

CALL FOR EXPRESSION OF INTEREST BY QUALIFIED SUPPLIERS/VENDORS QC-TANZANIA

Location: Tanzania

Procurement Process: Expression of interest for developing roster of potential Local Suppliers/Vendors

Type of Contract: Contract for goods and/or services

Application Deadline: Call for expression will be open until 30 November 2022

Qatar Charity office in Tanzania is interested to explore the available Suppliers/Vendors on the local market and establish **roster of Local potential Suppliers/Vendors** who have niche-expertise across a wide range of work areas and thus can support Qatar Charity efforts in humanitarian field. Who can submit expression of interest? – Local Suppliers/Vendors are invited to submit expression of interest (International institutions with local presence are welcomed to apply)

Areas of work and services to express interest (*one supplier/vendor can express interest for more than one thematic area*):

- **Provision of Goods of:**
 1. Food items (food basket, RTEs, cooked meals, flour, yeast, catering materials, groceries...etc.)
 2. Office equipment (laptop, monitor, dock station, scanner, printer, computer, security items, etc.,)
 3. Office furniture (office desks, chairs, bookshelves, etc.,)
 4. Agricultural inputs (seeds, fertilizers, pesticides...etc.), equipment, tools, machinery, and other...etc.
 5. Heating goods (fuel, coal, wood, diesel, benzene, gas)
 6. Hygiene kits (Soaps, selfcare items, cleaning materials...etc.)
 7. Non-food items kits (Tents, kitchen sets, clothes, and uniforms...)
 8. Livestock (animals, fodders, veterinary medicines, vaccines).
 9. Health (medicines, equipment and devices, instruments, consumables, ambulance, uniforms...etc.).
 10. Education (School stationary, books, furniture...)
 11. Automobiles (Cars, golf karts, bus...)
 12. Communication preferences (mobile phones, walkie talkie, hotspots and other)
- **Provision of Services in:**
 - ✓ **Communications and social media**
 1. Organization of communication campaigns including social media, traditional media, and creative activities
 2. Production of visibility, all kinds of printing and promotional materials (*to promote the Spotlight Initiative regional program for East Africa and its results among beneficiaries, stakeholders, development partners and a wider audience, thereby increasing the impact and visibility of the program itself, while highlighting the results achieved and the partnership between stakeholders.*)
 3. Branded promotional materials - banners, billboards production, etc.
 4. Media coverage: photographing, video documentation, drone video recording, montage, and production.
 5. Development of software and digital solutions in the public service area with all needed tools and physical devices.
 - ✓ **Civil Works:**

1. Architectural services, rehabilitation, construction, painting, partition.
 2. Exterior design, interior design, signboards, and others.
 3. All kind of engineering studies (civil, electric, and mechanical) with BOQs estimations.
- ✓ **Insurance**
1. Vehicles
 2. Building
 3. Safety and security companies
 4. Catering and campaigns organizing activities
 5. Cleaning and gardening services
 6. Legal consultations.
- ✓ **Transportation services**
- 1) Transportation services (Bus, Vehicles) within Tanzania.
 - 2) Flights accommodation services (domestic and international)
 - 3) Marine booking services
 - 4) Rent a car services (with and without driver)
- ✓ **Travel services**
- 1) Hotels (Both in Tanzania mainland and Zanzibar)
 - 2) Events, conferences, and meeting rooms
 - 3) Travel in groups services.

ELIGIBILITY:

All Applicants must commit themselves to comply with minimum qualifications bellow:

- A minimum of two years of specific relevant experience in the area of work for which the supplier/vendor is expressing interest.
- Availability of technical capacity, including assets/equipment (as applicable) to execute the services in the area the supplier/vendor expresses interest.
- Possess the civil legal capacity to implement contracts in Tanzania (certificate of registration/ TRA registration).
- Be solvent, not subject to liquidation, its property should not be seized, its financial and economic activities should not be suspended in accordance with the law.

Exclusion criteria

Vendors shall be excluded from participation if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
2. They or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata.
3. They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the European Investment Bank and international organizations.
4. They are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

5. They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union's financial interests.
6. They are subject to an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply information or being declared to be in serious breach of their obligation under a contract covered by the budget.
7. They have a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest.

Documents to be submitted:

Interested suppliers/vendors shall prepare the expression of interest including all requirements mentioned in the Call using the following forms attached to. All forms must be completed without any alteration to its format. All forms must be signed by the respective authorized signatory of the Applicant.

