



**REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR
THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR
CONSULTANCY SERVICES FOR THE FINANCIAL YEAR 2022-2023**

TENDERER'S NAME:

CATEGORY NAME:

CATEGORY NUMBER:

CLOSING DATE:

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FOR THE FINANCIAL YEAR 2022-2023**

Energy and Livelihoods for Communities (ELICO) Foundation, www.elicofoundation.org is a leading renewable energy hub dedicated to establish people centred clean energy systems and improve livelihoods through innovation, development, demonstration, incubation and research.

ELICO is a global force and a partner of choice within the renewable energy space whose goal is to accelerate access to modern energy and energy services for socio-economic development of rural and last mile areas in Africa. To achieve this, ELICO co-develop renewable energy solutions with the user communities and supports the development of a broad range of MSMEs and smallholder farmers by providing them with appropriate technological solutions, skillset and market linkage so that they can grow and deliver access to energy services in rural areas.

The renewable energy solutions include, solar-powered water pumping systems for irrigation, solar-powered refrigeration for fresh produce, green mini-grids for thriving rural economies, solar microgrids for remote health facilities and other solar powered solutions such as rice milling, pottery wheels, milking machines, fish dryers etc. ELICO recognizes that until and unless we avail energy for productive uses in rural Tanzania, the level of prosperity in the country will remain limited. We are clear that we must deliver Sustainable Energy for all Tanzanians, more rapidly for those living in rural areas where poverty incidence is highest and equip the communities and businesses with the tools, knowledge and linkages they need to increase their incomes.

ELICO invites applications from eligible, competent, qualified, consultancy firm, vendors and individual consultants to to be prequalified for the supply of goods and provision of works, non-consultancy and Consultancy services, that are anticipated to be required over the next two years (2022-2024) of programming for ELICO Foundation in Tanzania as per the below categories:

CATEGORY REFERENCE NUMBER	CATEGORY	ELIGIBILITY
CATEGORY A	Supply and delivery of goods	
ELICO/PREQ/001/2022-2024	Office stationery, toners & cartridges	OPEN
ELICO/PREQ/002/2022-2024	Newspapers and Magazines	OPEN
ELICO/PREQ/003/2022-2024	Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment	OPEN
ELICO/PREQ/004/2022-2024	Water dispensers & drinking water	OPEN
ELICO/PREQ/005/2022-2024	Disposable items i.e. toiletries, lotions, detergents	OPEN
ELICO/PREQ/006/2022-2024	General office Utilities and Consumables - Internet service providers, kitchen utensils and consumables	OPEN
ELICO/PREQ/007/2022-2024	Office furniture, office fittings and equipment	OPEN
ELICO/PREQ/08/2022-2024	Design & Branding of promotional materials ; T-shirts, water bottles, note books, bags	OPEN
ELICO/PREQ/09/2022-2024	Supply and delivery of computer software and hardware	OPEN
ELICO/PREQ/010/2022-2024	Building Materials, Hardware tools, paints and fittings	OPEN
ELICO/PREQ/011/2022-2024	Alternative energy products e.g. Solar Panels, Batteries, charge controllers, UPS, solar lighting products and Installation of Solar Irrigation Systems	OPEN
ELICO/PREQ/012/2022-2024	Occupational safety equipment and accessories - Fire extinguishers, PPE	OPEN

