

AZANIA BANK LIMITED



MAWASILIANO TOWERS
P.O.Box 32089
Dar es Salaam, Tanzania
Tel: 2412028 / 26 / 27
Fax: 2412028
Email: info@azaniabank.co.tz
www.azaniabank.co.tz

Prequalification Document

for

Provision of Debt Collection Services

TENDER NO. ABL/2023/NCS/22

February, 2023

SECTION I - INVITATION FOR PRE-QUALIFICATION

AZANIA BANK LIMITED



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PRE-QUALIFICATION DOCUMENT

FOR

PROVISION OF DEBT COLLECTION SERVICES

TENDER NO. ABL/2023/NCS/22

Date: 22nd February 2023

1. This invitation for prequalification follows the General Procurement Notice for this project that appeared in the DailyNews newspaper of 15th February, 2023 and Mwananchi newspaper of 15th February, 2023.
2. The Azania Bank Ltd has set aside some funds and it intends to apply part of the proceeds of this fund to cover eligible payments under the contract for provision of valuation services to the bank under closed framework agreement.
3. The Azania Bank Ltd now invites applications from eligible **National** firms for provision of valuation services to the bank under closed framework agreement.
4. Pre-qualification will be conducted through the procedures specified in Regulation 119 of the Public Procurement (Regulations- Government Notice 446 of 2013, and is open to all Applicants as defined in the Regulations.
5. Interested applicants may obtain complete set of Pre-qualification document by downloading through Azania Bank Limited website www.azaniabank.co.tz select "**Tenders**" OR www.azaniabannk.co.tz/azania-tenders.
6. Interested Applicants will be required to pay a non-refundable fee of **TZS 100,000.00** or equivalent amount in freely convertible currency for each

prequalification /Lot being applied payable to account number LI145065;
Account Name: Miscellaneous Credit at any Azania Bank Limited branch

7. Completed Applications, **“Original and copy”** enclosed in plain sealed envelope, marked with the Reference Number and Lot Number shall be addressed to: -

**Procurement Management Unit,
Azania Bank Limited
P.O Box 32089, Dar es Salaam**

and be submitted at Mawasiliano Tower, Ground Floor along Sam Nujoma Road, Dar es Salaam, so as to be received on or before **Tuesday 07th March, 2023 at 02:00 p.m.**

All Documents must be serialized/paginated

8. Applications will be opened immediately thereafter in the presence of the applicants or their representatives who choose to attend the opening at **Mawasiliano Tower, 3rd Floor, Board Room on Tuesday 07th March, 2023 at 02:00 p.m.**
9. Late Applications, portion of Application, Applications not received, and not opened and not read out in public at the opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE MANAGING DIRECTOR

SECTION II – INSTRUCTIONS TO APPLICANTS

Instruction to Applicants to be used for this Pre-qualification process shall be the Instruction to Applicants (ITA) for the Standard Prequalification Document for Non-Consultancy Services prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION III - PREQUALIFICATION DATA SHEET (PDS)

The following specific data for pre-qualification of Service Providers for Non-Consultancy Services shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
A. GENERAL			
1.	Name of the PE	ITA 1.1 & ITA 2.1	The PE is: Azania Bank Limited P.O Box 32089 Dar es Salaam
2.	Lots	ITA 1.1 & ITA 1.2	The Application is for; Prequalification for Provision of Debt Collection Services to Azania Bank Limited for a term of One (1) year from contract signing date that is subject to extension for another two terms based on satisfactory performance. Each term will be determined by quarterly performance evaluation from which the annual pass mark will be 70% and above. Tender No. ABL/2023/NCS/22
3.	Expected Date of Invitation to Tender	ITA 1.3	<u>Expected date of Invitation for Tenders:</u> During Contractual Period i.e Between April 2023 and March 2024
4.	Name of the project	ITA 2.1	Name of Project is: Prequalification for Provision of Debt Collection Services to the bank. Tender No. ABL/2023/NCS/22 Lot No. N/A
5.	Source of Funds - Financial year	ITA 2.1	Financial Year: 2023
6.	Source of Funds - Financing Institution	ITA 2.1 & 2.2	Name of financing institution is: Azania Bank Limited
7.	Source of Funds - The loan /credit number	ITA 2.1& 2.2	The loan/ credit number is: N/A
8.	JVCA Members	ITA 4.1	Maximum number of members in the JVCA shall be: N/A