The Applicant shall structure the expression of interest as follows:

1. Submission Form: Form A - Application Submission Form
2. General information of the Applicant: Form B: Applicant Information Form
3. Any other documents deemed necessary in accordance with the instructions and Forms, such as, but not limited to:
 - Company Profile, which should not exceed fifteen (15) pages, including provision of information on:
 - ✓ specialized knowledge and experience on similar engagements applicant expresses interest
 - ✓ organizational capability to provide services, management structure
 - ✓ information if any work services would be subcontracted (if applicable)
 - ✓ information on availability of relevant assets equipment (as applicable)
 - ✓ CV(s) (as applicable) for personnel (in the format provided below) that will be provided to support QC in the implementation of the services. CV(s) should demonstrate qualifications in areas relevant to the scope of goods and/or services
 - ✓ printed brochures and product catalogues, certificates (as applicable) relevant to the goods and/or services being procured
 - Statements of Satisfactory Performance from the Top 2 (two) Clients for similar assignment vendor/supplier is expressing interest
 - Certificate of Incorporation/ Business Registration/re-registration
 - Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Applicant is updated with its tax payment obligations
 - Trade name registration papers, if applicable
 - Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards, and citations received by the Applicant, if any
 - Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Applicant's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non- toxic

- substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures, if any
- Patent Registration Certificates, if any of technologies (if applicable)
 - Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney, if applicable

Note: Interested suppliers/vendors should note that if they are willing to submit their expression of interest for more than one thematic area, they should indicate it in the application; There are no limitations to the number of thematic areas an interested supplier/vendor can express interest.

Protection of personal data

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Unless indicated otherwise, your reply to this notice and any personal data requested are required for the purposes indicated above in point 4 and will be processed solely for those purposes by the contracting authority indicated in point 1, which is also acting as data controller.

Request for clarifications:

Any request for clarifications shall be submitted in writing by e-mail to the QC Tanzania procurement unit at the **following email addresses:** qctanzania@qcharity.org

Submission of expression of interest:

Expression of Interest Along with requested documents shall be submitted on **following dedicated email address:** qctanzania@qcharity.org

Email subject should be clearly marked “**Expression of Interest-Local Suppliers/Vendors**”

Selection criteria:

This call is solely intended for establishing a **roster of potential suppliers/vendors**, that could be considered as potential interested suppliers/vendors for specific future services required to be obtained by QC in Tanzania and will be part of the trusted suppliers list that will be assessed after a while. There is no guarantee on immediate opportunity for contracting.

QC Tanzania will use a set of unified criteria to evaluate the qualifications of Applicants for considering listing in the roster of potential suppliers/vendors. Eligible Applicants will be assessed in one- stage process for compliance with the requirements set out in the call for expression of interest. Each Applicant will be assessed on a “Pass/Fail” basis as to whether each criterion is satisfactorily met as set in Call for Expression of Interest. All Applicants that meet the eligibility and qualification criteria set in Call shall **form the roster of potential suppliers/vendors**.

Note: The Inclusion on the list entails no obligation on the part of QC concerning the conclusion of contracts

Selection criteria for specific assignment prior to contracting:

Upon need of specific services, specific Terms of Reference/Technical Description for Goods and/or Services will be either

- 1) announced and respective suppliers/vendors from established roster qualifications of whom meet the area(s) of works/services identified in the relevant specific Terms of Reference/Technical Description for Goods and/or Services will be notified on announcement and invited to participate
- OR 2) specific Terms of Reference/Technical Description for Goods and/or Services will be sent (e-mailed) to the respective suppliers/vendors from established roster, qualifications of whom meet

the area(s) of work/services identified in the relevant specific Terms of Reference/Technical Description for Goods and/or Services and requested to provide with the Bid/Proposal.

A committee will review and score qualification of the suppliers/vendors, against requirements stipulated in the specific Terms of Reference/Technical Description for Goods and/or Services and the award of the contract should be made based on either **Pass/Fail Lowest priced technically responsive, eligible, and qualified bid OR Combined Scoring Method** taking into consideration the combination of the technical and financial proposal.

Expiry date of the list resulting from this call for expressions of interest

The list resulting from this notice is valid initially for five years from dispatch of this notice. Basically, the list will be updated once each year, and might be updated more than once in case of insufficient number of applicants in certain field. Interested parties can update their information/interests and data any time during the validity of this list by sending official email.