

**NYANZA COOPERATIVE UNION (1984) LTD**



**THE INVITATION FOR PRE - QUALIFICATION**

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

**FOR**

**CONSTRUCTION & REPAIR OF BUILDINGS AT NYANZA CO-OPERATIVE  
UNION (1984) LIMITED**

**NYAMAGANA DISTRICT, MWANZA REGION**

**DECEMBER 2025**

## **2. SECTION I: INVITATION FOR PRE - QUALIFICATION**

### **NYANZA COOPERATIVE UNION (1984) LTD**



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

### **CONSTRUCTION & REPAIR OF BUILDINGS AT NYANZA COOPERATIVE UNION (1984) LTD**

### **NYAMAGANA DISTRICT, MWANZA REGION** **INVITATION FOR PRE - QUALIFICATION**

**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
  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**

### **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 duly 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;
      - (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.

6. The payment will be made in Tanzania Shilling.
7. Quotation shall remain valid for a period of not less than 90 days after the deadline for submission.
8. Alternative quotations are “*not applicable*”
9. 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.
10. The PE will evaluate and compare the quotations in the following manner:
  - 10.1 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.
  - 10.2 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
  - 10.3 prevail both for the evaluation of quotation and for subsequent contract agreement.
  - 10.4 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.
11. 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.
12. 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.
13. 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 THE BID DATA SHEET (BDS)

Part of the Instructions to Suppliers used to reflect specific terms and assignment conditions.

<b>Procurement Details</b>	The subject is procurement of works to support operation of NCU in Mwanza Region. work will be delivered to Nyanza Cooperative Union (1984) Ltd in difference areas which owned by Nyanza Cooperative Union
<b>Period of construction and repair</b>	Period for provide is within days after Contract signing by supplier and NCU or will be stated during Negotiation.
<b>Tender Validity Period</b>	Bids remain Valid for 120 days after submission date.
<b>Language of Tender</b>	The Tender to be responded to in <b>English language</b> .
<b>Preparation and Instruction to Bid Submission</b>	<p>The bidder shall seal the two envelopes (<b>both Technical and Financial bids in two separate envelopes</b>). One envelope marked as “Technical bid” and another envelope marked as “Financial Bid ”. The two envelopes should be put in one outer cover marked <b>“TENDER No. NCU (1984) GM /Z/99/23 Procurement of works</b></p> <p style="text-align: center;"><b>At Nyanza Cooperative Union (1984) Ltd operation in Mwanza Region.</b></p>
<b>Receipt, and Opening of Tenders</b>	<p>The completed Technical and Financial Bids must be delivered at Nyanza Cooperative union (Mwanza) on or before the time and date stated. Any bid received after the closing time for submission of bids shall be returned to the respective Supplier unopened.</p> <p>After the deadline for submission of Bids, tender documents shall be opened</p>
<b>Evaluation of Tenders</b>	Evaluation of Technical Bids

The evaluation committee appointed by the NCU shall evaluate the technical bids on the basis of their responsiveness to Instruction to bid, applying the evaluation criteria as follows: -

### **CRITERIA**

#### **1. Eligibility of supplier**

- Company Profile
- Certificate of Registration/Incorporation
- Business Licence
- TIN, VRN Certificate (If Applicable)
- Bank Reference Letter or recent six-month bank statement
- Declaration of No Conflict of Interest
- Anti Bribery Policy
- Litigation History

\*All documents should be up to date and related to the field applied.

\* If the supplier does not submit any of the documents, they will not proceed to the next evaluation process.

#### **2. General experiences of Contractor (70 Marks)**

- Minimum 5 years of experience in civil work related to the contraction in National NGOs/Profitable organizations/ medium to large multinational corporations. **(5 Marks)**.
- Provide a list of 5 service or project contracts for the same or different Client served within 3 years national NGOs/Profitable organizations/ medium to large multinational corporations (the list to show the related service offered, Year, Value, Clients contacts (Phone numbers, Email & Address) **(20 Marks)**).
- Provide at least 5 references of agreements for the same or different Client served within 3-years for the related service to this tender, whereby other supporting documents per each agreement may be requested for substantive test to be carried out for the successful bidder **(45 Marks)**. \*Past experience submitted should be similar to the tender announced.

