



Prequalification for Suppliers 2022

VI AGROFORESTRY TANZANIA

Ref: VI AGROFORESTRY/001/2022

**Vi Agroforestry Tanzania
P.O Box 7157, Dar es Salaam
Plot number 44, Uporoto Street
Ursino Estate South
Dar es salaam,
Tanzania,**

June 2022

Table of Contents

Vi Agroforestry Tanzania.....	Error! Bookmark not defined.
1. Introduction and Background	3
1.1. Background to Prequalification for 2022	Error! Bookmark not defined.
1.2. Prequalification Process.....	Error! Bookmark not defined.
1.3. Submission of Bids.....	4
1.4. Supporting Documentation to be submitted with each Bid	4
2. Evaluation of Bids	4
3. Pre-Qualification Application Form	5
3.1. Company Details	5
3.2. Bank Details	5
3.3. Payment Terms:	6
3.4. Relevant Experience:	6

1. Introduction and Background

Vi Agroforestry is a Swedish NGO, improving livelihoods of small-holder farmer families through agroforestry and sustainable agriculture land management. The organisation has been working in the East Africa region for over 30 years through local partner organisations. The foundation of Vi Agroforestry's work is sustainable agriculture and agroforestry. It provides increased access to food, access to sustainable energy sources and more income. Sustainable agriculture contributes to the mitigation of climate change.

1.1. Background to Prequalification for 2022

In support of our programmes, Vi Agroforestry Tanzania procures goods and services on a regular basis throughout the year. To ensure timely supply of goods and services, in 2022, Vi Agroforestry would like to procure a range of goods and services from prequalified suppliers through competitive bidding. Through this prequalification process suppliers who meet the legal requirements will be shortlisted to supply goods/services for 2022.

Vi Agroforestry now invites suitably qualified suppliers to apply to be considered for the supply of the following items.

Lot Number	Description	Remarks
1	Office supplies- Stationeries	
2	Office supplies - Sundries & cleaning materials, toiletries, food stuffs and beverages.	
3	Vehicle maintenance and repairs – TOYOTA mechanical services	
4	Hotel services and catering for meetings, workshops and accommodation in Dar es salaam, Mbeya, Mwanza, Musoma, Dodoma, Bukoba, Ruvuma, Songwe, Kilimanjaro, Arusha, and Karagwe.	
5	ICT Maintenance and repair services including photocopiers and printers etc.	
6	Insurance (Asset and Vehicles)	
7	Internet service providers	
8	Fuel stations (Supply Fuel, oil, filters, and carwash)	
9	Office cleaning services	
10	Designing and Printing services (Promotional materials, posters, roll ups, promotional branding, T-shirts etc)	
11	Travel Agent services including international and local travels booking and ticketing	
12	Security services	
13	Auto Spare Part Dealers (Only Genuine parts) for TOYOTA	

1.2. Prequalification Process

All qualified bidders are advised to read this document and dully complete the forms below, which should be submitted on/before **24th June 2022, at 16.00 hrs.**

If you have any question, please send an email: tanzania@viagroforestry.org

1.3. Submission of Bids

The interested suppliers are kindly requested to send their dully completed prequalification documents through email: **tanzania@viagroforestry.org** and should bear the **Pre-qualification Category** and **LOT number** specified above as the subject of the email for identification purposes.

The deadline for receipt of bids is Friday 24th June 2022 at 1600 hrs.

Portion of bids, bids which are not received by 16:00 hours on the closing date, will not be included in the evaluation.

Bidders may submit bids for more than one LOT based on their specialisation; **however separate prequalification forms should be submitted for each LOT for which a supplier is bidding.**

Bids shall be evaluated just after the deadline of bid submission to Vi Agroforestry Tanzania and **ONLY** successful bidders will be notified before 30th June 2022

1.4. Supporting Documentation to be submitted with each Bid

All bidders are requested to submit the Pre-Qualification Application Form (see below). In addition, copies of the following supporting documentation should be submitted with each Bid:

- Certificate of incorporation
- Trading licence
- VAT registration and TIN
- Company profile
- Price list of goods and services the bidder is offering

2. Evaluation of Bids

All valid bids will be evaluated by the procurement Committee of Vi Agroforestry Tanzania. These will be assessed based on administrative, technical, and financial evaluation, using the information provided in your submission.

Vi Agroforestry Tanzania reserves the right to request samples of products or evidence of past performance in supplying similar goods, and to visit the premises of the potential supplier as part of evaluating the offer provided by a bidder.

3. Pre-Qualification Application Form

3.1. Company Details

Name of Company	
Company Address	
Telephone	
Contact Name and Title	
Email Address	
Taxpayer Registration Number (TIN)	
VAT Registration Number	
Website address	
Parent Company (if applicable)	
Type of Company (Limited, Partnership etc.)	
Provide information on any relationships you have with Vi Agroforestry staff	
Years in Operation	

3.2. Bank Details

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
How long has this Account been open?	

3.3. Payment Terms:

Orders accepted on receipt of an LPO:	
Number of days credit provided, if applicable:	
Details of any discounts that apply:	
Preferred payment method: (cheque / electronic payment)	
Days of Credit Facility offered	

3.4. Relevant Experience:

Please complete the table below using the format to summarise the Major relevant supplies/services carried out over the past 3 years by your company.

Provide details of other organizations/Company that you supply				
Organization	Contact details in NGO/Co.	Total Contract Value	Date	Description of items supplied
Provide information on previous experience with Vi Agroforestry Tanzania, if any				
Date	Description of items supplied	Total Contract Value	Comments	

Bidders are requested to provide a full price list of the goods and service they offer.

Vi Agroforestry Tanzania will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights and there is no willingness to address the situation within a reasonable timeframe. Vi Agroforestry Tanzania will also seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Vi Agroforestry Tanzania seeks to purchase goods and services which:

- Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons.
- Have the least negative impact on the environment.

Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

Please include Company Registration Certificate, Licence and relevant documents which demonstrate the experience of your company.

Price List LOT: Category Name:

Price should be in Tanzanian Shillings (*Use this format to provide price list*) you may use your own developed list based on this format.

Item & specification	Unit	Unit Cost	Remarks

Name _____
 Job Title _____
 Signature _____
 Date _____

Company Stamp: _____