



Terms of Reference for the Procurement of Business Startup 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 solicit an eligible and cost-efficient supplier to supply business startup kits for 231 project beneficiaries (160 young people, 71 caregivers, and youth groups) across 44 councils of ACHIEVE project implementation.

ACHIEVE Economic Strengthening (ES) interventions aim to ensure that parents/caregivers and youth have the financial resources to meet their household needs by increasing OVC Households' capacity to cope with the effects of the various risks they face and thereby improve their resiliency to future shocks. ES interventions include linkage to provisional support for destitute households, establishment and management of savings and lending groups for OVC caregivers and older youth, linkage to technical and business skills training, provision of business startup kits to most needy households, and linkage of producers with markets for their products. In 2025, Pact Tanzania will provide business startup kits to individual caregivers of 0-5 children, youth supported with vocational scholarships, and youth groups based on their selected businesses.

Note: Vendors can apply one or more of the listed types of kits as per the requirements listed below:-

Startup Kits Specification

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	Total
Tailoring and Dressmaking kit	<ul style="list-style-type: none"> • Domestic single needle straight sewing machine complete with table, treadle type stand. • Overlock machine with adjustable seam width. • Sewing threads - packets of 12pcs. • Tailoring tape measure. • Tailoring straight-cutting scissors - sizes 9,10,11&12. • Sewing machine needles - a packet of 100 PCs (different sizes). • Hand sewing needles - a packet of 100Pcs (Different Sizes). • Fabric material - heavy - (Each bale of 25 meters)- color blue • Fabric material – heavy tetron- (Each bale of 27.5 meters) – Color white. • Tailoring cutting square (single durable square with multiple shapes (L-square, straight, arm curve, french curve square) 	17	92	109
Catering and Food Vending	<ul style="list-style-type: none"> • Cooking pots - 1 set of 5 pieces, (12 kg, 10 kg, 7kg, 5kg & 3kg) capacity, stainless steel. • Thermos (3 Liters capacity). • Serving plates (White Ceramic round plate; 8" inch) (1 dozen) • Spoon: stainless steel, set of 12 pieces • Drinking glasses (4 inches, 8 ounces),12 glasses per kit. • Cups/Mug, ceramic, 8 ounces, 12 cups per kit. • Charcoal stove, iron structure (>3 mm plate), round cooking stoves. • Plastic rectangle table, six-seater angular • Knives (Set of 3), home cutting-stainless steel, with wooden handle. • Hotpot (Steel food warmer server) 1 Set of 4 pieces – (10000 mm, 7500 mm, 5000 mm, & 3500 mm) • Chairs - Plastic, president type,6 chairs per set • Cutting board (Hard Plastic) 	40		40
Agriculture	<p>Water Pump (4 Inch Irrigation, 7.5 - 10 HP)</p> <ul style="list-style-type: none"> • Connection DIA - Max. 100m-150m • Delivery volume/pump flow rate 4, - 80 m³/h 1333.33L/min capacity, • Suction height – 7m • Power speed - 3600 r.p.m • Tital head – 28m • Motor driving, gasoline, cast iron materials, 	5		5

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	Total
	single-stage pump, liquid pump assembly.			
	Plough <ul style="list-style-type: none"> • Carbon steel material. • L*W*H: 2*0.2*1.2m • Working depth: 120-180mm • Working width: 180mm 	4		4
Hair Dressing and Beauty/ Saloon	<ul style="list-style-type: none"> • Dryer Models " automatic at foot, three-speed at foot" VOLTAGE 220 – 230 V, Hz 50Hz, 1000W - adjustable heat setting, dual voltage. • Plastic salon sink - mobile, allows lying down while hair is being washed. • Plastic chair - standard saloon type • Comb set of 4 plastic combs size No. 1, 2, 3, & 4. • Hand dryer - 1500W. • Hair steamer " Automatic at foot, three-speed at foot" VOLTAGE 220 -230 V, Hz 50Hz, 600W. • Saloon towel 12 pcs (Custom High Quality, pure Cotton, No Color Fading, at least three colors – light green, light pink, light blue) • Flat Iron 1pc (Power source: Electrical, Feature: Waterproof, Power: 40W, Power cord: 360 Swivel Power Cord) • Saloon trolley 1PC (Color: Black, Material: Plastic, Legs type: Roller, Number of pull-out trays 3 - 50 	5		5
Welding and Metal Fabrication	<ul style="list-style-type: none"> • Potable welding machine (DC Inverter MMA 400S) • Hacksaw frame - adjustable hacksaw frame w/ 10"carbon steel blade 255mm rubber grip • Chopping hammer • Engineering hammer, 2kg, fiber handle • Wire brush • Welding Shield • Bench vice, 6" • Hand reverting machine 1.5mm – 5mm - Angle grinder 9" with 2200W Extension cable <ul style="list-style-type: none"> • Amps: 13A • Voltage: AC 220-240 • Cable Rating: 2.5 mm 3 core • Installation: Plug-in and Use • Cable Length: 25 Meters • Load Rating:3000 - 3600 Watts 		27	27