ELICO/PREQ/013/2022-2024	Income Generating Appliances (IGAs), electronic appliances and accessories i.e Air Compressor, Oil Press Machine, Welding Machine, Water Pumps, Refrigerators, Photocopy Machine, Change-over switches etc	OPEN
CATEGORY B	Provision of Non-Consultancy Services	
ELICO/PREQ/014/2022-2024	Courier Services i.e. Local and International courier services	OPEN
ELICO/PREQ/015/2022-2024	Sanitary, Fumigation & Landscaping services i.e. Garden maintenance services, Garbage collection services	OPEN
ELICO/PREQ/016/2022-2024	Car hire and hired transport services i.e. hailing apps, vans, buses, trucks and related services	OPEN
ELICO/PREQ/017/2022-2024	Clearing and forwarding services	OPEN
ELICO/PREQ/018/2022-2024	Communication and Branding services -Public relations management, brand management, media monitoring, advertising, research, Specialized services - Writing, rapporteur, illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography)	OPEN
ELICO/PREQ/019/2022-2024	Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning	OPEN
ELICO/PREQ/020/2022-2024	Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets	OPEN
ELICO/PREQ/021/2022-2024	Travel agency and related services -Air ticketing services, Travel insurance and International hotel bookings	OPEN
ELICO/PREQ/022/2022-2024	Repair and preventative service of electrical appliances i.e. air conditioners, fridge and related equipment	OPEN
CATEGORY C	Consultancy services	
ELICO/PREQ/023/2022-2024	Legal Services	OPEN
ELICO/PREQ/024/2022-2024	Audit services	OPEN
ELICO/PREQ/025/2022-2024	Business development Services	OPEN
ELICO/PREQ/026/2022-2024	Monitoring and Evaluation Services	OPEN
CATEGORY D	Works	
ELICO/PREQ/027/2022-2024	Small Contractual Works -General office design, repairs and maintenance works -Electrical, Painting, Plumbing	OPEN
ELICO/PREQ/028/2022-2024	Civil and Building Works contractors and Renovators - Building works, Architectural works, Electrical works and General construction works	OPEN

Detailed Expression of Interest documents with requirements and submission information may be downloaded from the following link [Tenders – ELICO Foundation](#) at no fee.

Complete prequalification documents should be dropped in the tender box placed at:

ELICO Foundation
Plot No. 288, Makwaia Street, Regent Estate
P.O.Box 79708, Dar es Salaam - Tanzania

So as to reach us not later than **21st October 2022**.

Successful applicants will be notified by email within 4 weeks from the date of closure of submission

SECTION 1.

1.0 INSTRUCTIONS TO BIDDERS

1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE – ELICO FOUNDATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by ELICO, to perform the contract of supply and delivery of goods or provision of Works or non-consultancy or consultancy services

1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and also provide services or works under relevant RFQs/ RFPs as and when required during the period ending December 2024

1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the laws of the United Republic of Tanzania for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, ELICO Foundation** so they may be pre-qualified for submission on RFPs/ RFQs. EOIs will be submitted in complete lots singly or in combination. ELICO requires prospective Vendors or Consultants to supply mandatory information for the EoI.

1.4 EXPERIENCE

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as ELICO. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EoI criteria.

1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EOI, prospective vendors and consultants must submit all the information requested herein.

1.7 SUBMISSION OF EOI DOCUMENTS

Two copies of the complete EOI data and other information requested should be submitted to reach ELICO as hard copy documents, bound with no loose leaves and all pages serialized and stamped or initialed by the appointed authorised signatory to:

**THE PROCUREMENT COMMITTEE
ELICO FOUNDATION
P.O. BOX 79708,
DAR ES SALAAM
Tel: +255 22 2923919**

Email; procurement@elicofoundation.org

The category applied for should be clearly indicated on the envelope alongside with the Vendor's/ Consultant's company name as well as the statement **"DO NOT OPEN BEFORE 24th October 2022 at 10.00am"**

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to THE PROCUREMENT COORDINATOR whose address is given in 1.7 above, ***Not later than 7 days before the closure of the submission deadline.***

1.9 ADDITIONAL INFORMATION

ELICO reserves the right to request submission of additional information from prospective vendors/ consultants.

2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP/RFQ will be made available soon after this EOI process is complete, only to those Vendors/Consultants whose qualifications pass this EoI by scoring 70 points and above.

SECTION 2.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

Evidence of tax compliance should be provided

2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials.

2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the ELICO's accounting officer or procurement committee.

2.4 PAYMENTS

All local purchases shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract agreement.

SECTION 3.

3.0 EOI DATA FORM INSTRUCTION

3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in ELICO's Roster of preferred Vendors/ Consultants for the specified category.

