

NYANZA COOPERATIVE UNION (1984) LTD



THE INVITATION TO BID

BID NO. NCU (1984) LTD/2025/2026 – 2026/2027/GN/Z/99/23

FOR

**THE PROVISION OF CLEANING SERVICES AT NYANZA CO-OPERATIVE
UNION (1984) LIMITED**

NYAMAGANA DISTRICT, MWANZA REGION

DECEMBER 2025

ABBREVIATIONS AND ACRONYMS

GCC	General Conditions of Contract
ICT	International Competitive Tendering
IFQ	Invitation for Quotation
NCT	National Competitive Tendering
PE	Procuring Entity
PPA 2011	Public Procurement Act No. 7 of 2011
SCC	Special Conditions of Contract
SRP	Schedule of Requirement and Prices
SIFQ	Standard Invitation for Quotation
TIN	Tax Identification Number
VAT	Value Added Tax
AMCOS	Agricultural Marketing and Cooperative Societies
NCU	Nyanza Cooperative Union (1984) Ltd

2. SECTION I: INVITATION TO BID

NYANZA COOPERATIVE UNION (1984) LTD



BID No: NCU (1984) LTD/2025/2026 - 2026/2027/GM/Z/99/23
For

**THE PROVISION OF CLEANING SERVICE AT NYANZA COOPERATIVE
UNION (1984) LTD**

NYAMAGANA DISTRICT, MWANZA REGION

INVITATION FOR QUOTATION

To:

01.12.2025

.....

1. The Nyanza Cooperative Union (1984) Limited has set aside funds for the financial year **2025/2026 – 2026/2027** It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for which this invitation for quotation is issued.
2. Nyanza cooperative (1984) ltd invites sealed bids from eligible suppliers who meet the requirement to provide goods works and services as classified below:
 1. Supply of Catering service
 2. Supply of Stationaries services
 3. Supply of Fumigation services
 4. Office Cleaning services provider
 5. Supply of Journals (shajara)
 6. Security services providers

Calibration of weighing scales (Malekebisho ya mizani)

7. Construction and repair of NCU buildings
(Pre – qualification)
 8. Supply for (ICT) Equipment and their accessories
 9. Supply for Fuel (Diesel & Petrol)
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3. Bidder may have obtained a clarification of bidding document only up to four (3) days before the bid submission deadline at the office of Nyanza Cooperative union (1984) Ltd head Office, plot No. 12 Block “K” Kenyatta Road, Mwanza from 08:00 AM to 17:00 PM, Monday to Friday except on public Holydays
 4. Tender should be delivery direct (hand delivery) to the office of secretary **NCU (1984) LTD P.O.BOX 9** located in Kenyatta Road before **8:30** or through email. (info@ncultd.or.tz) **10 FEBRUARY 2026**. Tender shall be opened thereafter to the presence of all bidders at **9:00 AM**. To participate for these tenders for (construction as pre-qualification) is 200,000/= while other tenders each 100,000/= depots direct to **NBM Bank account No. 31110096999**

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DAUD MWASANTAJA
GENERAL MANAGER
NYANZA COOPERATIVE UNION (1984) LIMITED

SECTION II: SCHEDULE OF REUIREMENTS AND PRICES

Items	Area or location to provide cleanness	Personals	Amount	Warranty period (where) applicable
	Head Office			
A.	First floor	2		
B.	Ground Floor	2		
	Kauma Buildings			
C.	Surrounding compound and stairs	1		
D.	Nyanza plaza			
	Surrounding compound	1		

Total Amount in TZS (in words)	
The delivery period offered offered isdays from which date of Contract signed