Type of Kits	Kits Items Specifications	Caregiver's Kits	Youth Kits	Total
Motor Vehicle Mechanic Box	<ul style="list-style-type: none"> • Box spanner set (No 8-No 36)- chrome vanadium • Combination spanner (No 8-No 36) - chrome vanadium • Rim spanner (No 8- No 36) - chrome vanadium • Screwdriver (both Flat and star) 8" Inch - chrome vanadium • Allan Key (1 Set) - chrome vanadium • Pliers (Combination of 5) - chrome vanadium • Spark plug spanner- chrome vanadium • Feeler gauge 300mm, stainless steel • Grip plier- chrome vanadium • Adjustable spanner- chrome vanadium • Grease pump • Oil can • Car jack 5000kg • Air compressor – 220-230 V, 100 Lts tank capacity, 3HP, 10 bar pressure. 		20	20
Electrical Installation Toolbox	<ul style="list-style-type: none"> • Tester/test lamp • Set screwdriver (both Flat and Star) - chrome vanadium • Avo- meter (Range Current 2000) • Combination pliers - chrome vanadium • Long nose plier - chrome vanadium • Side cutter- chrome vanadium • Box spanner set-(Size 8-14) - chrome vanadium • Multimeter (Digital) • Fish tape/snake tape • Insulated gloves. • Head torch • Ball pen hammer, 1 Kg • Cold chisel • Spring bender • Hacksaw 		21	21
Total		71	160	231

Scope of Work

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

- Submit sample kits to Pact's procurement department when required.
- Review of vendors' samples of required items to be procured.
- Actual startup kits by quantity and type will be shared with the awarded vendor for the next steps.
- Timely delivery of quality kit items as per Pact's guidance and specifications.

- Distribution point; Dar es Salaam at Pact designated storage point.
- Submit proof of delivery on distributing business startup kits and send it to Pact.

Distribution Points

Dar es Salaam at Pact designated storage point as per the approved distribution list.

Timeframe

This assignment is expected to be conducted within three weeks from the date of issuing the Purchase Order (PO).

Expected Deliverables

S/No.	Expected deliverable
01.	Final methodology and detailed plan for supply and distribution of business startup kits for 231 beneficiaries for approval by Pact using a blanket procurement agreement. The methodology should outline the order response time.
02.	Deliver the 231 business startup kits in Dar es Salaam at Pact's designated storage point as per the approved distribution list.
03.	Report on distribution of business startup kits and signed delivery notes of the received business startup kits.

Reporting

The Supplier will report to the Pact Tanzania Procurement Team.

Virtual Pre-bidding Meeting: July 30, 2024, from 11:00 am to 1:00 pm EAT (Microsoft Teams: Meeting ID: 234 243 779 292 and Passcode: 7NjBQy)

Submission Instructions

Interested dealers must submit the following information to Pact Tanzania:

1. Draft inception report detailing the methodology for supplying and distributing startup kits, including tentative work plan before Friday, August 02, 2024 – 11:00 am EAT.
2. The current company profile must be attached.
3. Joint Venture (JV) agreement (If Applicable)
4. Patent registration certificates (If Applicable)
5. Certificate or letter of no-litigation signed by the Advocate of the High Court.

6. 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).
7. Latest audited Financial Statements for the last 2 years (most recent)
8. Payment terms are 100% after delivery.
9. Evidence of similar assignments and at least two (2) names and addresses of clients served. If worked previously with Pact before, past performance will be considered based on that as well.
10. Interested vendors should visit the Pact Tanzania Head Office to see a sample of the backpacks before submitting a quote. **Shortlisted vendors who are successful at the minimum eligibility and qualification criteria stage (see Appendix 1) will be notified to submit samples of kits and provide assurance that the samples will meet the quantity needed by Pact.**

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 and Past performance - If worked previously with Pact, past performance will be considered based on that as well.
- Quality of items to be supplied **Shortlisted vendors who are successful at the minimum eligibility and qualification criteria stage (see Appendix 1) will be notified to submit samples of kits and provide assurance that the samples will meet the quantity needed by Pact.**
- Delivery terms – time taken from PO issuance to final delivery.

Note:

Interested, eligible dealers/vendors should deliver their proposal/quotation 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 Friday, August 09, 2024, by 11:00 am EAT.**

Pact Tanzania will open all bids on Friday, August 02, 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.

Please Note:

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.

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).
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. <p>Minimum two contracts of similar value, nature, and complexity implemented over the last three years.</p>	<ul style="list-style-type: none"> • The Company Profile must be Attached. <p>Evidence of Contracts/PO/Awards</p>

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)
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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 (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:

- i. *Confirmed specifications as per samples submitted by shortlisted successful bidders from the minimum eligibility and qualification criteria stage. (Full kit meets all specs, Partial specs met or Not met all) (25%)*

- ii. *Experience and Past Performance with Pact - Evidence of Contracts/PO/Awards: Minimum of 2 contracts of **similar value, nature, and complexity** implemented over the last three years. (20%)*
- iii. *List of items to be supplied with their full technical specifications. (5%)*

SECTION 3: Price (20%)

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.