



TERMS OF REFERENCE FOR PROCUREMENT OF TABLETS

Introduction to Pact and ACHIEVE Project

Pact is an international nonprofit that works in nearly 40 countries, building solutions for human development that are evidence-based, data-driven, and owned by the communities we serve. Founded in 1971, Pact works with partners to build resilience, improve accountability, and strengthen knowledge and skills for sustainable social impact. Since 2001, we have been working in Tanzania to help people and communities build their own capacity to generate income, improve access to quality health services, and gain lasting benefit from the sustainable use of natural resources around them to benefit future generations. For more about Pact, visit www.pactworld.org

ACHIEVE is a seven-year (2019-2026) USAID-funded global project whose primary goal is to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. To reach this goal, ACHIEVE supports OVC and DREAMS service delivery, provides technical assistance to strengthen social welfare systems, and supports capacity development for local partners to sustain services at the community level. In 2023, USAID added global health security to the project's scope of work. ACHIEVE is implemented by Pact in partnership with Jhpiego, Palladium, No Means No Worldwide, and WI-HER. ACHIEVE's countries of implementation include Burundi, the Dominican Republic, Namibia, Nigeria, Rwanda, South Africa, South Sudan, Tanzania, and Zambia. To learn more about ACHIEVE, visit www.pactworld.org/achieve

Objective of the Assignment

The overall objective of this assignment is to solicit eligible vendor(s) who will supply 600 units of tables, screen protectors, and cover to support general project data management activities.

Timeline

Delivery within 14 days.

Scope of Work

The specific scope of work includes but should not be limited to the following:

- Work with the Procurement, ICT, and M&E team to verify if the tablets adhere to the agreed-upon quality and specifications.
- Procuring and delivering the tablets per the standard and specifications agreed upon.
- Comply with Section 889 of the US National Defense Authorization Act (NDAA).

- Deliver the tablets as per the distribution point provided.
- A vendor should have a delivery note to be signed by the receivers and must indicate the date, full name, title and mobile contact, his/her signature, item specification, and quantity and should be stamped.

Description of Items

Item and Quantity	Specifications	Other
600 Tablets	<ul style="list-style-type: none"> • Build: Aluminum body • Display: 8.7" • Internal memory: 32GB • RAM: 3 GB • CPU: Octa-core (4x2.3 GHz Cortex-A53 & 4x1.8 GHz Cortex-A53) • Chipset: Mediatek MT8768T Helio P22T (12 nm) • Network: GSM/HSPA/LTE • OS: At least Android 11 • Battery: Non-removable Li-Ion 5100 mAh battery 	<ul style="list-style-type: none"> • Built-in camera: 8 MP • Resolution: 800 x 1340 pixels, 5:3 ratio (~179 ppi density) • Wi-Fi 802.11 a/b/g/n/ac, dual-band, Wi-Fi Direct • Dedicated microSD Card slot • USB: USB Type-C 2.0 • GPS, GLONASS, BDS, GALILEO
600 Screen protectors and covers	<ul style="list-style-type: none"> • Glass screen protector • Cover 	

Eligibility

- Vendors must be currently legally operating in Tanzania, and the quotation must include all the following information:
- Ability to meet or exceed the Requirements/ Specifications outlined above.
- Ability to deliver the items/services no later than the date(s) required.

Evaluation Criteria

- Price.
 - Financial capability.
 - Warranty period
 - Experience.
 - Specifications
 - Delivery terms.
- * See the detailed evaluation criteria in the appendices.**

Submission Instructions

Interested dealers must submit the following information to Pact Tanzania:

- Draft the inception report detailing the methodology for supplying tablets, including a tentative work plan before July 4, 2024.
- Joint Venture (JV) Agreement (If Applicable)
- Patent Registration Certificates (If Applicable)
- The Company Profile must be Attached.

- Evidence of Contracts/PO/Awards: Minimum of 2 contracts of similar value, nature, and complexity implemented over the last three years.
- Copies of registration, Certificate of Registration or Certificate of Incorporation Valid and relevant Business License, TIN Certificate, VAT Certificate, TAX Clearance, and Certificate Issued in 2024 (relevant to the scope).
- Item's specifications are fully addressed in the quotation.
- Certificate or letter of No-Litigation signed and signed by the Advocate of Court of law.
- Latest Audited Financial Statements for the last 2 Years.
- Delivery time must be specified.
- Payment terms are 100% after delivery.
- Interested bidders should submit their bids physically to the Pact Tanzania office and address them to the:

**The Tender Committee,
Pact Tanzania,
P. O. Box 6348,
Dar es Salaam, Tanzania.**

The deadline for submissions is on July 4, 2024, at 11:30 am EAT

Note:

- Pact will open all bids on Thursday, July 4, 2024, at 12.00 pm in the presence of Bidder's Representatives who choose to attend.
- Quotes must be in Tanzanian Shilling and must include taxes separately.
- Proposals must be submitted physically to Pact Tanzania.

Terms and Conditions - Disclaimers

1. Vendors **MUST** submit tender documents physically at Pact office.
2. Late or incomplete bids will **not** be accepted.
3. The quote that complies with all the specifications/requirements and offers value for money shall be considered for the competition.
4. Pact may cancel the solicitation and not award.
5. Pact may reject any or all responses received.
6. Issuance of requests for quotes does not constitute a contract commitment by Pact.
7. Pact reserves the right to disqualify any offer based on the offer or failure to follow the solicitation instructions.
8. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
9. Pact will contact offerors to confirm the contact person's address and that the proposal was submitted for this solicitation.
10. Pact will not compensate vendors for their response to the solicitation.
11. Pact may award only part of the required items in this solicitation or issue multiple awards for the same lot.

Detailed Technical and Financial Evaluation

The technical and financial parts will be evaluated on a merit point/scores system Format of Technical Bid (Weight = 100%)

All Vendors who will meet minimum requirements will be considered for sample submission. On the technical and sample evaluation, vendors who score 75% and above will be selected for the financial evaluation stage as per the sections below.

The Bidder's Bid should be organized to follow this format of the Technical Bid. When the bidder is presented with a requirement or asked to use a specific approach, it must state its acceptance and describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's Qualification, Capacity, and Expertise (50%)

1.1 General organizational capability is likely to affect implementation: management structure, project management controls, and the extent to which any work would be subcontracted (if so, provide details). **(10%)**

Support Document Needed:

Updated Organizational Structure, including key personnel equipment to support the work to be done.

1.2 A clear methodology of how the vendor will successfully deliver the required quantities per the specifications. **(40%)**

Support Document Needed:

- The vendor should submit/state its estimated lead time and delivery SLA as per ToR **(10%)**
- Payment terms must be clearly stated **(10%)**
- The vendor should submit a work plan showing the contract's execution within an estimated timeline. (Considering sample confirmation, mobilization, verification, packaging, distribution, and delivery) **(20%)**

SECTION 2: Scope of Supply, Technical Specifications, and Related Services (50%)

This section should demonstrate the Bidder's responsiveness to the specification by identifying the proposed components, addressing the requirements point by point, and demonstrating how the proposed bid meets or exceeds the requirements/specifications.

2.1 Conformity of goods to be supplied if they meet technical specifications provided.

Support Document Needed:

- Evidence of the contracts/PO/Award: Minimum of 2 contracts of **similar value, nature, and complexity** implemented over the last three years (10%)
- Items specifications are fully addressed in the quotation (10%)
- Price quoted (20%)
- Warranty period (10%)