

**The Alliance of Bioversity International and the  
International Center for Tropical Agriculture (CIAT)  
Tanzania**

**SUPPLIER PREQUALIFICATION GUIDE AND  
INSTRUCTIONS**

**Closing on 31<sup>st</sup> January 2024, at 1730hours, EAT**

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) in Tanzania delivers research-based solutions that address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. The Alliance focuses on the nexus of agriculture, nutrition and environment. We work with local, national, and multinational partners across Africa, Asia, Latin America and the Caribbean, and with the public and private sectors and civil society. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people.

The Alliance is part of CGIAR, the world's largest agricultural research and innovation partnership for a food-secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIAT Tanzania intends to update its register for prequalified Suppliers in **Tanzania** and is therefore seeking the services of interested and eligible suppliers to submit their applications for the prequalification for various goods, services and works for the 2024-2026 Financial Year under the categories listed on <http://bit.ly/3S4e1ht>

The supplier registration process shall be completed online via **SRM eProcurement Portal**.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

CIAT Tanzania reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

### **Tanzania Country Representative**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) in Tanzania herein referred to as “the organization’ or ‘CIAT Tanzania”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 There will be no fees charged to the suppliers to access and submit their application
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 30<sup>th</sup> January 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.

- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 31<sup>st</sup> January 2024 at 1730hours EAT.
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III. EVALUATION CRITERIA**

1. Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.
2. Applicants shall not contact CIAT Tanzania or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the CIAT Tanzania or Bold Insight in the evaluation may result in the cancellation of their application.
3. Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.
4. The applicants must have registered offices and CIAT Tanzania reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.
5. Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of TZS 50,000 per Tender category. All payments shall be made online on the application portal using the following methods Vodacom Mpesa, Tigo Pesa, Airtel Money, Visa & Mastercard.
6. Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.
7. CIAT Tanzania reserves the right to accept or reject any or all applications.

8. There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Certificate of Incorporation/Business Registration
- iii. Tax Clearance Certificate
- iv. TIN/VAT Registration Certificate
- v. BRELA licenses
- vi. Memorandum of Association

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### **b. Qualification Evaluation**

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

## Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Self Declaration	Pass/ fail
2	Business Registration Certificate - Incorporation	Pass/ fail
3	Tax Clearance Certificate	Pass/ fail
4	TIN and VRN (VAT Registration)	Pass/ fail
	Business Permit (Where Applicable) -BRELA Registration where applicable	Pass/ fail
5	Memorandum of Association	10
<b>Experience</b>		
6	<b>a) Age of Company</b>	5
	0 to 2 years – 1 mark	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
7	<b>b) Three letters</b> of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – <b>Total 15 Marks</b>	15
8	<b>c) At least three copies of LPOs or Contracts</b> for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– <b>Total 15 Marks</b>	15
10	Special Licenses (if required in your category)	5
11	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
<b>Financial Capacity</b>		
12	Provide a copy of the company's Annual or Audited Financial Report for the last Financial Year – 10 marks OR	15
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	5
13	Attach letters of reference from the Bankers to support bank relations = 5 marks	5
<b>Manpower and staffing</b>		
14	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
15	CVs of Key Management and supervisory the team – 5 CVs 1mark each	
16	Valid Practicing certificates (if required in your category)	5
	<b>TOTAL (Weighted to 100%)</b>	<b>100</b>

### SECTION III - REGISTRATION CATEGORIES

<b>CATEGORY A – GOODS</b>	
CIAT_TZ/PQ/2024-2026/01	Supply of Computers, computer consumables, printers, photocopiers accessories, and software. UPS supply, installation and maintenance
CIAT_TZ/PQ/2024-2026/02	Supply and maintenance of cleaning equipment, materials
CIAT_TZ/PQ/2024-2026/03	Supply of air conditioners and accessories
CIAT_TZ/PQ/2024-2026/04	Supply of Sundries and Office Consumables, eg water, sugar, coffee, etc
CIAT_TZ/PQ/2024-2026/05	Supply of assorted Office stationeries
CIAT_TZ/PQ/2024-2026/06	Supply and maintenance of Generator and solar equipment
CIAT_TZ/PQ/2024-2026/07	Supply of T-shirts, corporate wear, curtains, Rollers blinds.
CIAT_TZ/PQ/2024-2026/08	Supply & Delivery of Laboratory equipment and parts supply & Installation & instrument training
CIAT_TZ/PQ/2024-2026/09	Supply & Delivery of Laboratory consumables & reagents
CIAT_TZ/PQ/2024-2026/10	Supply of Agro-chemicals, Farm- Inputs and Supplies
CIAT_TZ/PQ/2024-2026/11	Supply of office furniture, fixtures and fittings
CIAT_TZ/PQ/2024-2026/12	Supply of Electrical equipment and accessories
CIAT_TZ/PQ/2024-2026/13	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
CIAT_TZ/PQ/2024-2026/14	Supply of Fuel , oil and gas services
CIAT_TZ/PQ/2024-2026/15	Supply of Motor vehicle tires, Tubes and related accessories including fitting, alignment and wheel balancing services
CIAT_TZ/PQ/2024-2026/16	Supply of Curtains & Soft Furnishings (office carpets & blinds)
CIAT_TZ/PQ/2024-2026/17	Supply and delivery of Kitchenware, Cutlery and Home Appliances
<b>CATEGORY A – SERVICES</b>	
CIAT_TZ/PQ/2024-2026/18	Air Ticketing and travel agency services
CIAT_TZ/PQ/2024-2026/19	Clearing & Forwarding Services
CIAT_TZ/PQ/2024-2026/20	Communication, event management & PR services
CIAT_TZ/PQ/2024-2026/21	Repair and maintenance of motor vehicles and Cycles. (Garage services) Arusha, Dodoma, Mbeya, Bukoba, Mwanza, Dar es Salaam, Mtwara, & Kigoma
CIAT_TZ/PQ/2024-2026/22	Security Services , day and night with security alarm systems
CIAT_TZ/PQ/2024-2026/23	Provision of Insurance brokerage services staff medical insurance
CIAT_TZ/PQ/2024-2026/24	Provision of Insurance brokerage services' general insurances (All risk, Motor vehicle and Motorcycle, Fidelity, Money, e.t.c)
CIAT_TZ/PQ/2024-2026/25	Provision of Insurance brokerage services micro insurance, credit life, agricultural and laboratory equipment
CIAT_TZ/PQ/2024-2026/26	Preventive Maintenance & repair of water Dispensers and Office drinking water services.
CIAT_TZ/PQ/2024-2026/27	Civil Works (Building, Painting and Plumbing)
CIAT_TZ/PQ/2024-2026/28	Supply and Delivery of General Sanitary and House Keeping Supplies
CIAT_TZ/PQ/2024-2026/29	Occupational Health and Safety training services
CIAT_TZ/PQ/2024-2026/30	Provision of vehicle and asset tracking system services
CIAT_TZ/PQ/2024-2026/31	Vehicle upholstery services (provision of seat covers and repair of seats)
CIAT_TZ/PQ/2024-2026/32	Supply and Delivery of Greenhouse Inputs, Consumables and Equipment
CIAT_TZ/PQ/2024-2026/33	Supply and delivery of laboratory Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc)
CIAT_TZ/PQ/2024-2026/34	Airport Transfer and taxi services in Arusha, Dar es Salaam, Dodoma, Mbeya, Bukoba

