



for a living planet®

Tender No. WWF/TCO/HEC/JUNE/2023

Supply of Human Elephant Conflict (HEC) Mitigation Equipment

INVITATION FOR TENDERS

Date: 19th June 2023

1. INTRODUCTION

WWF Tanzania Country Office is a Non- Government Organization dealing with environmental protection in Tanzania since 1990 and it has supported the Government of Tanzania in implementing various projects on Marine, Forest, Fresh Water, Energy and Wildlife. WWF global mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature, by:

- i. conserving the world's biological diversity;
- ii. ensuring that the use of renewable natural resources is sustainable and
- iii. promoting the reduction of pollution and wasteful consumption

WWF Tanzania Country Office has received funding from Japan to implement the projects in the SOKNOT landscape stretches from Lake Victoria to the Indian Ocean, the Southern Kenya - Northern Tanzania (SOKNOT) transboundary area covers some 134,000 square kilometers. SOKNOT is famous for its wildlife, indigenous cultures and the variety of internationally renowned and iconic conservation areas, including among others the famous national parks of Serengeti, Masai Mara, Mkomazi, Tsavo, Kilimanjaro and the Ngorongoro crater, two UNESCO world heritage sites (Serengeti, Kilimanjaro), one RAMSAR wetland (Lake Natron), one UNESCO Biosphere Reserve (Amboseli), important bird habitats (Lake Natron, Loita, Amboseli, West Kilimanjaro) as well as 39 communal conservancies and four wildlife management areas.

2. ELIGIBILITY AND QUALIFICATION REQUIREMENT




- 2.1. Tenderer shall be a natural person, private entity, government-owned entity, subject to 2.2., or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the Tender Submission Form, all parties shall be jointly and severally liable.
- 2.2. Government-owned entities in Partner States shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of WWF.
- 2.3. Tenderer, and all parties constituting the Tenderer, shall meet the following criteria to be eligible to participate in public procurement:
 - a) The tenderer has the legal capacity to enter into a contract;
 - b) The tenderer is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
 - c) The tenderer's business activities have not been suspended;
 - d) The tenderer is not the subject of legal proceedings for any of the circumstances in (b); and
 - e) The tenderer has fulfilled his or her obligations to pay taxes and social security contributions.

- 2.4. WWF Tanzania Country Office, invites submission of tender from competent, qualified, reputable, reliable and experienced local service providers preferably, wholesalers and distributors (for goods) who are willing to submit their tender to supply as per the required goods.

3. SCHEDULE OF REQUIREMENT AND SPECIFICATIONS

WWF Tanzania now invites applications from eligible registered suppliers based on the requirement below;

3.1. Schedule of Specification Requirement

No.	Item	Specifications
1.	Flash Lights	<p>Bell+Howell Taclight Max Ultra High-Powered Long-Lasting Up to 15 Hours Handheld Flashlight 500Lumens-7,000K Cree LED, 5 Modes, Rechargeable, <u>Water/Shatter Resistant Outdoor and Camping Flash Light</u></p> 
2.	Roman Candles	
3.	Fire Crackers	

4.	Vuvuzela	
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3.1.1. Schedule of Prices

No.	Item	Unit of Measure	Quantity	Unit Price	Total Price
1	Flash Lights	Pieces	227		
2	Roman Candles	Pieces	265		
3	Fire Crackers	Pieces	1,500		
4	Vuvuzela	Pieces	297		
5	DAP Cost (Delivery at Place) WWF Field Office Located at Mawalla Estate in Arusha	Lot	1		
	TOTAL VAT EXCLUSIVE				
	ADD VAT 18%				
	TOTAL VAT INCLUSIVE				

3.2. Delivery Schedule

The goods must be delivered within fifteen (15) calendar days maximum after receiving Purchase Order. This delivery period is binding for the tenderer and starts from the contract award date. The equipment shall be delivered at the **WWF Field Office Located at Mawalla Estate in Arusha**

3.3. Inspection and Testing

3.3.1. Inspection and tests of Goods and at final acceptance are as follows:

- a) The inspection shall be carried out at the place of delivery soonest possible after the arrival of the complete consignment and not later than fifteen (15) days from the date of receipt of notification from the Supplier stating that the goods are ready for inspection.
- b) The Supplier or his representative shall be responsible for testing and demonstrating to the receiving unit that the goods meet the specification requirements and also the claimed performances of the manufacturer.

