



Terms Of Reference For The Supply Of Reusable Sanitary Kits

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

The Objective of the Assignment

The overall objective of this assignment is to supply 32,102 reusable sanitary kits for adolescent girls aged 10-14 in 10 DREAMS Councils. This is meant to ensure a safe and comfortable learning environment for the in-school girls and reduce period-related school absenteeism. The contractor will work with Pact on the scope of work outlined below. Pact will make the payment directly to the vendor who will be selected to procure and distribute the reusable sanitary pad kits.

Scope of Work

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

1. Deliver a sample of the reusable sanitary kits manufactured by your company and present a detailed plan for the supply and distribution of the sanitary kits to Pact.
2. Procure 32,102 reusable sanitary pad kits appropriate for use by adolescent girls ages 10-14 years according to the kit specifications in **Table 1**.
 - Suppliers may not suggest changes in quantities of items.
 - The kit contents must be approved for use within Tanzania.
 - The supplier should indicate the unit price of the kit with their application.
 - The supplier should specify the timeframe to produce the 32,102 kits.
 - The vendor must provide a sample kit with this application.
 - The supplier should ensure each sanitary kit has complete contents as per Table 1.

Table 1: Reusable Sanitary Pad Kit Specifications

S/No.	Item Description
1.	3 pcs of reusable sanitary pads (2 short to be used during the day and 1 long at night)
2.	2 pcs of cotton underwear (medium size)
3.	Reusable pad user instruction
4.	1 small storage bag (for storing used pads)
5.	Reusable cloth bag to store all kit contents

3. The delivery place will be at Pact's designated site in Dar es Salaam.
4. Submit supporting documents proving delivery of reusable sanitary Kits to Pact after verification.

Timeframe

This assignment is expected to be conducted within 3 weeks.

Expected Deliverables

S/No.	Expected Deliverable
1.	Deliver a sample of the reusable sanitary kits manufactured by your company and present a detailed plan for the supply and distribution of the sanitary kits to Pact.
2.	Selected vendor to procure the reusable sanitary kit as per the agreed content.
3.	Delivery of the reusable sanitary kits to Pact Head Office in Dar es Salaam.
4.	Final report on the distribution of reusable sanitary kits.

Reporting

The supplier will report to the Pact Tanzania Procurement Team.

Submission Instructions

Interested bidders must submit the following information to Pact Tanzania:

- Draft the inception report detailing the methodology for supplying reusable sanitary kits, including a tentative work plan before July 29, 2024 – 11:00am EAT.
- The current company profile must be attached.
- Joint Venture (JV) agreement (If Applicable)
- Patent registration certificates (If Applicable)
- Certificate or letter of no-litigation signed by the Advocate of the High Court.
- Copies of registration, Certificate of Registration or Certificate of Incorporation valid and relevant Business License, TIN Certificate, VAT Certificate, TAX Clearance Certificate issued in 2024 (relevant to the scope), and relevant TMDA certificate for the product and most recent TBS certification/sample reports.
- Latest audited Financial Statements for the last 2 years (most recent)
- Payment terms are 100% after delivery.

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.
 - Experience.
 - Quality of items to be supplied
 - Warranty considerations.
 - Delivery terms – time taken from PO issuance to final delivery.
- * See the detailed evaluation criteria in the appendices.**

Note

- Interested, eligible dealers/vendors should deliver their sealed envelope to:

**The Tender Committee,
Pact Tanzania,
Plot 1486, Msasani Peninsula (Masaki Area)
P. O. Box 6348,
Dar es Salaam, Tanzania.**

- All quotes must be in Tanzanian Shillings and enclosed in a sealed envelope. **The deadline is Monday July 29, 2024, by 11:00 am EAT.**
- Pact Tanzania will open all bids on Monday July 29, 2024, at 11:30 am EAT at Pact Tanzania's office in the presence of Bidder's representatives who choose to attend. The Bidders' representatives who are present shall sign a register

evidencing their attendance.

