



Do you

**WANT TO
WORK WITH
US?**

Invitation for Pre-Qualification

PROVISION OF VARIOUS GOODS AND SERVICES FOR ACTIONAID TANZANIA FOR THE YEAR 2024 - 2025

ActionAid Tanzania (AATZ) is a development organization that started operating in Tanzania since 1998 as a cross border program from ActionAid Kenya and later transformed into a full-fledged Country Program. It is registered under the Tanzania Non-Governmental Organizations Act of 2002 with registration number 00NGO/R2/00031. AATZ is an affiliate member of the Action Aid International Federation that is working in over 45 countries worldwide committed to achieve social justice, gender equality and eradication of poverty.

AATZ is known for its deep-rooted interventions that empower people living in poverty and exclusion and works in partnership with Community Based Organizations, Non-Governmental organizations, and other stakeholders at local and National levels to tackle the root causes of poverty, injustice, and hold decision makers to account for the realization of the needs and rights of people. Its grass roots programs are primarily implemented directly with communities, their organizations, and local partners while at the national level, AATZ works in networks, coalitions, forums, and in partnership with like-minded national and international organizations.

AATZ recently launched its 5th Country Strategy Paper (CSP V) for the period from 2022 to 2026. And, re-organized its structure to align with the new strategy and current funding capacity in order to ensure AATZ financial sustainability. The new strategy is focusing on two program priorities which are:

- 🔴 **Gender Responsiveness, Public Service, and Inclusive Education**
- 🔴 **Community Resilience and systems change for Climate Justice**

ActionAid Tanzania is now inviting eligible, qualified, and competent Bidders to submit sealed pre-qualification submissions/expressions of interest for the supply of goods and offer of services. The details of goods and services are listed below;

GOODS

Procurement Ref. No.	Description
AATZ/2024-25/G/01	Stationary
AATZ/2024-25/G/02	Office supplies (toiletries, drinking water, tea facilities like sugar, tea leaves, milk, coffee etc)
AATZ/2024-25/G/03	Office Furniture
AATZ/2024-25/G/04	Computers, Printers, Printer cartridges, Copiers, and their accessories

Procurement Ref. No.	Description
AATZ/2024-25/G/05	Vehicle Tyres
AATZ/2024-25/G/06	First Aid Kits
AATZ/2024-25/G/07	Car Trucking

NON CONSULTANCY SERVICES

Procurement Ref. No.	Description
AATZ/2024-24/NC/01	Garbage Collection at office
AATZ/2024-25/NC/02	Fumigation Services at the Office
AATZ/2024-25/NC/03	Catering Services/Meals provision
AATZ/2024-25/NC/04	Office maintenance
AATZ/2024-25/NC/05	IT services (Preventive Maintenance and repair)
AATZ/2024-25/NC/06	Fuel – Post-paid services in Dar es Salaam, Kilwa, Dodoma, Unguja, Pemba, Singida, Tanga, Kigoma
AATZ/2024-25NC/07	Maintenance and Service of Motor vehicles & Generator
AATZ/2023-26/NC/08	Vehicle Hire/Taxi provision in Dar es Salaam, Singida, Pemba, Dodoma, Kilwa, Unguja, Tanga, Kigoma
AATZ/2024-25/NC/09	Security services
AATZ/2024-25/NC/10	Medical services
AATZ/2024-25/NC/11	Vehicle insurance
AATZ/2024-25/NC/12	Courier Services
AATZ/2024-25/NC/13	Supply and maintenance of Fire Extinguishers
AATZ/2024-25/NC/14	Supply of News Papers

Procurement Ref. No.	Description
AATZ/2024-25/NC/15	Provision of Internet services
AATZ/2024-24/NC/16	Hotel service (Accommodation, Conference/workshop facilities) in Dar es Salaam, Kilwa, , Arusha, Zanzibar, Singida, Dodoma, Tanga , Mafia, Kigoma
AATZ/2024-25/NC/17	Printing, design and branding publications and promotional materials including T-shirts
AATZ/2024-25/NC/18	Audio Visual Documentaries
AATZ/2024-25/NC/19	Provision of Hygiene Tool Kits
AATZ /2024-25NC/20	Supply of water/wastewater pumps and its associated spare parts
AATZ/2024-26/NC/21	Air-condition maintenance and services
AATZ/2024-26/NC/22	Electrical repair and maintenance
AATZ/2024-26/NC/23	Air/Flight ticketing
AATZ/2024-26/NC/24	Cleaning services
AATZ/2024-26/NC/25	Professional Photographer
AATZ/2024-26/NC/26	Generator Repair and Maintenance

CONSULTANCY/RESEARCH SERVICES

Procurement Ref. No.	Description
AATZ/2024-26/C/01	Legal Services
AATZ/2024-26/C/02	Integrated Water Resources Management
AATZ/2024-26/C/03	Integrated sanitation and hygiene management