- c) All expenses involved to meet the requirements of the contract, and the cost of any unsuccessful test or tests for this purpose shall be at the expense of the Supplier. Should there be any defect in material, the Supplier will correct or cause to be corrected such defects or deviation from the contract requirement at his own expenses within thirty days from the date of such inspection.

3.3.2. The Supplier shall be completely responsible for the goods until accepted by the Purchaser and should there be any items missing (according to the Invoice and / or packing list) or damaged, the Supplier shall restore such items. As soon as the goods have been found to meet the requirements of the contract, the Purchaser shall issue a certificate of acceptance and the warranty period of the said goods shall be enforced from the date of this certificate. All manuals and books shall be submitted by the Supplier before signing the acceptance document and shall be in English Language.

4. TENDER DOCUMENT REQUIREMENT

All Eligible tenderers are encouraged to include the below required documents in their Tenders:

- (a) Cover letter in Annex A.
- (b) Tender submission form in Annex B
- (c) Company profile
- (d) Valid Tax Clearance certificate /VAT Registration
- (e) TIN number
- (f) Valid Business Registration Certificate
- (g) Copy of a signed Letter of Manufacturer's Authorization on the letterhead of Manufacturer, (if business is an authorized Dealer/Agent)
- (h) Warranty/Guarantee and after sale service information
- (i) Tender must be signed and stamped by an authorize personnel
- (j) Tender must be submitted in English
- (k) All Tender prices must be quoted in Tanzanian Shillings TZS, inclusive of all taxes and VAT and DAP cost (Delivery at Place) to destinations stipulated in 3.2.
- (l) Tenderer must provide at least 3 (three) proof of previous supply experience of the same goods
- (m) Tenderer must indicate delivery schedule

5. SUBMISSION REQUIREMENT

Tenderers should submit their tender electronically. The electronic tendering submission procedures shall be:

- 5.1. The Tenderer shall fill the forms (in hard copy of issued Tender documents or down loaded Tender documents for specific Tender), signed by the authorized representative and with seal of the company.
- 5.2. The Tenderer shall then scan the completed original documents, forms in PDF files with appropriate filename and serve as PDF (Adobe acrobat) version 4.0 or above.
- 5.3. After preparing all the required Tendering documents in PDF scan files as specified in 5.2. and 5.3., the Tenderer shall upload all the PDF Tender files in its corresponding field and submit the complete Tender online through procurement@wwftz.org within the specified date and time.
- 5.4. All tenders should reach us by or before **10:00am** Tanzania local time on **Monday, 3rd July 2023**. Only successful tenderers will be contacted. for enquiries only: please, contact eisrael@wwftz.org
- 5.5. Late Tenders, portion of Tenders, Tenders not submitted, not opened and not read out in public at the Tender opening session shall not be accepted for evaluation irrespective of the circumstances.

6. TENDER EVALUATION

6.1. WWF will carry evaluation of tender submitted based on their responsiveness to tender documentation requirements.

Tenders will pass through the following stages of evaluation

- i. Check listing of documents required against documents submitted
- ii. Selection of evaluation committee to evaluate technical and financial
- iii. Confirmation of the successful tenderer

6.2. Any application that fails to meet the requirements in 4.0. above. will be considered unsuitable and shall be rejected at this stage. WWF shall notify the applicant of the rejection of their application.