Terms and Conditions - Disclaimers

1. Late or incomplete bids will **not** be accepted.
2. Electronic bids will not be accepted.
3. Pact may cancel the solicitation and not award.
4. Pact may reject any or all responses received.
5. Issuance of requests for quotes does not constitute a contract commitment by Pact.
6. Pact reserves the right to disqualify any offer based on the offeror's failure to follow the solicitation instructions.
7. Pact reserves the right to waive minor proposal deficiencies that can be corrected before award determination to promote competition.
8. Pact will be contacting all offerors to confirm the contact person; and address and that the proposal was submitted for this solicitation
9. Pact will not compensate Vendors for their response to the solicitation.
10. Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards of the scope of work.
11. Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.
12. Pact reserves the right to change the total quantity before a PO is issued.

Appendix 1: Detailed Information on Evaluation Criteria

Minimum Eligibility and Qualification Criteria

Eligibility and qualification will be evaluated on a Pass/Fail basis.

If the Bid is submitted without one of the minimum eligibility and qualifications or/and does not meet the criteria subject marked (*) and its associated document submission instructions, the bid will be deemed as non-responsive.

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status (*)	The vendor is a legally registered entity.	<ul style="list-style-type: none"> • Certificate of Registration or • Certificate of Incorporation • Valid and relevant Business License • TIN Certificate • VAT Certificate TAX Clearance • Certificate Issued in 2024 (relevant to the scope). • Relevant TMDA certificate for the product and most recent TBS certification/sample reports
Certificates and Licenses (If Applicable)	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the building owner or Power of Attorney if the bidder is not a building owner. ▪ An official appointment as a local representative is required if the bidder submits a bid on behalf of an entity outside the country. ▪ Manufacturer authorization certificate for the quoted item/s. 	<ul style="list-style-type: none"> ▪ Joint Venture (JV) Agreement (If Applicable) ▪ Patent Registration Certificates (If Applicable)
QUALIFICATION		
Litigation History (*)	No consistent history of court/arbitral award decisions against the Bidder for the last three years.	Certificate or letter of No-Litigation signed and signed by the Advocate of Court of law.

Previous Experience (*)	<ul style="list-style-type: none"> ▪ Minimum 3 years of relevant experience. ▪ Minimum two contracts of similar value, nature, and complexity implemented over the last three years. 	<ul style="list-style-type: none"> • The Company Profile must be Attached. • Evidence of Contracts/PO/Awards
Financial Standing (*)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Latest Audited Financial Statements for the last 2 years. (most recent)

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.

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 (30%)

- 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). (5%)

Support Document Needed: *Updated Organizational Structure including key personnel, and 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. (25%)

Support Document Needed:

- The vendor should submit/state its estimated lead time and delivery SLA as per TOR. The vendor should submit a work plan showing how the contract will be executed within an estimated timeline. (considering sample confirmation, mobilization, verification, packaging, distribution, and delivery) (15%)
- Payment terms must be clearly stated (10%)

SECTION 2: Scope of Supply, Technical Specifications, and Related Services (48%)

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:

- i. Sample submitted by shortlisted successful bidders from the eligibility stage. **(30%)**
 - a. Sample levels of absorption will be measured using water. The sample with a high level of absorption and dryness will be considered **(20%)**
 - b. Sample packaging and packing **(10%)**
- ii. Evidence of Contracts/PO/Awards: Minimum of 2 contracts of **similar value, nature, and complexity** implemented over the last three years. **(6%)**
- iii. List of items to be supplied with their full technical specifications. **(5%)**
- iv. The physical address of the manufacturing plant or a principal manufacturer **(2%)**
- v. Warrantly considerations **(5%)**

SECTION 3: Price (22%)

Successful vendors will be evaluated on their prices for this assignment as per the documents submitted. This section should demonstrate price competitiveness and reasonability. The vendor will be evaluated and compared with other vendors' bids and scored as per the selected evaluation method.

Support Document: *A quotation cover sheet in Tanzanian Shillings.*

Price comparison shall be based on the landed price, including applicable taxes, transportation, insurance, and other related costs (including customs duties, shipping, special packaging, etc.), where applicable.

Financial Capacity Evaluation

Successful vendor(s) will be evaluated on their financial capability to deliver this assignment as per the documents submitted.

Bidders must attach copies of two (2) consecutive years of current audited financial statements (balance sheets, cash flow statements, profit and loss statements including all related notes, etc.) for the years required above, complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not a sister or parent company.
- Historical financial statements must be audited by a certified public accountant, signed, and stamped.
- Historical financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.