



Plot No. 209, Block 47, Tale Street, Mpakani B, Kijitonyama, Kinondoni District, P.O.
Box 20409,

Dar Es Salaam Tel: +255 713608068 Email: info@bakaid.or.tz Website:
www.bakaid.or.tz

A. Organization Background and Tender Notice

BAKAID established under The National Muslim Council of Tanzania (BAKWATA) in 2004 to join the national efforts in response to social economic development and emerging health issues. In this initiative BAKAID has been coordinating the strategic plan, training, implementation and evaluation of all service interventions among Muslim community throughout Tanzania. BAKAID registered as Non-Governmental Organization under the Non-Governmental Organizations Act, No. 24 of 2002 in 2021 with registration number 00NGO/R/1805.

BAKAID currently implements various projects in the Kigoma region, including the Afya Hatua Project, funded by the Tanzania Health Promotion Support (THPS). As part of the Afya Hatua Project implementation, BAKAID is seeking an eligible and qualified vendor to supply Early Childhood Care and Development (ECCD) instructional materials across the eight councils where the project is being implemented in Kigoma Region.

B. Objectives of the Assignment

The overall objective of this assignment is to procure and Supply of Early Childhood Care and Development (ECCD) Instructional Materials Across the Eight Councils in Kigoma Region for Children Aged 2 to 10 Years under Afya Hatua Project. These materials will contribute to improved early learning outcomes by enhancing the cognitive, emotional, and motor development of children in ECCD settings. The list of ECCD Instructional Materials to be supplied is as follows:

Sn	Item	Description of Item	# of Items
1	Number with beads	Plastic (Blue, yellow, green, red)	100
2	Number with beads + black board	Plastic/wooden	80
3	Building blocks	Tetra tower plastic - basic colours	80
4	Item ABC	A4 size booklet with item pictures	100
5	Number and picture puzzle strip	Jigsaw, number sequences	40
6	Beads shuttles-sprila and straight	Plastic/wooden (basic colours)	100
7	Shapes and colour stacking and board	Small size Plastic/wooden (basic colours)	80
8	Fruits count and match puzzle (code AL-56)	Plastic/wooden (basic colours)	80
9	Count and Mtch object puzzle	Plastic/wooden (basic colours)	80
10	Head and tail puzzle	Plastic (Blue, yellow, green, red)	80

11	Play with crayons coloring book	Oil Pastel colour drawing	100
12	Plain art book	small a4 size land scape	100
13	Trace and colour birds	A4 size Potrait - Water colour birds painting	100
14	Tower pentagon (BT-07)	Wooden/plastic materials	100
15	Fraction board Multi-colored	Cards - basic colours	100
16	Crayons	Jumbo crayons (kit art) Assorted colours	40dzn
17	Play blocks	Wooden blocks	100
18	Jumping ropes	Small manila ropes with handle - basic colours	80
19	ABC and animal mat	Manila/plastic small mats	80
20	Puzzle blocks	Plastic/wooden - shapes/objects	80
21	Writing slates	Wooden frame-use chalk (Size A4)	100
22	Hand catching ball	small size - basic coours	40
23	Children colour soccer ball	Midium size - basic colours	40
24	Dices with numerals and dots	Big size Plastic/wooden (Black and white)	100
25	Plastic animal toys	Midium size - basic colours	80
26	Coloured drawing magnetic board	A4 size errased plastic material	100

****All items must be packed in the backpack, except for the receipt form which will be collected and submitted to BAKAID.***

Scope of Work

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

1. Deliver required item at our offices as instructed
2. Do an inventory with Program Manager to match the required items procured with the request that was provided prior procurement process

Eligibility

To be considered for the award, vendors must currently be legally operating in Tanzania, and the quotation must be including all of the following information:

- ❖ Ability to meet or exceed the requirements/technical specifications.
- ❖ Ability to deliver the items/services specified in Terms of Reference no later than the date(s) required.
- ❖ Legally registered in Tanzania.

Evaluation Criteria:

- ❖ Price
- ❖ Financial capability
- ❖ Experience
- ❖ Quality of items to be supplied (Short listed applicants will be required to submit samples)
- ❖ Delivery

Please note:

- i. Late or incomplete bids will not be accepted.
- ii. Electronic bids will also be accepted.
- iii. The quote that complies with all the specifications/requirements and offers the lowest price, as well as all evaluation criteria indicated here, shall be selected.
- iv. BAKAID may cancel solicitation and not award.
- v. BAKAID may reject any or all responses received.
- vi. Issuance of request for quotes does not constitute a contract commitment by BAKAID.
- vii. BAKAID reserves the right to disqualify any offer based on offeror failure to follow the solicitation instructions.
- viii. BAKAID reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- ix. BAKAID will be contacting all offerors to confirm contact person; address and that the proposal was submitted for this solicitation.
- x. BAKAID will not compensate Vendors for their response to the solicitation.
- xi. BAKAID may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- xii. 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 1: 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 2025
Eligibility (*)	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by USAID or other International Entities. (MK Denial Check or/and PASADA 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
Previous Experience (*)	Minimum 3 years of relevant experience.	Form A: Qualification Form 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

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 1 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)

<input type="checkbox"/> No litigation history for the last 3 years				
<input type="checkbox"/> Litigation History as indicated below				
Year of dispute	Amount dispute (TZS)	in (in	Contract Identification	Total 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:	
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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).*

Note: *As a key eligibility requirement, all vendors must not be engaged in any form of corruption, child abuse, violence, or human trafficking. BAKAID maintains a zero-tolerance policy toward unethical or exploitative practices*