	and Mtwara
CIAT_TZ/PQ/2024-2026/35	Supply & Maintenance of UPS
CIAT_TZ/PQ/2024-2026/36	Electrical repairs & maintenance services
CIAT_TZ/PQ/2024-2026/37	Cleaning Services & fumigation and Rodent Extermination services
CIAT_TZ/PQ/2024-2026/38	Human Resource management and capacity building services (Staff Retreats, Team buildings)
CIAT_TZ/PQ/2024-2026/39	Hotel for accommodation and conference facilities in Arusha, Kilimanjaro, Dar es Salaam, Dodoma, Mbeya, Bukoba, Kigoma, Singida, Mwanza, Mtwara, Iringa, Morogoro, Babati, Karatu, Kilimanjaro, Lushoto, Tanga, Kilindi, and Sumbawanga
CIAT_TZ/PQ/2024-2026/40	Servicing & Maintenance of Laboratory equipment
CIAT_TZ/PQ/2024-2026/41	Provision of professional videography and photography services (Documentary, short stories, interviews and other related services)
CIAT_TZ/PQ/2024-2026/42	Compound maintenance Services
CIAT_TZ/PQ/2024-2026/43	Repairs, servicing, and maintenance of refrigerators and cold rooms, & ACs.
CIAT_TZ/PQ/2024-2026/44	Provision of Consultancy services- Data Collection, M&E, technical support and capacity strengthening, strategic Planning, laboratory technician, agronomist, breeding & agriculture general.
CIAT_TZ/PQ/2024-2026/45	Implementation of CSA Solutions (Climate smart solutions) (linking practices, technologies and services) and sustainable finance that will support farmers adapt to climate change.
CIAT_TZ/PQ/2024-2026/46	Training sessions for Agricultural Small and Medium Enterprises (ASMEs) on Good Agricultural Practices (GAPs).
CIAT_TZ/PQ/2024-2026/47	Provision of Soil Testing Services
CIAT_TZ/PQ/2024-2026/48	Events facilitator and Communications
CIAT_TZ/PQ/2024-2026/49	Provision of media Agency services
CIAT_TZ/PQ/2024-2026/50	Repair and maintenance of buildings
CIAT_TZ/PQ/2024-2026/51	Provision of Customs Clearing and Forwarding Services
CIAT_TZ/PQ/2024-2026/52	Provision of Language Translation Services ( English, Swahili, French & Spanish)
CIAT_TZ/PQ/2024-2026/53	Hazardous waste disposal services
CIAT_TZ/PQ/2024-2026/54	Supply and delivery of Corporate Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e., Safety shoes, Helmets, Gloves, Googles etc.
CIAT_TZ/PQ/2024-2026/55	Provision of courier and delivery services
CIAT_TZ/PQ/2024-2026/56	Provision of Asset Valuation Services
CIAT_TZ/PQ/2024-2026/57	Provision of Design and Printing Services of Signages i.e., Door Plates, Name plates, Road signs etc.
CIAT_TZ/PQ/2024-2026/58	Provision of Design and Printing Services of Branded Corporate promotional Material (fabric prints) i.e., shirts, Caps, Umbrellas, pens in Arusha, Dodoma and Dar es Salaam.
CIAT_TZ/PQ/2024-2026/59	Provision of Design and Printing Services of Corporate Documents (Paper print), i.e Books, Publications, Calendars, Posters, banners, Brochures in Arusha, Dodoma & Dar es Salaam
CIAT_TZ/PQ/2024-2026/60	Provision of internet connection services
CIAT_TZ/PQ/2024-2026/61	Consultancy on ICT Infrastructure Services (advanced/highly specialized routing and firewalling issues etc)
CIAT_TZ/PQ/2024-2026/62	Provision of ICT infrastructure monitoring and security
CIAT_TZ/PQ/2024-2026/63	Provision of computer and accessories servicing & preventive maintenances
CIAT_TZ/PQ/2024-2026/64	Supply and Installation of Electrical Home Appliances and Cutlery: Cookers, Fridges, Catering Equipment