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
9.	Pre- Application Meeting	ITA 6.2	Pre-Application Meeting will be held: NO
10.	Language of Application	ITA 9.1	This Prequalification document has been issued in the English language.
11.	Additional Document	ITA 10.1 (d)	The Applicant shall submit with its Application, the following additional documents: Any other documents deemed necessary in this prequalification
12.	Submission of Application		<p>The deadline for application submission is:</p> <p>Date: 07th March, 2023</p> <p>Time: 02:00 p.m.</p> <p>Day: Tuesday</p> <p>For application submission purposes only, The Procuring Entity's Address is;</p> <p>Procurement Management Unit, Azania Bank Limited, Mawasiliano Tower Building along Sam Nujoma Road, P.O Box 32089, Dar es Salaam</p>
13.	Application Authorization documents	ITA 14.2	Authorization document(s) shall be duly notarized Power of Attorney in the format provided in Section V: Application Forms
14.	Margin of Preference	ITA 22.1	A margin of domestic preference shall not apply
15.	Address to submit Copy of complaints	ITA 33.1	<p>The address to submit copies of complaints:</p> <p>The Managing Director Azania Bank Limited, Mawasiliano Tower, Ground Floor, Sam Nujoma Road, P.O. Box 32089 Dar es Salaam, TANZANIA.</p>

SECTION IV- QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

1.0 Mandatory Requirements for prequalification

1. Proof of Document Purchase
2. Copy of Certificate of Registration/Incorporation of Business Name
3. Copy of valid TIN Certificate of firm/company from Tanzania Revenue Authority.
4. Copy of valid Tax Compliance Certificate from Tanzania Revenue Authority
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
6. Must fill the Application forms/documents in the format provided including all the forms
7. Must fill the Application forms/documents in the format provided including all the forms

The bid document "Original and copy" must be sequentially paginated / serialized.

2.0 Technical Evaluation

No.	Criteria	Total Marks
a	General experience and qualifications of the firm	14
	<p>Number of years in business (0 point for 0 years in business,1 point for 1 year in business, 2 points for 2 years and 3 points for 3years and above in business)</p> <p>Submission of the following documents (1point for each detail submitted)</p> <ul style="list-style-type: none"> • Copy of Certificate of Registration with relevant professional body/ Authority if any • Evidence of the firm's professional indemnity cover • Application Submission Letter • Special Power of Attorney 	

	<ul style="list-style-type: none"> • Undertaking by Applicant on Anti – Bribery Policy / Code of Conduct and Compliance Programme • Applicant Information Form • Financial Situation and Performance • Average Annual Turnover (Annual Sales Value) • Current Contract Commitments / Contracts in Progress • Historical Contract Non-Performance, • Pending Litigation and Litigation History 	
b	Specific experience in carrying out debt collection services	50
	<ul style="list-style-type: none"> • Provide a list of at least five (5) major clients (4marks for each up to a max. 5 clients) 	20
	<ul style="list-style-type: none"> • Provide at least three (3) recommendation letters (10marks for each up to a max, of 3 recommendations) 	30
c	Qualifications of key personnel (2 members of staff)	36
	<ul style="list-style-type: none"> • Academic qualification (5marks for each up to a max of two (2) staff) 	10
	<ul style="list-style-type: none"> • Relevant experience in provision of similar services (10marks for each staff) 	20
	<ul style="list-style-type: none"> • Membership to professional bodies/authorities (3marks for each staff) 	6
	TOTAL	100

