

The logo for UNTOLD+ is a red rectangle with the text "UNTOLD+" in white, bold, sans-serif font. The plus sign is a simple cross shape.

**UNTOLD FOUNDATION TANZANIA**

**SUPPLIERS PREQUALIFICATION GUIDE AND  
INSTRUCTIONS**

<https://www.untold.org/>

**Closing on 15<sup>th</sup> January 2024, at 1730hours EAT**

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

**Untold Foundation** is a faith-based International Non-Governmental Organization fully registered under the NGO Act in Tanzania with its operations in Dar Es Salaam and Mwanza. It exists to Embrace and Equip people to live a life beyond AIDS through partnership with churches to operate life-transforming centers that serve the physical, spiritual, emotional, economic, and social needs of families affected by HIV/AIDS. The UNTOLD's 9-month program provides counselling, vocational training, medical and nutritional support mainly to parents with an aim of orphan prevention

**Untold Foundation** invites interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2024-2026 Financial Year for all the centers under the categories listed on [www.srmhub.com](http://www.srmhub.com)

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.

**Untold Foundation** 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.

**CHIEF FINANCE OFFICER**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Untold Foundation** herein referred to as “the organization’ OR ‘Untold”, 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 SRM eProcurement portal
- 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 is a non- refundable access fee of **TZS 50,000** per category payable via the bank details

**BANK NAME: KCB**  
**BRANCH: MILIMANI CITY**  
**ACCOUNT NAME: UNTOLD FOUNDATION**  
**ACCOUNT NUMBER: 3390089780**

- 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 14<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 15<sup>th</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 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Untold or SRM 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 Untold or SRM 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 Untold 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 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.

6 Untold reserves the right to accept or reject any or all applications.

7 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	c) At least three copies of LPOs or Contracts 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 IV. REGISTRATION CATEGORIES

REFERENCE NO.	CATEGORY
UNTOLD/01/2023	Supply of general office stationery and office supplies
UNTOLD/02/2023	Design and printing of office printed stationery, IEC communication materials, branded and promotional merchandise
UNTOLD/03/2023	Supply, maintenance and repair of computer hardware and software, printers, UPS's, laptops, LAN, and other ICT equipment/accessories
UNTOLD/04/2023	Supply of office furniture, furnishings, and fittings
UNTOLD/05/2023	Supply of electrical, electronic items, appliances, fittings, and accessories
UNTOLD/06/2023	Supply of pharmaceutical, non-pharmaceutical and other medical supplies
UNTOLD/07/2023	Provision of office and compound cleaning services, including supply of detergents, disinfectants, and cleaning materials
UNTOLD/08/2023	Provision of designing, printing, photocopying and binding services.
UNTOLD/09/2023	Provision of Hotel accommodation, conference, and catering services
UNTOLD/10/2023	Supply of bottled water and water dispensing materials
UNTOLD/11/2023	Provision of air ticketing, tour and travel services
UNTOLD/12/2023	Provision of transport, taxi hire and car hire services
UNTOLD/13/2023	Supply and delivery of laboratory and other hospital equipment, reagents and consumables
UNTOLD/14/2023	Supply and maintenance of audiovisual equipment, telecommunication services including PABX and phones, airtime
UNTOLD/15/2023	Provision of Security Services including guards, installation and maintenance of fire alarm equipment and security systems including CCTV, door access, metal detectors and related accessories
UNTOLD/16/2023	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services
UNTOLD/17/2023	Supply of protective health and safety equipment, supplies, clothing
UNTOLD/18/2023	Supply, installation and maintenance of air-conditioning and refrigeration services
UNTOLD/19/2023	Repair and maintenance of office equipment, furniture & fittings
UNTOLD/20/2023	Provision of medical and general Insurance Brokerage services
UNTOLD/21/2023	Provision of team building and training services
UNTOLD/22/2023	Provision of event management (outside catering, decorations, tents & chairs, public address etc.)
UNTOLD/23/2023	Management consultancy services in research, performance contracting, job evaluation, baseline/end line surveys and strategic planning
UNTOLD/24/2023	Provision of photography and videography Services
UNTOLD/25/2023	Provision, installation and maintenance of Fire alarm system, smoke detectors and fire extinguishers
UNTOLD/26/2023	Contractors for small works (partitioning, repairs, paint, plumbing, and demolition works).
UNTOLD/27/2023	Supply and delivery of building and hardware materials
UNTOLD/28/2023	Provision of motor vehicle/motorcycle service and repairs (Garages) and supply of spare parts, tyres and tubes
UNTOLD/29/2023	Provision of courier services
UNTOLD/30/2023	Provision of Internet services
UNTOLD/31/2023	Provision of Bibles and Spiritual Materials
UNTOLD/32/2023	Supply of motor vehicle consumables, fuel, lubricants, oils, batteries, other accessories, and services (wheel balancing, alignment etc)
UNTOLD/33/2023	Development of Biometric Application (fingerprints) services

UNTOLD/34/2023	Provision of Clearing and Forwarding services
UNTOLD/35/2023	Supply of dry food items, including maize, beans, rice, lentils etc
UNTOLD/36/2023	Provision of transportation services (Trucks and trailers)
UNTOLD/37/2023	Provision of Legal Services
UNTOLD/38/2023	Provision of Audit Services