sf) shall, be as follows: - $F_s = 100 * FM/F * 0.40$ 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. All Capability and Financial Criteria will be weighted accordingly to reflect their importance. The financial Criteria will account for at least 40%. The Capability Criteria will account for up to 60%.

NB: Prices that do not reflect the prevailing market price shall be rejected.

SECTION VI - PRICES SCHEDULE FOR GOODS

Name of tenderer _____

Tender Number _____

S/N	ITEM DESCRIPTION	UNIT OF ISSUE	SPECIFICATION	UNIT PRICE (TSHS)- (VAT AND TRANSPORT INCLUSIVE)
1.	White Maize Flour (Sembe)	1Kg	White, Fortified	
2.	Maize (Unprocessed) Corn	1Kg	White Corn	
3.	Maize (Processed) Corn	1Kg	White Corn	
4.	Sugar	1Kg	Brown Sugar- Kilombero	
		1Kg	Brown Sugar- Kagera	
5.	Beans	1Kg	Yellow	
6.	Rice	1Kg	White (Grade I)	
7.	Salt	1Kg	Iodated Salt	
8.	Cooking Oil	1litre	Korie	
9.		3litre	Korie	
10.		5litre	Korie	
GRAND TOTAL (VAT AND TRANSPORT INCLUSIVE)				

Note: Partial quotes are not allowed.

Signature of tenderer _____

Designation _____

Date and Stamp _____

Annex. 1: Primary School Information

S/N	Name of School	District	Location
1.	Nyakasasa	Buchosa District Concil	Kome Island
2.	Nfunzi		
3.	Bugoro		
4.	Kabaganga		
5.	Isenyi		
6.	Iriba		
7.	Lugata		
8.	Buhama		
9.	Muongano		
10.	Izindabo		
11.	Nyakabanga		
12.	Nyamkorechiwa		
13.	Nyamiswi		

SECTION VII - STANDARD FORMS

Form of Tender - The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

7.1 FORM OF TENDER

Date:

Tender No.

To:

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. _____ [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and delivery of _____ in conformity with the said tender documents for the sum of _____ total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this Tender for a period of [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this day of

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of