INCOMPLETE APPLICATION

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

3.2 QUALIFICATION

TENDER DATA

It is understood and agreed that the data on prospective bidders will be used by **ELICO** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with ELICO's commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

QUALIFICATION REQUIREMENTS

Vendors or Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/ consultancy services in the judgment of **ELICO**.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

EXPERIENCE

Vendors and Consultants shall have at least three (3) years' experience in the supply of goods, works, non-consultancy or consultancy services and allied items. Potential Vendor/Consultant should show competence, willingness and capacity to service the contract.

Please note that prospective Vendors/ Contractors require special experience and capability to organize supply and deliver items or services at short notice.

PERSONNEL

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

FINANCIAL CONDITION

The Vendor's / Consultant's financial condition will be determined by latest financial reports and or statements submitted with the EoI documents as well as letters of reference from their bankers regarding their credit position. Potential Vendors/ Consultants will be pre-qualified on the satisfactory information given.

PAST PERFORMANCE

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

3.4 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor/Consultant ensuring the accuracy for the information given.

3.5 WITHDRAWAL OF RFP/RFQ

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the ELICO Foundation could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, ELICO Foundation reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EoI.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

3.7 EoI EVALUATION CRITERIA

No	Information Required	Form Type	Point Score
1	Registration Document	PQ-1	20
2	EoI data	PQ-2	5
3	Supervisory Personnel	PQ-3	10
4	Financial Position and Bank Details	PQ-4	15
5	Past Experience	PQ-5	20
6	Sworn Statement	PQ-6	5
7	Confidential Questionnaire	PQ-7	15
8	Litigation History	PQ-8	10
	TOTAL		100

3.8 QUALIFICATION MARK

The qualification score of 70 points and above.

FORM PQ-1 : EOI DOCUMENTATION

All firms must provide in serialized pages:

- (a) Copies of Certificate of Registration and CR12
- (b) Copy of V.A.T Registration Certificate
- (c) Tax Compliance Certificate from Tanzania Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
- (d) Copies of Taxpayer Identification Number (TIN) Certificates of firm/Company/Individual
- (e) Copies of business permits and licenses
- (f) List of ongoing and previous Contracts/Projects (goods, services)
- (g) Bank references and bank details
- (h) Attach a copy of two certified audited financial statements giving summary of assets and current liabilities/or any other financial support from the last two years.
- (i) Comprehensive Capacity Statement, CV, academic and professional certificates, latest dealership letters (technical/experience/Lab & Medical Equipment/Computers etc.)
- (j) Statement to indicate willingness to provide goods and services on credit
- (k) Applicants should only apply in their areas of expertise

Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)

FORM PQ-2 : EOI DATA

Vendor/Contractor Identification	
Legal name of firm	
Street and Address	
City	
Country	
Telephone No.	
Contact Person	
Title	
Business Information	
Management Personnel	
MD	
Director	
General Manager	
Treasurer	
Other	
Partnership (if applicable)	
Name of partners	
Others	
Business founded or incorporated	
Under present management since	
Net worth equivalent Tshs	
Bank reference and address	
Bonding company reference and address	
Enclose copy of the organization chart of the firm indicating the main fields of activities	

FORM PQ-3 : SUPERVISORY PERSONNEL

Name : _____

Age : _____

Academic qualification : _____

Professional qualification : _____

Length of service with Vendor/ Consultant
or position held : _____

Supply or Service experience

Name of client/customer : _____

Character and nature of contract: _____

Contract value : _____

Location of contract : _____

Title and responsibility in contract: _____

Other : _____

Proposed Technical personnel

a) _____

b) _____

c) _____

d) _____

Proposed position in this project if contract is awarded: _____

Brief statement of supply and service delivery method the vendor/ consultant plans to use to
execute the contract:

FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS

4.1 Attach a copy of the last two audited and certified financial statements giving a summary of assets and current liabilities/or any other financial support.

4.2 Provide the applicant's bank details to ELICO Foundation.

Account Name : _____
Account Number : _____
Bank Name : _____
Branch : _____
Branch code : _____
Bank code : _____
Swift Code : _____

Attach letters of reference from the banker regarding vendor/ consultant's credit position.
(Compulsory)

FORM PQ-5 : PAST EXPERIENCE

NAMES OF THE VENDOR/ CONSULTANT'S OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS

CLIENT 1

Name of 1st client (organization).....
Address of client (organization).....
Name of contact person at the client (Organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 2

Name of 2nd client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 3

Name of 3rd Client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

Others:

.....