SECTION II: INSTRUCTIONS TO TENDERER

1. The Supplier shall attach the following to its quotation;
 - 1.1 A duly completed and signed priced offer as per the Schedule of Requirements and Prices attached in Section II.
 - 1.2 A valid Business License.
 - 1.3 A valid VAT and TIN certificate.
 - 1.4 Tender Securing Declaration;
 - 1.5 Form of Integrity in Section IX dully filled and signed;
 - 1.6 Samples; (N/A)
 - 1.6.1 Where a sample(s) is required by a PE, the sample shall be:
 - (a) submitted as part of the tender, in the quantities, sizes and other details requested in the invitation to tender;
 - (b) carriage paid;
 - (c) received on, or before, the closing time and date for the submission of tenders; and
 - (d) Evaluated to determine compliance with all characteristics listed in the **Technical Specifications**.
 - 1.6.2 The PE shall retain the sample of the successful tenderer. A PE shall reject the tender if the sample-
 - (a) does not conform to all characteristics prescribed in the solicitation documents and
 - (b) Are not submitted within the specified time.
 - 1.6.3 Where it is not possible to avoid using a propriety article as a sample, a tenderer shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being tendered for and that competition shall not thereby be limited to that article only.
 - 1.6.4 Samples made up from materials supplied by a PE shall not be returned to a tenderer nor shall a PE be liable for the cost of making them.

1.6.5 All samples produced from materials belonging to an unsuccessful tenderer which are not claimed by the tenderer within a period of thirty (30) days from the date of award of contract shall be the property of the PE and shall dispose them in such a manner as may be directed by the Accounting Officer.

2. Information on technical specifications is attached in Section IV
3. Tender price;
 - 3.1 The contract shall be for all quantities as described in.
 - 3.2 Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
 - 3.3 All duties, taxes and other levies payable by the Supplier under the contract shall be included in the total price.
 - 3.4 The rates quoted by the tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - 3.5 The prices should be quoted in Tanzania Shilling.
5. The Supplier shall complete the Quotation Submission Form which is attached in. The Quotation Submission Form must be completed without any alterations to its format and no substitute shall be accepted.
5. The payment will be made in Tanzania Shilling.
6. Quotation shall remain valid for a period of not less than 90 days after the deadline for submission.
7. Alternative quotations are *“not applicable”*
8. The quotation shall be completed and signed by an authorized representative of the tenderer. For this case a duly Notarized Power of Attorney must be submitted together with this quotation.

In case of a Supplier offering to supply goods that the Supplier itself does not manufacture or otherwise produce, the Supplier must show that they have been duly authorized by the goods' manufacturer to supply the goods in Tanzania.

9. The PE will evaluate and compare the quotations in the following manner:

- 9.1 Preliminary Examination; to determine substantially responsive quotations i.e. which; are properly signed and conform to the terms and conditions of the invitation for quotations.
- 9.2 Quotations determined to be substantially responsive will be checked for any arithmetic errors. In case of any arithmetical discrepancy between the unit rate and amount quoted, then the unit rate shall
- 9.3 Prevail both for the evaluation of quotation and for subsequent contract agreement.
- 9.4 Comparison of quotations; in evaluating the quotations, the evaluation committee will determine for each quotation the evaluated quotation price by adjusting the quotation prices as follows;
 - (a) Making any correction for errors.
 - (b) making appropriate adjustment for any other acceptable variations, deviations or omissions and;
 - (c) Making appropriate adjustments to reflect discounts for the award or other price modifications offered.
10. The PE will award the contract to the Supplier whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
11. The PE reserves the right at the time of contract award to increase or decrease up to fifteen percent (15%) of the survives to be provided originally specified in the Schedule of Requirements and Prices without any change services price or other terms of conditions and this shall be reflected in contract.
12. Notwithstanding the above, the PE reserves the right to accept any quotations and reject all quotations at any time prior to the award of contract.
13. The Supplier whose tender is accepted will be notified for the award of contract by the PE prior to expiration of the quotation *including all conditions and terms of payments should be furnished to the Supplier with this invitation for quotations*
14. Tenderers have the right to seek for review of procurement decisions pursuant to PART II (j) of Public Procurement Regulations, 2013, Government Notice No. 446 as amended in 2016.

