

**NYANZA COOPERATIVE UNION (1984) LTD**



**FINANCE, MANAGEMENT, ESTATE, LOGIST AND INDUSTRIAL  
DEPARTMENTS**

**THE INVITATION TO BID**

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

**FOR**

**THE SUPPLY OF STATIONERIES FOR DEPARTMENTS AT NYANZA CO-  
OPERATIVE UNION (1984) LIMITED**

**NYAMAGANA DISTRICT, MWANZA REGION**

**DECEMBER 2025**

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## **ABBREVIATIONS AND ACRONYMS**

<b>GCC</b>	General Conditions of Contract
<b>ICT</b>	International Competitive Tendering
<b>IFQ</b>	Invitation for Quotation
<b>NCT</b>	National Competitive Tendering
<b>PE</b>	Procuring Entity
<b>PPA 2011</b>	Public Procurement Act No. 7 of 2011
<b>SCC</b>	Special Conditions of Contract
<b>SRP</b>	Schedule of Requirement and Prices
<b>SIFQ</b>	Standard Invitation for Quotation
<b>TIN</b>	Tax Identification Number
<b>VAT</b>	Value Added Tax
<b>AMCOS</b>	Agricultural Marketing and Cooperative Societies
NCU	Nyanza Cooperative Union (1984) Ltd
LPO	Local Purchases Order
CIP	Cost Carriage and Freight
CIF	Cost Insurance and Prices

## 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 SUPPLY OF STATIONERIES FOR OPERATION SECTION AT NYANZA COOPERATIVE UNION (1984) LTD

**NYAMAGANA DISTRICT, MWANZA REGION**

### INVITATION FOR QUOTATION

**To:** .....

**Date: 01.12.2025**

.....

1. The Nyanza Cooperative Union (1984) Limited has set aside funds for during through 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
  7. Calibration of weighing scales (malekebisho ya mizani)

8. Construction and repair of NCU buildings  
(Pre – qualification)
9. Supply for (ICT) Equipment and their accessories
10. Supply for Fuel (Diesel & Petrol)

  

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](mailto: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**

.....  
**DAUD MWASANTAJA**  
**GENERAL MANAGER**  
**NYANZA COOPERATIVE UNION (1984) LIMITED**

## 2 SECTION II: SCHEDULE OF REQUIREMENTS AND PRICES

### Schedule of Requirements and Prices

<b>Item</b>	<b>Description of Goods</b>	<b>Units</b>	<b>Qty</b>	<b>Rate (TZS)</b>	<b>Amount (TZS.)</b>	<b>Warranty Period (where applicable )</b>
1	Note Books A5(148mm x 210mm)	Pcs	30			
2	Box files 3 spines size FC (640 x 345mm) (Folding Size: 280 x345mm) Product by Freedom Traders	Pcs	50			
3	Photocopy paper A4 (210 x 297mm) (80gsm,5reams,500 sheets/Rream) Product by Double A Approximate weight 12.5 KG	Cartons	300			
4	Envelope A4 (210mmx297mm) (8.3 inches x11.7inches) Product bland by Ngalawa	Pcs	300			
5	Envelopes A3 (297mm x 420) (11.7 inches x16.5 inches) Product bland by Ngalawa	Pcs	100			
6	Envelope A6 (31/2 inches x inches Product bland by Ngalawa	Pcs	100			
7	Envelope DL (4 inches x 9 inches) Product bland by Ngalawa	Pcs	100			
8	Headed paper A4 (210 x297)	Reams	15			

9	Carbon papers F/S (8.5 inches x 13 inches (216 x330mm) Product by Academy	Cartons	5			
10	Counter books A4 3 Quire (288 pages) 6 x8 inches Product by five star	Pcs	25			
11	Smtaples (20 x 50) 24/6 – 1m Product by kangaro	Pcs	50			
12	Mark pens (G -12T) Product by showmen	Box	35			
14	Pens blue,read,black ink Product by Nataraji	Box	20			
15	A4 spring files (210 x297) Product by (M) Moxons	Pcs	20			
16	A4 Flat files (210 x297)	Pcs	12			
17	Legal paper A4	Pcs	40			
18	Water glue (medium size bottle)	-	10			
19	Collection pen/fluid (DH-8270 7ml) white	Box	4			
	<b>Total Amount for the Supply of Stationeries (including VAT)</b> Services to be supplied to <i>Nyanza Cooperative Union(1984) Ltd</i>					
	ADD VAT					

Total Amount in TZS. (in words)	
The delivery period offered is:	..... days from date of LPO

### **3 SECTION III: 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 **Section II**.
  - 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 **Section VII**. 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 120 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 manufacturer 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 quantity of goods to be supplied originally specified in the Schedule of Requirements and Prices without any change in unit price or other terms of conditions and this shall be reflected in the LPO.
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 validity period. *[The Local Purchase Order (LPO) 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