Procurement Ref. No.	Description
AATZ/2024-26/C/04	Sanitation Business development services
AATZ/2024-26/C/05	Public health Financing and management
AATZ/2024-26/C/06	Strategy plan development
AATZ/2024-26/C/07	Human Resources Services-e.g Recruitment, Training and Development ,Employee background check, assessment centre, HR strategies etc
AATZ/2024-26/C/08	Budget tracking
AATZ/2024-26/C/09	Workshop/meeting/events Facilitation
AATZ/2024-26/C/10	Development of policies and manuals (WASH policies/ guidelines/manuals, HR Policies/Manuals, Support & Operational Polices/Manuals)
AATZ/2024-26/C/11	Communication, documentation, and packaging (case studies, stories, best practices, lessons)
AATZ/2024-26/C/12	Resource Centre Development/Knowledge management systems, tools & frameworks
AATZ/2024-26/C/13	ICT for development in the areas of water, sanitation, and hygiene, Climate, education, HRBA
AATZ/2024-26/C/14	Baseline & End line Studies
AATZ/2024-26/C/15	Project/Programme Evaluations
AATZ/2024-26/C/16	Impact Assessments
AATZ/2024-26/C/17	Review and Development of M&E Systems, tools & Frameworks
AATZ/2024-26/C/18	Training (in areas of Water, Sanitation & Hygiene Approaches, Rights Based Programming, Documentation & Communication, Advocacy & Campaigns, Conflict Transformation, Disaster Risk Management, health integration to WASH, Team Building, Leadership, and management), Climate change, HRBA

Procurement Ref. No.	Description
AATZ/2024-26/C/19	Translators – Swahili to English, English to Swahili, French English/Kiswahili.
AATZ/2024-26/C/20	Group Personal Accident Insurance
AATZ/2024-26/C/21	Team building Facilitators/Consultants
AATZ/2024-26/C/22	WASH, Climate Change/Climate Justice, HRBA proposal development Consultants
AATZ/2024-26/C/23	Training Services

GENERAL CONDITIONS

- ⦿ The selection process will be conducted through Competitive Tendering Procedures as specified in the ActionAid Procurement Policy and Procedures.
- ⦿ The Minimum Requirement/Selection Criteria will include:

Legal competence

- » Submission of all registration certificate from relevant authorities.
- » Valid business license.
- » Company certificate of incorporation; or extract from the registrar
- » TIN & VAT Registration (for registered)
- » Tax clearance certificate of the latest year.
- » Company memorandum and article of association.
- » Registration from relevant professional boards for Companies and Experts (if any)
- » Proof/Certificate of manufacturer dealership/Agent with reputable goods/service (if any)
- » Current physical location (which will be inspected for verification); that is a valid right of occupancy of office premises or lease contract;
- » Current annual returns updated in the BRELA online registration system/ORS detailed company search report and
- » Submission of Power of Attorney Document.

Capabilities Competence and eligibility:

- » Submission of Three years audited financial statements (i.e. 2020, 2021 and 2022); or
- » At least 1 reference from the applicant's bankers regarding supplier's credit position; All bank statements of the suppliers' active bank accounts for the past 6 months; and a guarantee from any reputable bank/financial institution to support any declared alternatives source of funds The company/experts must have not less than two (02) years' experience in the relevant field; The company must have experience in similar nature of business and complexity in different organizations; submission the list of key staff with their CVs demonstrating their ability to carry out the applied service; At least 3 names, address and contact of the applicant's clients, value and duration of the contracts (submit copies of contracts/acceptance or completion certificate as proof) entered with the clients in the past three years; and Submission of at least 3 recommendation letters from different clients
- » Submission of certified declaration on Litigation information regarding your firm

SANCTIONS

Submission of correct information of Directors and Shareholders and their scanned copies of Identity Cards (ID) e.g., Driving license, Voter ID, Traveling Passport, National ID

OTHER REQUIREMENTS

Current NSSF compliance clearance certificate; Proof of WCF Certificate/any proof of compliance; and OSHA compliance certificates (if any).

Please note that in assessing the submissions, consideration will be given to the qualifications, experience on similar assignments and capacity to undertake the applied assignment. Only eligible and qualified Companies and Experts with demonstrated experience and excellent track records in similar assignments will be considered. Potential supplier may be requested to submit further information prior to being included in any final list.

*Deadline for submission of the documents is **Thursday 29th February 2024** at **17.00HRS**. All Application **MUST** be addressed to;*

**The Country Director
Plot No. 79 Makuyuni Street, HSE No. 15
Mikocheni B Area,
14121 Dar Es Salaam,
P.O. Box 21496. TANZANIA**

Applicants must include one original and a copy of their tender document. The documents must be properly filled and enclosed in plain envelopes clearly marked **“Prequalification for Provision of (Procurement reference number and Name of the selected Tender) – Not to be opened before Thursday 29th February 2023 at 15.00HRS”** hand-delivered or courier to the following submission address;

**AATZ HEAD QUARTERS
Plot No.79 along Makuyuni street, HSE
No. 15, Mikocheni B
Dar Es Salaam City**

Late applications, portion of applications, electronic applications and applications not received, opened and read out in AATZ at the tender opening ceremony shall not be considered for evaluation irrespective of circumstances.