Pass mark = 70 points and above

No .	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 4.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Not declared ineligible	Not having been declared ineligible as described in ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	Government Owned Entity	Applicant required to meet conditions of ITA 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	Anti-Bribery Policy	Submission of anti-bribery policy/code of conduct and Compliance Programme	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form-INTEG
2. Historical Contract Non-Performance							
2.1	History of Non-	Non-performance of a contract ¹ did not occur as a	Must meet requirement	Must meet requirements	Must meet requirement ²	N/A	Form PER-1

¹Non performance, as decided by the Purchaser, shall include all contracts where (a) non performance was not challenged by the Supplier, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the Supplier. Non performance shall not include contracts where Purchaser's decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.

² This requirement also applies to contracts executed by the Applicant as JV member.

No .	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
	Performing Contracts	result of Service Provider's default since 1st January 2019					
2.2	Debarment based on Execution of Tender Securing Declaration by the Authority	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 4.6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant's financial position and prospective long term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form PER-1
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant since 1st January 2019	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form PER-1
2.5	Compliance with Statutory Requirements	No consistent history of failure to pay taxes and social security Contributions,, and no failure to comply with environmental and health and safety requirements	Must meet requirement	N/A	Must meet requirement	N/A	Form PER -2

No .	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
3. Financial Situation and Performance							
3.1	Financial Capabilities	The audited balance sheets or, if not required by the laws of the Applicant’s country, other financial statements acceptable to the Purchaser, for the last <i>three (3)</i> years shall be submitted and must demonstrate the current soundness of the Applicant’s financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Turnover	Average annual turnover (Average Annual Sales Revenue) from provision of service of Tanzania Shillings One Hundred Million (TZS 100,000,000.00) calculated as total certified payments received for contracts in progress and/or completed within the last three years divide by three years.	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.2
3.3	Current Commitments	The Applicant shall also demonstrate, to the	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN 3.3

No .	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Members Combined	Each Member	One Member	
		satisfaction of the Purchaser, that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments.					
4. Experience							
4.1	General Experience	Experience in provision of valuation services at least the last three years starting from 1st January 2020	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP -1
4.2 (a)	Specific Experience (if applicable)	(i) Documentary evidence of the Applicant’s qualifications to perform the Contract in accordance with 4.2 (b)(i) below	Must meet requirement	Must meet requirement	N/A	Must meet requirement	
		(ii) Technical and Production Capability in accordance with 4.2(b)(ii) as below.	Must meet requirement	Must meet requirement	N/A	Must meet requirement	
4.2 (b)	See below for details						

SECTION V - APPLICATION FORMS

Below is a checklist of forms/ documents required to be submitted by the Applicant. Each Applicant must ensure that all forms/ documents are properly prepared and submitted with his application. Failure to fill in and submit, or improper filling of the Forms/ documents may result in the rejection of the application.

Form	Description	Check if Included with the Application		
		Tick	Page No.	Ref.
	Application Submission Letter			
	Special Power of Attorney			
Form INTEG	Undertaking by Applicant on Anti - Bribery Policy / Code of Conduct and Compliance Programme			
Form ELI -1.1	Applicant Information Form			
Form ELI -1.2	Applicant's JV Information Form			
Form FIN - 3.1	Financial Situation and Performance			
Form FIN - 3.2	Average Annual Turnover (Annual Sales Value)			
Form FIN-3.3	Current Contract Commitments / Contracts in Progress			
Form- EXP-1	General Experience			
Form- PER 1	Historical Contract Non-Performance, Pending Litigation and Litigation History and Conformance to Statutory Requirements			

Application Submission Letter

Date: *[insert day, month, and year]*
Pre- Qualification No. and title: *[insert RFB
number and title]*

To: *[insert full name of Purchaser]*

We, the undersigned, apply to be prequalified for the referenced Tender and declare that:

We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with Instructions to Applicants (ITA) 8: *[insert the number and issuing date of each addendum]*.