## 6 SECTION IV: TECHNICAL SPECIFICATIONS

<b>S/N</b>	<b>PRINTING</b>	<b>SIZE</b>
1	Note Books A5(148mm x 210mm)	A4
2	Box files 3 spines size FC (640 x 345mm) (Folding Size: 280 x345mm) Product by Freedom Traders	A4
3	Photocopy paper A4 (210 x 297mm) (80gsm,5reams,500 sheets/Rream) Product by Double A Approximate weight 12.5 KG	A4
5	Envelope A4 (210mmx297mm) (8.3 inches x11.7inches) Product bland by Ngalawa	A4
6	Envelopes A3 (297mm x 420) (11.7 inches x16.5 inches) Product bland by Ngalawa	A4
7	Envelope A6 (31/2 inches x inches Product bland by Ngalawa	A6
8	Envelope DL (4 inches x 9 inches) Product bland by Ngalawa	DL
9	Headed paper A4 (210 x297)	A4
10	Carbon papers F/S (8.5 inches x 13 inches (216 x330mm) Product by Academy	F/S
11	Counter books A4 3 Quire (288 pages) 6 x8 inches Product by five star	A4
12	A4 spring files (210 x297) Product by (M) Maxons	A4
13	A4 Flat files (210 x 97)	A4
14	Legal paper A4	A4
15	Mark pens (G -12T) Product by showmen	

16	pens blue,read,black ink Product by Nataraji	
17	Pencil	
18	Collection pen/fluid (DH-8270 7ml	

#### **4 SECTION V: LOCAL PURCHASE ORDER (LPO)**

*[NYANZA COOPERATIVE UNION (1984) LTD]*



P.O.BOX 9 NYAMAGANA- MWANZA

#### **Local Purchase Order for Procurement of Goods**

**Quotation No: [GN/Z/99/23]**

[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 supply the goods as detailed on the attached Schedule of Requirements and Prices against the terms and conditions contained in this Local Purchase Order (LPO). This order is placed subject to the attached Special Conditions of Contract (SCC) and General Conditions of Contract (GCC) for LPO, except where modified by the terms stated below.

**TERMS AND CONDITIONS OF THIS LOCAL PURCHASE ORDER:**

- Contract Sum:** The Contract Sum is *[state contract sum in TZS VAT inclusive or exclusive]*.
- Delivery Period:** The goods are to be delivered within 90 days/weeks/months from the date of this LPO.
- 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 goods to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier shall be bound to rectify the fault or replace the goods as the case may be within 14 days otherwise the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which Purchaser may have against the Supplier under the contract

- Delivery point:** The goods are to be delivered to */ NYANZA COOPERATIVE HEAD OFFICE IN MWANZA P.O. BOX 9*

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

- Payment to Supplier:**

Payment will be made within [14] 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 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 (LPO):

- Local Purchase Order (LPO)
- Letter of Acceptance
- Quotation Submission Form
- Special Conditions of Contract for LPO
- General Conditions of Contract for LPO
- *(Attach the standard established specifications, if provided by the Government)*
- *[List any other such documents]*

## 5 SCHEDULE OF REQUIREMENTS AND PRICES

	<b>Total Amount in TZS. (including VAT)</b>				

**For Purchaser:**

Signature.....

Name.....

Designation.....

Date.....

**For Supplier:**

Signature.....

Name.....

Designation.....

Date.....

ND

## **LOCAL PURCHASE ORDER**

### **6.1 1.0 Definitions**

1.1 “The Contract” means the agreement entered into between the Purchaser and the Supplier, including all specifications, plans, drawings or other documents and conditions which may be referred to in the Contract.

“The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

“The Goods” means raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid or gaseous form, electricity, intangible asset and intellectual property, as well as services incidental to the supply of the goods provided that the value of services does not exceed the value of the goods themselves.

“The Incidental Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.

“The Purchaser” means the Government Entity purchasing the Goods, as named in the **SCC**.

“The Supplier” means company, corporation, organization, partnership or individual person supplying goods or services, hiring equipment or providing transport services and who is, according to the contract, a potential party or the party to procurement contract with the PE.

## 6.2 2.0 *Eligibility*

2.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.

2.2 All Goods, Works and Services supplied under the Contract shall have their origin in eligible countries and territories. Eligible countries shall include all member states of the United Nations

.

2.3 For purposes of this GCC, “origin” means the place where the Goods were mined, grown, or produced, or from which the Works or Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

2.4 The origin of Goods is distinct from the nationality of the Supplier.

## 6.3 3.0 *Standards*

3.1 The Goods supplied under the Contract shall conform to all standards and requirements mentioned in the technical specifications, plans, drawings, terms of reference or other documentation forming part of the Contract.

