

TUMAINI COMMUNITY SERVICES ORGANIZATION



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Lupaway Streer, Mbeya, Tanzania

TENDER NO: TCSO / ECD /2024 /01

TERMS OF REFERENCE

Conference package services and Accommodation in Mbeya Region

Introduction

Tumaini Community Service Organization (TCSO) was established on 5 August 2019 and registered in united Republic of Tanzania, under reviewed NGO policy. The organization has been in partnership with Pact Tanzania in implementing The Adolescents and Children HIV Incidence Reduction, Empowerment and Virus Elimination project for Mbeya region and Songwe region.

Pact in collaboration with Tumaini integrate Early childhood care and development activities into the ACHIEVE project to improve the health and well-being of orphan and other vulnerable children (OVC) with a focus on children and adolescent living with or most a risk of contracting HIV and their caregivers. The project is funded by the President's Emergency Plan for AIDS Relief (PEPFAR) through the United States Agency for International Development (USAID) and implemented by a Pact.

Objective of the Assignment

The overall objective of this assignment is the provision of the conference package services to support CCW Trainings in Mbeya CC and Mbarali DC.

Items specification and requirements

ITEM NAME	DESCRIPTION						
	Region	Council	# of Participants	# of participant per class	# of venues	Training Centre	Training days
Conference package services and Accommodation	Mbeya	Chunya DC	60	43	3	Mbeya CC	10
	Mbeya	Kyela DC	19				
	Mbeya	Rungwe DC	30				
	Mbeya	Busokelo DC	21				
	Mbeya	Mbeya DC	25	44	3	Mbeya CC	10
	Mbeya	Mbeya CC	107				
	Mbeya	Mbarali DC	88	44	2	Mbarali DC	10
			350				

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Scope of Work

Specific scope of work includes but should not be limited to the following.

1. Conference package services as per number of participants and venues
2. Accommodation for the number of participants

Time frame

This assignment is expected to be conducted from 1st June 2024 for consecutively 10 days.

Submission instructions

While submitting bids the applicant should specifically note that:

Interested bidders must submit the following information to TCSO,

1. Quote, valid for at least 60 days.
2. Delivery time must be specified
3. Copies of their registered offices registration certificate and address, valid business license, TIN certificates, Tax clearance certificate.
4. Payment terms 100% after delivery
5. Capacity of the venue and number of rooms of the hotel/ lodge facility

NB: Interested, eligible vendor should deliver their bids in closed and sealed envelopes to
The Tender Committee
Tumaini CSO
P.O. BOX 198
Mbeya

All quotes must be in Tanzanian shillings and enclosed in a plain sealed envelope.

The deadline for proposal will be 24 May 2024, 10:00AM, and TCSO will open the bids on 24 May 2024 11:00 AM at TCSO office in the presence of bidder's representatives who choose to attend. The present Bidders representatives shall sign a register evidencing their attendance.

Please note.

1. Late or incomplete submission will not be accepted.
2. Electronic bids will not be accepted.
3. The quote that complies with all the specification/ requirements and offers the lowest price and other evaluation criteria (price, availability, capability, delivery terms.
4. Information pertaining to and obtained from the vendors because of participating in this solicitation is confidential.

5. Issuance of request for quotes does not constitute award/ contract commitment by TCSO.
6. TCSO reserves the right to disqualify and offer based on offeror failure to follow solicitation instructions.
7. TCSO reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
8. TCSO will contacting all offerors to confirm contact person, address and that bid submitted for this solicitation.

SUBJECT	CRITERIA	DOCUMENT REQUIREMENT	SUBMISSION
Legal status	The vendor is a legally registered entity. Non submission of the required documents will render submitted bid non-responsive.	Certificate of Registration or Certificate of incorporation Valid and relevant Business License TIN Certificate VAT Certificate Current TAX Clearance	

Eligibility

To be considered for the award, vendors must currently be legally operating in Tanzania, and the quotation must include all the following information:

- i. Ability to meet or exceed the requirement needed.
- ii. Ability to deliver the items /services specified in Terms of reference no later than the date(s) required.
- iii. Legally registered in Tanzania.

Evaluation Criteria:

- 1. Price – 50%**
- 2. Availability:** venues as per dates and number of participants – 20%
- 3. Capacity of the rooms and venues – 20%**
- 4. Payment terms:** Within 30 days after completion of services – 10%