\* The Minimum Technical Score required to Pass: **50 Marks**

#### **Evaluation of Financial Bid**

The financial bid will present quotations as per lot applied during the tender process.

	<p><b>Criteria</b></p> <p>i. Financial Score</p> <p>Financial score will be determined based on the weighted comparison of the lowest bid price.</p> <p><b>Weighted score:30 Marks</b></p> <p>The bidder achieving the highest combined technical and financial score will be considered as a successful bidder. The combined technical and financial score is calculated: Technical Score + Financial Score.</p>
<b>Negotiation</b>	<p>Before Contract Signing NCU may require Negotiation discussion with the successful bidder relating to the following areas.</p> <p>(a) A minor alteration to the technical details of the statement of requirements;</p> <p>(b) A minor amendment to the conditions of Contract;</p> <p>(c) Delivery of works arrangements;</p> <p>(d) Clarifying details that were not apparent or could not be finalized at the time of tendering; or</p> <p>(e) Price.</p>
<b>Notification and Award of Contract</b>	<p>All tenderers will be informed (via email) of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <p>(a) Notification of Intent of award of contract.</p> <p>(b) Notification of Regret.</p> <p>NCU will award the Contract to the Tenderer whose tender has been determined to be substantially responsive to the tendering documents, who has all the rights and legal capacity to enter into a contract for procurement.</p>
<b>Performance of Service</b>	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> <li>● Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation.</li> <li>● Approved sample for food items shall not change, unless agreed before delivery of service</li> </ul>
<b>Performance of Works</b>	<p>In contract execution supplier should consider the following,</p> <ul style="list-style-type: none"> <li>● Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation.</li> </ul>
<b>Currency and Payment</b>	<p>The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be in <b>Tanzania Shillings</b>. During delivery, Supplier shall provide Delivery Note, Invoice and EFD receipt. The payments will be made to the respective Account of Supplier or Company. Advance payments will be allowed for procurement of work but not greater than 20 % of contract price second payment will be pay when the project rich 40 % of total work, third payment will be made when the project rich 70% of the total work and final payment will be made when the project is completed at 100% of work done but consider retention fees 10% of the contract which shall be released after 60 days completion</p>

<b>Termination of contract</b>	NCU will terminate the Agreement If, <ol style="list-style-type: none"> <li>1. Late deliveries occur during performance of contract</li> <li>2. Supplier decides to change Item required without NCU consent.</li> <li>3. when liquidated damage reaches 10% contract price</li> </ol>
<b>Corrupt or fraudulent Practices</b>	NCU requires that bidders observe the highest standards of ethics during the selection and award of contract and also during the performance of the service or task.  NCU will reject a proposal for award if it determines that the bidder recommended for awards has engaged in corrupt or fraudulent practices in competing for the contract in question.  Bidders may raise any suspicion of misconduct or unfair treatment to email : <a href="mailto:info@ncultd.or.tz">info@ncultd.or.tz</a>
<b>Compliance to Safeguarding Policy</b>	All tenderers shall conform to NCU Safeguarding Policy as below, <ul style="list-style-type: none"> <li>● Supplier shall comply with the Convention on the Rights of the Child which requires that a child shall be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development.</li> <li>● Supplier shall take all appropriate measures to prevent sexual harassment and sexual exploitation and abuse of anyone by themselves or its employees, or related personnel controlled by the Supplier in execution of this work.</li> <li>● Sexual activity with any person under the age of 18 is prohibited.</li> <li>● Exchange of money, employment, goods or goods for sex is prohibited.</li> </ul> <p>Any of these practices shall be grounds for elimination to participation on this tender.</p>
<b>Liquidated Damages</b>	If the service provider fail to deliver the services as per the agreed schedule, the client shall be entitled to claim liquidated damages at a rate of Tshs 500,000/= per day supplier should be ready to provide performance bond or bank guarantee.