

Procurement of food ingredients tender at Good People International Tanzania

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Procurement of food ingredients tender at Good People International Tanzania

Good People International Tanzania (GP table IT)

Zanzibar Area Office

P.O. Box 694, Mbwani, Mazizini, Unguja, Zanzibar
Email: pureun@inter-gp.org, john@inter-gp.org

Invitation for Bid (IFB)

- **Bid No.:** GPIZ/ZAO/003/2025
- **For:** Procurement of Agricultural Products
- **Food Ingredients:** Sembe Flour, Sorghum, Wheat Flour, Sugar, Milk Powder, Cowpeas, Sweet Potato, Salt
- **Where:** 15 Pre-Schools, Kati District, Zanzibar

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Procurement Details

- **Purpose:** Supply of agricultural products (food ingredients) for approximately 1,535 students from 15 preschools in Kati District, Unguja, Zanzibar.
- **Period of Service:** Supplies to be delivered within 6 months after contract signing or issued Local Purchase Order, from 2nd June 2025 until 28th November 2025.
- **Tender Validity Period:** Bids remain valid for 60 days after the submission date.
- **Language of Tender:** All tender documents and correspondence shall be in English.

Food Ingredients Specifications

- Agricultural products (Food ingredients):
 - Sembe flour: 2,844 kg
 - Sorghum: 2,874 kg
 - Wheat flour: 3,018 kg
 - Sugar: 2,010 kg
 - Milk powder: 2,490 kg
 - Cowpeas: 1,584 kg
 - Sweet potato: 9,486 kg
 - Salt: 240 kg

Bidding Document

1. Good People International Tanzania (GPIT) has set aside funds during the financial year. It is intended that part of the funds will be used to cover eligible payments under the contract for the Procurement of Food Ingredients for approximately 1,535 students from 15 Pre-Schools in Kati District, Zanzibar.
2. Good People International Tanzania (GPIT) Zanzibar Area Office invites sealed bids from eligible local suppliers who meet the requirements and specialize in the supply of food ingredients.
3. Bidders may request a clarification of the bidding document only up to three (3) days before the bid submission deadline by sending an email to pureun@inter-gp.org and john@inter-gp.org.
4. Tenders should be delivered directly by hand each month to 15 preschools located in Kati District, Unguja, Zanzibar, Tanzania, from 2nd June 2025 until 28th November 2025. After the notice period closes, the tender selects the final local suppliers through document screening and, if necessary, face-to-face interviews through public opening and closing of bids.

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Bid Data Sheet (BDS)

- **Part of the Instruction:** Reflects specific terms and assignment conditions for local suppliers.
- **Procurement Details:** Supply of agricultural products (food ingredients) to approximately 1,535 students from 15 pre evaporation chools in Kati District, Unguja, Zanzibar.

- **Period of Service:** From 2nd June 2025 until 28th November 2025.
- **Tender Validity Period:** 60 days after submission date.
- **Language of Tender:** English.

Preparation and Instructions for Bid Submission

- The bidder shall seal two envelopes: one marked "Technical Bid" and another marked "Financial Bid."
- Both envelopes should be placed in one outer cover marked:
Tender No. GPIT/ZAO/003/2025 Procurement of Agricultural Products (Food Ingredients – Sembe Flour, Sorghum, Wheat Flour, Sugar, Milk Powder, Cowpeas, Sweet Potato & Salt) for approximately 1,535 Students from 15 Pre-Schools in Kati District.
- Note: Submitted tenders will not be considered for further evaluation if instructions are not followed.

Receipt and Opening of Tenders

- Completed Technical and Financial Bids must be delivered to Good People International Tanzania (GPIT) Zanzibar Office on or before the stated time and date.
- Any bid received after the closing time for submission of bids shall be returned unopened.
- After the deadline, the tender document shall be opened immediately by the Tender Committee.

Evaluation of Tenders

Evaluation of Technical Bids

The evaluation committee appointed by GPIT shall evaluate the technical bids based on their responsiveness to the Instructions to Bid, applying the following criteria:

1. Eligibility of Supplier

- Company Profile (detailed information about products and services).
- Certificate of Registration/Incorporation.
- Business License.
- TIN and VRN Certificate.
- Tax Clearance Certificate.
- Anti-Bribery Policy.
- Litigation History.
- Bank reference letter or recent 6-month bank statement.
- Note: All documents should be up-to-date and related to the field applied. If any document is missing, the supplier will not proceed to the next evaluation process.