## 6.4 4.0 *Use of Contract Documents and Information*

4.1 The Supplier shall not, without the Purchaser’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

4.2 The Supplier shall not, without the Purchaser’s prior written consent, make use of any document or information specified in GCC 4.1, except for purposes of performing the Contract.

4.3 All documents enumerated in GCC 4.1, other than the Contract itself, shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier’s performance under the Contract, if so required by the Purchaser.

## 6.5 5.0 *Patent Rights*

5.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods, output of the services,

performance of the works, or any part thereof in the United Republic of Tanzania.

6.6 6.0 *Performance Security*

6.1 If a Performance Security is specified in the invitation for quotations, within fourteen (14) days of receipt of the notification of Contract award, the successful Supplier shall furnish to the Purchaser the performance security in the amount specified in the SCC.

6.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

6.3 The performance security shall be denominated in Tanzania and shall be in one of the following forms:

(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the United Republic of Tanzania or abroad, acceptable to the Purchaser, in the format provided in the invitation for quotations or another form acceptable to the Purchaser; or

(b) a cashier's or certified check.

6.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations as specified in the SCC.

## 6.7 7.0 *Inspections and Tests*

7.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract at no extra cost to the Purchaser. The Contract shall specify any inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing or in electronic forms that provide record of the content of communication of the identity of any representatives retained for these purposes.

7.2 Inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the project site. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

7.3 Should any inspected or tested goods fail to conform to the Specifications, the Purchaser may reject the Goods and the Supplier shall either replace or make alterations necessary to meet specification requirements free of cost to the Purchaser.

7.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods, Works or Services shall in no way be limited or waived by reason of having previously been inspected, tested, and passed by the Purchaser or its representative prior to shipment, installation or other performance in the United Republic of Tanzania.

7.5 Nothing in GCC 7 shall in any way release the Supplier from any warranty or other obligations under this Contract.

#### 6.8 8.0 *Packing*

8.1 The Supplier shall provide such packing of Goods as is required to prevent damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of heavy handling facilities at all points in transit.

8.2 Packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements specified in the SCC and through any subsequent instructions issued by the Purchaser.

#### 6.9 9.0 *Delivery and Documents*

9.1 Delivery of Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements and Prices. The details of shipping and/or other documents to be furnished by the Supplier are specified in the **SCC and LPO**.

9.2 For purposes of the Contract, "EXW," "CIF," "CIP," and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of Incoterms published by the International Chamber of Commerce, Paris.

9.3 Documents to be submitted by the Supplier are specified in the SCC and LPO and shall include certificates issued by the Purchaser confirming acceptance of the Goods supplied by the Supplier.

#### 6.10 10.0 *Insurance*

10.1 Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the **SCC**.

10.2 Where delivery of Goods is required by the Purchaser on a CIF or CIP basis, the Supplier shall arrange and pay for cargo insurance, naming the Purchaser as beneficiary. The insurance shall be for 110 percent of the CIF or CIP value on a “warehouse to warehouse”. All risks basis including War Risks and Strikes.

#### *6.11 11.0 Transportation*

11.1 Transportation of Goods shall be in accordance with the general provisions of the Incoterm selected as for GCC 9.2. No restriction shall be placed on the choice of carrier.

11.2 Where the Supplier is required under the Contract to transport Goods to a specified place of destination within the United Republic of Tanzania, defined as the Project Site, transport, including insurance and storage, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

#### *6.12 12.0 Incidental Services*

12.1 A Supplier may be required to provide any additional services as specified within the LPO.

#### *6.13 13.0 Spare Parts*

13.1 If specified in the SCC, the Supplier may be required to provide materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier including:

(a) such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and

(b) in the event of termination of production of the spare parts:

- (i) advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
- (ii) following such termination, furnishing at no cost to the Purchaser, blueprints, drawings, and specifications of the spare parts, if requested.

#### *6.14 14.0 Warranty*

14.1 The Supplier warrants those goods and materials supplied under the Contract are new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless

provided otherwise in the **SCC and LPO**. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier, which may develop under normal use of the supplied goods in the conditions prevailing in the United Republic of Tanzania.

- 14.2 The Supplier warrants that all Works and Services performed under the contract shall be of the highest professional and technical standards.
- 14.3 Warranties shall remain valid for period specified in the **SCC and LPO** after final acceptance of the Goods by the Purchaser.
- 14.4 The Purchaser shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.
- 14.5 Upon receipt of such notice, the Supplier shall, with all reasonable speed, repair or replace the defective goods, or parts thereof, without costs to the Purchaser.
- 14.6 If the Supplier, having been notified, fails to remedy any defect within the period specified in the **SCC and LPO**, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

#### *6.15 15.0 Payment*

- 15.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in the **SCC and LPO**.
- 15.2 The Supplier's request(s) for payment shall be made to the Purchaser in 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 **SCC and LPO** after submission of an invoice or claim by the Supplier.

