



NEW LIGHT CHILDREN CENTRE ORG.

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TERMS OF REFERENCE (TOR) FOR PRINTING OF ART CALENDARS THROUGH ACHIEVE PROJECT

1.0 Introduction:

New Light Children Centre Organization (NELICO) is a non-profit organization registered under the Non-Governmental Organizations Act No. 24 of 2002 on March 28, 2006 and awarded with registration certificate No. 00NGO/0739. NELICO started its operations in Geita Region in March 2004 as an organization focusing on support to Orphans and Most Vulnerable Children. Starting of the organization was motivated with the desire to address the issues of HIV/AIDS, Tuberculosis and orphans in the mining areas of Geita Region.

Up to date, NELICO is implementing programs related to: HIV/AIDS's prevention, SRHR, GBV and VAC prevention, quality education, disability inclusion, Free Legal Aid, protecting girls against harmful practices and Economic strengthening to communities from the 5 regions of Lake Zone (Geita, Shinyanga, Simiyu and Mwanza). **In October 2022** NELICO received funding from USAID through PACT partnership to implement ACHIEVE PROJECT in Geita Region covering 6 councils (Geita Tc, Geita Dc, Bukombe Dc, Chato Dc, Mbogwe Dc & Nyang'wale Dc) while 3 councils for Shinyanga Region (Kishapu Dc. Shinyanga Dc and Shinyanga Mc).

Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination (ACHIEVE) is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding(PBF) women, infants, children and youth, as well as to mitigate the impact of HIV/ AIDS and prevent HIV transmission among these populations .The project is funded by the U.S. Agency for International Development (USAID) and implemented by a Pact led consortium of top global HIV/AIDS partners, including jhpiego, Palladium, No Means No Worldwide, and WI-HER.

2.0 Objective of the Assignment

The overall objective of this assignment is to print **6,748 ART Uptake calendars for monitoring of ART daily uptake for C/ALHIV who are on ART**.Distribution will be directly to NELICO offices (council level) as elaborated below.

Region	Council	Number of ART Calendars
Geita	Bukombe Dc, Chato Dc, Geita Dc, Geita Dc, Geita Tc, Mbogwe Dc, Nyang'wale Dc	Bukombe DC 643, Chato DC 1087, Geita DC 1527, Geita TC 590, Mbogwe DC 612 and Nyang'wale DC 279
Shinyanga	Kishapu DC, Shinyanga DC and Shinyanga MC 593	Kishapu DC 644, Shinyanga DC 773 and Shinyanga MC 593

Expected Results:

NELICO under USAID ACHIEVE project will oversee the procurement of ART uptake tracking calendar for C/ALHIV and distribute appointment logs/calendars and utilize them to ensure all CLHIV and HEI attends clinics as scheduled and suppress viral load.

3.0 Items to be supplied

Item	Description of item	Number of items per kit
ART Calendars	Specifications Size: 12.84cm X 22.83cm Number of Pages: 14 + 2 (16 pages) Paper: 300 GSM Imported art card with matt finishing Finishing: 4 mm Capa board with paper mat laminated will be used on the pasting stand with spiral binding on top Packing: Calendars to be individually packed in self seal example envelope/box/bag Printing: Full colours/multicolours	6,748 calendars

4.0 Scope of Work:

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

1. Print and supply ART calendars for HEI whereas NELICO HHO/CMO will oversee its distribution to beneficiaries.
2. Provide sample ART calendars prior to procurement.
3. Use the distribution list provided by NELICO to contact the focal person in each council for effective delivery
4. Distribute ART calendars in the project councils as shown in the table above.
5. Do an inventory with the NELICO focal person to match the ART calendars procured with the request that was provided prior procurement process.
6. Submit to NELICO a report on the distribution of the ART calendars and a signed delivery forms per each NELICO, highlighting number of calendars/Logs delivered per type.

5.0 Timeframe

This assignment is expected to be conducted in the period **20th December 2022 -30th December 2022.**

Expected Deliverables

SN	Expected deliverable	Due Date
1.	Final methodology and detailed plan for printing of 6,748 calendar and for approval by NELICO.	15 th December 2022
2.	Distribute the ART uptake calendar's to NELICO	20 th December 2022

3.	Report on distribution of ART uptake calendars and signed list of beneficiaries who received the educational subsidies.	30 th December 2022
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1. Reporting

The Supplier will report to NELICO ACHIEVE project manager and Procurement Officer.