SECTION IV: TECHNICAL SPECIFICATIONS

S/N	Year of provide cleaning services	Status company	SPECIAL CHARACTER
1	At least 2 years of provide cleaning services in reputable clients.	Medium	Minimum financial turnover at least 3 million per month
2	Company must be a team of trained personals with a minimum 1 - 2 years of experience	None	None

SECTION V: TERMS AND CONDITION

[NYANZA COOPERATIVE UNION (1984) LTD]



P.O.BOX 9 NYAMAGANA- MWANZA

Procurement of cleaning services

BID: [GN/Z/99/23]

[Supply of cleaning services]

[Insert Name and Address of Supplier]

To:

..... ***[Insert Name and Address of Supplier]***

Your quotation reference *[reference number]* dated *[date of quotation]* is accepted and you are required to provide security services as detailed on the attached Schedule of Requirements and Prices against the terms and conditions contained in this document. This order is placed subject to the attached Special Conditions of Contract (SCC) and General Conditions of Contract (GCC) except where modified by the terms stated below.

TERMS AND CONDITIONS:

1. **Contract Sum:** The Contract Sum is *[state contract sum in TZS VAT inclusive or exclusive]*

.....

2. **Delivery Period:** The services are to be delivered within 30 days *through out the year* .

3. **Warranty:** The warranty/guarantee period is as indicated in the attached Schedule of Requirements and Prices.

The Supplier shall provide the warranty, as stipulated in the invitation for quotations for services to be supplied and confirm that if any faults are detected within the warranty period in the services the Service provider shall be bound to rectify the fault or pay or compensate the loss as the case may be within 14 days otherwise the Purchaser of service may proceed to take such remedial action without prejudice to any other rights which client may have against the Service provider under the contract

4. **Delivery point:** The services are to be delivered to *[NYANZA COOPERATIVE (1984) LTD IN MWANZA P.O. BOX 9*

Contact Person: Notices, enquiries and documentation should be addressed to *[GENERAL MANAGER]* at *[NYANZA COOPERATIV UNION (1984) LTD]*

5. Payment to Supplier:

Payment will be made within [30] days [or state alternative agreed payment terms] on completion of satisfactory performance of the contract. The following documentation must be supplied for payments to be made:

- An or Original and two copies of an Invoice;
- A delivery note evidencing dispatch of the goods;
- Acceptance certificate signed by a responsible person or committee for certifying satisfactory completion of the order];
- Electronic Fiscal Device (EFD) receipt; and
- [List other documents required e.g. packing lists, certificates, special shipping documents]

6. The following documents form part of this Contract

- Letter of Acceptance
- Quotation Submission Form
- Special Conditions of Contract for
- General Conditions of Contract for
- (Attach the standard established specifications, if provided by the Government)

SCHEDULE OF REQUIREMENTS AND PRICES

Item No.	Area locations to provide cleaning services	Personals	Total Price TZS. (Amount)	Warranty Period (Where applicable		
	Total Amount in TZS. (including VAT)					

For Purchaser: Signature..... Name..... Designation..... Date.....	For Supplier: Signature..... Name..... Designation..... Date.....
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writing or in electronic forms that provide record of the content of communication, accompanied by an invoice describing, as appropriate, the goods delivered, works completed or services performed, and by documents submitted pursuant to GCC 9, and upon fulfillment of other obligations stipulated in the Contract.

15.3 Payments shall be made promptly by the Purchaser, but in no case number of days specified in the after submission of an invoice or claim by the Supplier.

15.4 Payments shall be made Tanzania Shillings unless otherwise stated in the.

16.0 Prices

16.1 Prices charged by the Services provider delivered under the Contract shall not vary from the prices quoted by the Supplier in its tender except for any price adjustments authorized in the Contract.

17.0 Change Orders

17.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC 31, make changes within the general scope of the Contract in any one or more of the following

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Services' performance of any provisions under the Contract, services adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this GCC must be asserted within thirty (30) days from the date of the Supplier's receipt of the Purchaser's change order.

18.0 Contract Amendments

18.1 Subject to GCC 17, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

19.0 Assignment

19.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract, except with the prior written consent of the Purchaser.