FORM PQ-6 : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the RFP/RFQ documents to follow.
- c) When the RFP/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offense to give false information on this form.

Part 1 – General				
Business Name				
Location of Business Premises				
Plot No. Street/Road				
Postal Address Tel No.				
Nature of business				
Current Trade License No. Expiring date				
Maximum value of business which you can handle at any one time Tshs				
Name of your bankers Branch				
Part 2 (a) – Sole Proprietor				
Your Name in full Age				
Nationality Country of origin				
* Citizenship details				
Part 2 (b) Partnership				
Given details of partners as follows:				
	Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
Part 2 (c) – Registered Company				
Private or Public				
State the nominal and issued capital of company –				
Nominal Tshs.....				
Issued Tshs.....				
Given details of all directors as follows				
	Name	Nationality	Citizenship Details	Shares
1.			
2.			
3.			
4.			
5.			
*If Tanzanian citizen, indicate under citizenship details whether by Birth, Naturalization or Registration				
Date Seal/Signature of Candidate				

FORM PQ-8 : LITIGATION HISTORY

Provide any litigation or arbitration history based on the attached form on the next page

AFFIDAVIT FOR LITIGATION HISTORY

I (**INSERT NAME HERE**) of Post Office Number (**INSERT COMPANY ADDRESS**) in the United Republic of Tanzania make oath and state as follows:-

1. **THAT** I am a Tanzanian male/female adult of sound mind by reason whereof to swear this affidavit.
2. **THAT** I am a holder of a National identity card number (**INSERT ID NO. HERE**) copy attached herewith.
3. **THAT** I am one of the Directors of the registered company namely (**INSERT COMPANY NAME HERE**) copy of Certificate of Incorporation attached herewith.
4. **THAT** there is no pending litigation whatsoever or any claims expected of (**INSERT COMPANY NAME**).
5. **THAT** (**INSERT COMPANY NAME**) has not been barred to participate in Public Tender.
6. **THAT** we have never been involved in corrupt practices, neither shall we offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with this Tender
7. **THAT** I swear this affidavit to confirm that my Company has no any pending litigation of claim expected whatsoever.
8. **THAT** I swear this affidavit conscientiously believing the same to be true and correct in accordance with the Oaths and Statutory Declaration Act Cap 34 Laws of Tanzania.

SWORN by the said:

(**INSERT NAME HERE**)

DEPONENT

)
)
)
)
)

At (Name of Place) this day of , 20

BEFORE ME

COMMISSIONER FOR OATHS
DRAWN BY

)
)
)
)
)

CONFIRMATION FOR DELIVERY OF EOI: FOR DELIVERY PURPOSES ONLY (ELICO Foundation Copy)
Form to be filled and printed by the Vendor/ Consultant to be received by ELICO Foundation

Category No. _____

Supply/Provision of _____

Date _____

Applicant's Name _____

Represented by _____

Signature _____

(Full name and designation of the person delivering the document)

The above should be signed and stamped at the reception desk upon the delivery of the EOI document. The supplier should keep a copy as proof of delivery made.

FOR OFFICIAL USE ONLY

Received By : *ELICO Foundation*

Date :

Sign :

Stamp :

CONFIRMATION FOR DELIVERY OF EOI: FOR DELIVERY PURPOSES ONLY (Supplier Copy)

Form to be filled and printed by the vendor/ consultant to be received by ELICO Foundation

Category No. _____

Supply/Provision of _____

Date _____

Applicant's Name _____

Represented by _____

Signature _____

(Full name and designation of the person delivering the document)

The above should be signed and stamped at the reception desk upon the delivery of the EOI document with the supplier keeping a copy as proof of delivery made.

FOR OFFICIAL USE ONLY

Received By : *ELICO Foundation*

Date :

Sign :

Stamp :