2. Requirements

Interested dealers must submit the following information to NELICO:

- Draft inception report detailing methodology for supplying and distribution of educational subsidies and ART calendars as per item description including tentative workplan, for review and approval by NELICO.
- Quote, valid for at least 60 days
- Current company profile.
- Copies of registration certificate and address of their registered office, valid business license, VAT, TIN certificates and Tax clearance certificate.
- Items specifications are fully addressed in the quotation.
- Current Audited financial statement for two consecutive years.
- Evidence of similar assignments, and at least two (2) names and addresses of client served.
- Delivery time must be specified.
- Payment's term is 100% after delivery.
- Current Audited financial statement for two consecutive years.
- Artwork on ART calendars should be requested through inquiries procurement@nelicotz.org

Interested, eligible dealers/vendors should deliver their Proposal/quotation to:

The Tender Committee NELICO Bomani -NELICO street, P. O. Box 160, Geita, Tanzania

All quotes must be in Tanzanian Shillings and enclosed in a plain sealed envelope. The deadline is **11:00 am) EAT Thursday 15th December 2022.**

Please note:

1. Late or incomplete bids will **not** be accepted.
2. Electronic bids will not be accepted.
3. The quote that complies with all the specifications/requirements and offers the lowest price, as well as all other evaluation criteria indicated here, shall be selected.
4. NELICO may cancel solicitation and not award.
5. NELICO may reject any or all responses received.
6. Issuance of request for quotes does not constitute a contract commitment by Pact.
7. NELICO reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
8. NELICO reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.

9. NELICO will be contacting all offerors to confirm contact person; address and that the proposal was submitted for this solicitation.
10. NELICO will not compensate Vendors for their response to the solicitation.
11. NELICO may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
12. 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 I: Detailed Information on Minimum Eligibility and Qualification 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 qualification or/and that does not meet 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 (*)	Vendor is a legally registered entity.	Certificate of Registration or Certificate of Incorporation Valid Business License TIN Certificate VAT Certificate TAX Clearance Certificate Issued in 2022
Eligibility (*)	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and Pact Tanzania List of Blacklisted Vendors Record)	N/A
Certificates and Licenses (If Applicable)	<ul style="list-style-type: none"> ▪ Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. ▪ Official appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country. ▪ Export/Import Licenses, if applicable 	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 3 years.	Form A: Qualification Form Certificate of No-Litigation
Previous	Minimum 3 years of relevant experience.	Form A: Qualification Form

Experience (*)		Company Profile must be Attached
	Minimum 2 contracts of similar value, nature and complexity implemented over the last 3 years.	Form A: Qualification Form Evidence of Contracts/PO/Awards List at least two (2) names and addresses of client served.
Financial Standing (*)	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form A: Qualification Form Audited Financial Statements for last 2 Years

Appendix 2: Detailed Technical and Financial Evaluation

Technical and Financial part will be evaluated on a merit point/scores system

TECHNICAL EVALUATION (60%)		
Technical Evaluation	The technical bids shall be evaluated on a merit point/scores basis for compliance or non-compliance with the technical specifications identified in the bid document.	See Format of Technical Bid.
FINANCIAL EVALUATION (40%)		
Financial Evaluation	<p>Detailed analysis of the price schedule based on requirements listed in Appendix I and quoted for by the bidders.</p> <p>Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable)</p> <p>Comparison with budget/internal estimates.</p>	<p>Detailed Quotation</p> <p>Bid/Price Validity</p>

Section A: Eligibility and Qualification Form

Bidder should fill/provide below information and submit the required supporting documents

Name of Bidder:		Date:	
Tender reference:			

Litigation History (including pending litigation)

No litigation history for the last 3 years

Litigation History as indicated below

Year of dispute	Amount in dispute (in TZS)	Contract Identification	Total Contract Amount (current value in TZS)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached is the current company profile.

Attached are the evidence of contracts/POs from the Top 3 (three) Clients or more.

Financial Standing

Financial information (in TZS)	Historic information for the last 2 years	
	Year 1	Year 2
	<i>Information from Balance Sheet</i>	
Total Assets (TA)		
Total Liabilities (TL)		
Current Assets (CA)		
Current Liabilities (CL)		
	<i>Information from Income Statement</i>	
Total / Gross Revenue (TR)		
Profits Before Taxes (PBT)		
Net Profit		
Current Ratio		

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified public accountant.

- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

Section B: Format of Technical Bid

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also 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.

SUB-SECTION 1: Bidder's qualification, capacity and expertise (30%)

- 1.1 General organizational capability which is likely to affect implementation: management structure, project management controls, extent to which any work would be subcontracted (if so, provide details).

Support Document Needed: *Updated Organizational Structure*

- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

Support Document Needed: *A clear methodology of how the vendor will successfully delivery the required quantities as per specifications provided. Lead time MUST be indicated.*

SUB-SECTION 2: Scope of Supply, Technical Specifications, and Related Services (30%)

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 Conformity of goods to be supplied if they meet technical specifications provided.

Support Document:

- i. *List of items to be supplied with their full technical specifications. Include pictures and descriptions of exact items that will be procured for each kit.*

Section C: Quotation Cover Sheet/Price Proposal

Support Document: *A quotation cover sheet in Tanzania Shillings, Fee should be indicated if is VAT Inclusive or exclusive, quotation/offer validity and payment terms (credit payment is preferred).*