21.0 Delays in the Supplier's Performance

21.1 Delivery of services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the **SCC**.

21.2 If at any time during performance of the Contract, the Service provider or its subcontractor(s) should encounter conditions impeding timely delivery of the services or performance of the Services provider shall promptly notify the Purchaser in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable

21.3 Except as provided under GCC 24, a delay by the Supplier in the performance of contractual obligations may render the Supplier liable to the imposition of liquidated damages pursuant to GCC 22, unless an extension of time is agreed upon pursuant to GCC 21.2 without the application of liquidated damages

23.0 Termination for Default

23.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:

- (a) if the Supplier fails to deliver any or all of the goods or to perform the works or services within the period(s) specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC 21; or
- (b) if the Supplier fails to perform any other obligation(s) under the Contract.
- (c) if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

For the purpose of this GCC:

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

23.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC

23.1 The Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar goods, works or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

SECTION VIII: FORMS

1. BID SUBMISSION FORM

..... [date]
To: NYANZA COOPERATIVE UNION (1984) LTD
P.O.BOX 9
MWANZA

We agree to supply the goods specified in the Schedule of Requirement and prices of the *[name and identification number of quotations]* in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of *[amount in numbers]*, *[amount in words]* in Tanzanian Shillings.

We also offer to deliver the said goods within the period ofdays/weeks / months *(delete as necessary)* as specified in the LPO, Special Conditions of Contract and General Conditions of Contract.

This quotation and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We agree to abide by this Tender for the Tender Validity Period specified in **ITT 6**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this tendering process, other than alternative offers in accordance with the Tendering Documents.

We declare that our quoted price did not involve agreement with other tenderers for the purpose of tender suppression.

We hereby confirm that this quotation complies with the conditions required by the invitation for quotations.

Authorized Signature:
Name and Title of Signatory:

.....
Date:

Name of Tenderer:
Address:

2. Tender Securing Declaration

Date: *[insert **date**]*
Tender No.:
Alternative No.: N/A

To: **NYANZA COOPERATIVE
UNION (1984) LTD**

We, the undersigned, declare that:

We understand that, according to your conditions, tenders must be supported by a Tender Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time to be determined by the Authority, if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender;
- (b) Disagreement to arithmetical correction made to the tender price; or
- (c) having been notified of the acceptance of our Tender by the PE during the period of tender validity, (i) failure to sign the contract if required by PE to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Signed: *[insert signature of
person whose name and capacity are shown]*

In the capacity of..... *[insert legal capacity
of person signing the Tender Securing Declaration]*

Name: *[insert **complete name of
person signing the Tender Securing Declaration]***

Duly authorized to sign the tender for and on behalf of: *[insert **complete name of Tenderer**]* Dated on _____ day of _____, _____ *[insert **date of signing**]*

Corporate Seal (where appropriate)

2. GOVERNMENT OF THE UNITED REPUBLIC OF TANZANIA

MEMORANDUM FOR ANTI-BRIBERY POLICY

This company _____ (*name of Company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/ Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, sub-contractors and suppliers. Copies of our Anti- Bribery Policy/Code Conduct and Compliance Program are attached.

(*Name of the Authorized
Person*)

Signature

Date

Company stamp/seal

SPECIAL POWER OF ATTORNEY

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*, WE the undersigned..... *[insert name of the company/donor]* of*[insert address of the company/donor]*, by virtue of authority conferred to us by the Board Resolution No.....ofday of*[insert year]*, do hereby ordain nominate and appoint *[insert name of donee]* of*[insert address of the donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No..... *[insert tender number]* that is to say;

To act for the company and do any other thing or things incidental for.....

*[inserttenderNumber]*of.....
. *[Insert description of procurement]* for the.....
[Insert name of the procuring entity];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said..... *[[insert name of the company]* and delivered in the presence of us this *[insert date]* day of..... *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at..... *[insert region]* for and on behalf of *[insert name of the company]*

SEALED and **DELIVERED** by the
Common Seal of
[insert name of the donor/coy]

}

This..... *[insert date, month and year]*

.....
DONOR

BEFORE ME:.....
COMMISSIONER FOR OATHS