6.3. Clarification of applications

- a) During evaluation tenders, WWF may, at its discretion, ask the tenderer for clarification of its tender. A request for clarification shall be signed and sent to a tenderer by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all Tenderers for information purposes only and noted in the evaluation report.
- b) A Tenderer shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Secretary of the procurement Committee
- c) The Secretary of Procurement Committee shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- d) Failure of a tenderer to respond to a request for clarification may result in the rejection of its Tender.

6.4. Contacting WWF Tanzania Country Office

- a) No tenderer shall contact WWF on any matter relating to its tender from the time of tender opening to short listing of Tenderers.
- b) Any effort by the tenderer to influence WWF in its decisions on the tender evaluation may result in the rejection of the tender.

6.5. Confidentiality

- (a) Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the notification of short listing is made to all Tenderers.
- (b) From the deadline for submission of tender to the time of notification of the results of the short listing, any Tenderers that wishes to contact WWF on any matter related to the short-listing process, may do so but only in writing.

7. PAYMENT TERMS

7.1. Tenderers are informed that upon the issuance of Contract Award Notification to the most responsive tenderer, a Purchase Order will be issue and payment will be made within 30 days after delivery and inspection of goods that has been delivered at DAP (in accordance with Schedule of Requirement and Specifications) and receiving the invoice.

7.2. Successful tenderer must be able to deliver the complete consignment on or before 31st July, 2023. Please specify in your tender document the delivery schedule as per DAP

ANNEX A: TENDER COVER LETTER

Company Details
[On Letterhead]

[Insert date]

To:
Secretary Procurement Committee
WWF Tanzania Country Office,
Plot 252 Kiko Street, Off Mwai Kibaki Rd, Mikocheni
P.O. Box 63117 Dar es Salaam.

Dear Sir/Madam:

We, the undersigned, offer to submit our tender Reference to: **WWF/TCO/HEC/JUNE/2023** for the supply ofin accordance with your Invitation to Tender dated 19th June 2023. Therefore, we submit our tender for the sum of.....
Please see our tender attached.

Our tender shall be binding upon us subject to modifications resulting from contract negotiations.
We understand you will reject any tender submitted after the deadline.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Company seal

ANNEX B: TENDER SUBMISSION FORM

Date: To: World Wide Fund (WWF) Tanzania Country Office

We, the undersigned declare that:

- (a) We have examined and have no reservations to the tender document, including Addenda No.....(insert the number and issuing date of each Addendum if any
- (b) We offer to supply in conformity with the Tender Document and in accordance with the delivery schedule specified in the Schedule of Requirements, the following Goods and Related Services:

- (c) We, including any subcontractors or Tenderer for any part of the contract or contracts resulting from this tendering process, are eligible to participate in public procurement;
- (d) We undertake to abide by the WWF Code of Conduct for Procurement during the procurement process and the execution of any resulting contract;
- (e) We, including any subcontractors or Tenderers for any part of the contract or contracts resulting from this tendering process, have nationals from the following eligible countries (insert the nationality of the applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable);
- (f) We, including any subcontractors or Tenderers for any part of the contract or contracts resulting from this tendering process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the procurement requirements;
- (g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this tendering process, have not been suspended by any relevant Authority in any of the Partner States from participating in public procurement;
- (h) We are not a government owned entity, or if we are, we meet the requirements of 2.2.
- (i) We understand that you may amend the scope and value of any contracts to be Tender or cancel the tendering process at any time and that you are neither bound to accept any tender that you may receive nor to invite the selected tenderers to Tender for the contract or contracts, which are the subject of this tendering, without incurring any liability to the tenderers;
- (j) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (k) We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this tender and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Tender Submission form will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed: (signature of person whose name and capacity are shown below)

Name: (insert complete name of person signing the tender)

In the capacity of (insert legal capacity of person signing the tender)

Duly authorized to sign the tender for and on behalf of: (insert complete name of Applicant/Joint Venture)

Dated on _____ day of _____ (insert date of signing)