15.4 Payments shall be made Tanzania Shillings unless otherwise stated in the **SCC and LPO**.

#### 6.16 16.0 *Prices*

16.1 Prices charged by the Supplier for goods 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.

#### 6.17 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

- (a) Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
- (b) methods of shipment, packing, construction or performance;
- (c) the place of delivery; and/or
- (d) incidental services to be provided by the Supplier.

17.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable 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.

#### 6.18 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.

#### 6.19 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.

#### 6.20 20.0 *Sub-contracts*

20.1 The Supplier shall notify the Purchaser in writing or in electronic forms that provide record of the content of communication of all subcontracts awarded under this Contract if not already specified in the tender. Such notification, in the original tender or later, shall not relieve the Supplier from any liability or obligation

under the Contract. Subcontracts must comply with the provisions of GCC 2.

#### *6.21 21.0 Delays in the Supplier's Performance*

21.1 Delivery of goods 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 Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods or performance of the Works or Services, the Supplier 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 after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.

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.

#### *6.22 22.0 Liquidated Damages*

22.1 Subject to GCC 24 and if stated in the **SCC** if the Supplier fails to deliver any or all of the goods within the period(s) specified in the Contract, the Purchaser may, without prejudice to all its other remedies under the contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the performance, up to a maximum deduction of the percentage specified in the **SCC**. Once the maximum is reached the Purchaser may terminate the contract pursuant to GCC 23.

#### *6.23 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.

#### *6.24 24.0 Force Majeure*

**24.1 Notwithstanding the provisions of GCC 21, 22, and 23, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.**

24.2 For purposes of this GCC, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or

negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

24.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### *6.25 25.0 Termination for Insolvency*

25.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

#### *6.26 26.0 Termination for Convenience*

26.1 The Purchaser, by written notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

26.2 Goods that are complete and ready for shipment within thirty (30) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining goods, the Purchaser may elect:

- (a) to have any portion completed and delivered at the Contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed goods, works and services and for materials and parts previously procured by the Supplier.

26.3 For Works contracts, the Purchaser shall issue a payment certificate for the value of work done, materials ordered, the reasonable costs of removal of equipment and securing the site, and relocation of Supplier's personnel.

26.4 For Services contracts, the Purchaser shall pay all time-based fees and reimbursable expenses incurred up to the date of termination and for all stage payments due in addition to reasonable costs of removal of equipment and relocation of Supplier's personnel.

6.27 27.0 *Settlement of Disputes*

27.1 In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an adjudicator nominated by the appointing Authority specified in **SCC**.

27.2 If either Party is dissatisfied with the Adjudicator's decision may, within days specified in the **SCC** refer the dispute for arbitration. If either party within the period mentioned in the **SCC** has not referred the matter for arbitration the decision shall become final and binding to the Parties.

27.3 Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this GCC shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the goods or performance of the works or services under the Contract.

27.4 Arbitration proceedings shall be conducted in accordance with the rules of procedure of an authorized arbitration service within the United Republic of Tanzania.

27.5 Notwithstanding any reference to arbitration herein,

- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) the Purchaser shall pay the Supplier any monies due the Supplier.

6.28 28.0 *Limitation of Liability*

28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to GCC 5,

- (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser; and
- (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the

total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

#### *6.29 29.0 Governing Language*

29.1 The Governing Language of the Contract shall be specified in the **SCC**.

#### *6.30 30.0 Applicable Law*

30.1 The Contract shall be interpreted in accordance with the laws of the United Republic of Tanzania as specified in the **SCC**.

#### *6.31 31.0 Notices*

31.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in the **SCC**.

31.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

#### *6.32 32.0 Taxes and Duties*

32.1 A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed both inside and outside of the United Republic of Tanzania.

32.2 A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Purchaser or performance of the works or services.

#### *6.33 33.0 Change of Laws and Regulations*

33.1 If after the date invitation to quotations, any law or regulation changed in United Republic of Tanzania (which shall be deemed to include any change in interpretation or application by competent authorities) that subsequently affects the delivery date and/or the contract price, then such delivery date and/or contract price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the contract.

## 7 SECTION VIII: FORMS

### 1. QUOTATION 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 of ..... days/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)

### **3. 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.

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*(Name of the Authorized Person)*

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*Signature*

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*Date*

---

*Company stamp/seal*

#### **4. 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.....of .....day 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.....  
*[insert tender number]* 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**