2. General Experiences of Supplier (70 Marks)

- Minimum 5 years of experience in supplying agricultural products (food ingredients) to International NGOs/non-profit organizations/government, medium to large multinational corporations (15 Marks).
- Provide at least 3 clients served in the last 5 years (International NGOs/non-profit organizations/government, medium to large multinational corporations) (15 Marks).
- Provide at least 5 references of framework agreement contracts or Local Purchase Orders of a minimum value of TZS 10 million (with proof of business transactions such as deposit slip, cheque, and EFD receipt copies) between food supply companies and International NGOs/non-profit organizations/government, medium to large multinational corporations (40 Marks).
- Note: Past experience submitted should be similar to the tender announced. The minimum technical score required to pass is 50 Marks.

3. Evaluation of Financial Bid (30 Marks)

- After technical proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.
- Criteria:
 - Financial Strength: Recent duly audited accounts (last two years) (5 Marks).
 - Bidder to include acknowledgment certificate for financial statement upload to TRA and ZSSF website or stamped by TRA and ZSSF.
 - Bank Reference Letter (5 Marks).
 - Financial Score (20 Marks) based on Financial Score (Sf) formula:

$$Sf = Clow / C * W$$
 Where:
 - C = Evaluated Proposal Cost
 - Clow = The lowest of all Evaluated Proposal Costs among responsive Proposals
 - W = Weight for Financial Score (30 Points)
- The bidder achieving the highest combined technical and financial score will be considered successful.
- Combined score: Technical Score + Financial Score.

Negotiation

- Before contract signing, GPIT may require negotiation discussions with the successful bidder regarding:
 - Minor alterations to the technical details of the statement of requirements.
 - Minor amendments to the conditions of the contract.
 - Delivery arrangements.
 - Clarifying details that were not apparent or could not be finalized at the time of tendering.
 - Price.
- All tenderers will be informed (via email) of the outcome of their price proposals following tender evaluation and any necessary clarifications.
- Potential outcomes:

- Notification of award of contract.
- Notification of regret.
- GPIT will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tendering documents.

Inspection and Test

- The agricultural products (food ingredients) must be inspected and tested and approved by the Ministry of Education and Vocational Training, Zanzibar.
- The contractor must assist with related procedures, including providing samples for this inspection, and additional information may be requested by GPIT depending on the inspection results.
- If the test results are not approved, the contract will be terminated.

Performance of Service

- Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation.
- Items or services should be delivered to 15 preschools in Kati District, Unguja, Zanzibar under the direction of Good People International Tanzania (GPIT).

Currency and Payment

- 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.
- GPIT pays the down payment in two parts:
 1. Down Payment
 2. Balance
- During delivery, the supplier shall provide:
 1. Delivery Note
 2. Invoice
 3. EFD Receipt
- The payment will be made to the respective account of the supplier.

Termination of Contract

- GPIT will terminate the agreement if:
 - Late deliveries occur during the performance of the contract.
 - Supplier decides to change item brand without GPIT consent.
 - The supplier doesn't adhere to the ethical standards.

Corrupt or Fraudulent Practices

- GPIT requires that bidders observe the highest standards of ethics during the selection and award of contracts and also during the performance of the service or task.
- GPIT will reject a proposal for an 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 by email: pureun@inter-gp.org, john@inter-gp.org.

Compliance with Safeguarding Policy

- All tenders shall conform to GPIT Safeguarding Policy as below:
 - 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 of participation in this tender.

Job Info

Job Category: Tenders in Tanzania

Job Type: Full-time

Deadline of this Job: Tuesday, May 6 2025

Duty Station:
P.O. Box 694, Mbwani, Mazizini, Unguja,
Zanzibar

Posted: 22-04-2025

No of Jobs: 1

Start Publishing: 22-04-2025

Stop Publishing (Put date of 2030):
22-04-2067