We have no conflict of interest in accordance with ITA 4.6; and We (and our subcontractors) meet the eligibility requirements as stated ITA 4.1, we have not been suspended by the Public Procurement Regulatory Authority based on execution of a Tender/Proposal Securing Declaration in accordance with ITA 4.7;

We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority.

[select the appropriate option and delete the other] *[We are not a state-owned enterprise or institution]* / *[We are a state-owned enterprise or institution but meet the requirements of ITA 4.8];*

We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the Prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
<i>[insert full name for each occurrence]</i>	<i>[insert street/ number/city/country]</i>	<i>[indicate reason]</i>	<i>[specify amount currency, value, exchange rate and TZS equivalent]</i>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application"]

We understand that you may cancel the Prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the

prequalified Applicants to tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed: *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name: *[insert full name of person signing the Application]*

In the capacity of: *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: *[insert full name of the Applicant or the name of the JV]*

Address: *[insert street number/town or city/country address]*

Dated: *[insert date the document is signed i.e. day number]* day of *[insert month]*, *[insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

Special Power of Attorney³

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Donor*]
being [*insert designation*] of [*insert name of the company*] of [*insert company address*]
having its registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Donor*] by virtue of authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of [*insert day*] day of [*insert Board Resolution month and year*], do hereby ordain, nominate, authorize, empower 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 on my behalf or 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 duly 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 place*] for and on behalf of [*insert name of the company or Donor*]

SIGNED AND DELIVERED by the said
[*insert name of Donor*] Identified to me
by [*insert name*]
The latter being known to me personally
this [*insert date, month and year*]

³ **Note:** Power of Attorney of a Foreign Firm may be presented in any other legally acceptable format

.....
DONOR

BEFORE ME:

Name:.....

Address:.....

Qualification:.....

Signature:.....

COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name of Donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the Terms and Conditions contained in this Power of Attorney and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said }
[*insert name of Donee*] Identified to me }
by [*insert name*] }
The latter being known to me personally }
this [*insert date, month and year*], }

.....
DONEE

BEFORE ME

Name:.....

Address:.....

Qualification:.....

Signature:.....

COMMISSIONER FOR OATHS.

**Form INTEG- UNDERTAKING BY APPLICANT ON ANTI – BRIBERY
POLICY/ CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

Each Applicant must submit a statement, as part of **the Application Document**, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of **the Applicant** and, where relevant, of its subsidiary in the United Republic of Tanzania. If a tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.

MEMORANDUM (Format 1)

*(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government
Notice No. 446 of 2013 as amended in 2016.)*

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 of Conduct and Compliance Program are attached.** ⁴

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Applicant: _____

Address: _____

⁴Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

MEMORANDUM (Format 2)

(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446 of 2013 as amended in 2016.)

This company _____ [name of company] has issued, for the purposes of this tender, a Compliance Program⁵ copy attached -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, subcontractors and suppliers.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Applicant: _____

Address: _____

⁵Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

Form ELI -1.1 Applicant Information Form

Date: *[insert day, month, year]*
 Pre-Qualification No. and title: *[insert number and title]*
 Page *[insert page number]* of *[insert total number]* pages

Applicant's name: <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, Income Tax Clearance and Business Licence in accordance with ITA 4.5. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 4.8 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Applicant is not under supervision of the PE
2. Included are the organizational chart, a list of Board of Directors.

Form ELI -1.2

Applicant's JV Information Form

[The following form is additional to Form ELI – 1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date: *[insert day, month, year]*
 Pre-Qualification No. and title: *[insert number and title]*
 Page *[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, Income Tax Clearance and Business Licence in accordance with ITA 4.5. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the PE, in accordance with ITA 4.8. 2. Included are the organizational chart, a list of Board of Directors.

Form FIN – 3.1**Financial Situation and Performance**

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Pre-Qualification No. and title: *[insert number and title]*

Page *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, TZS equivalent)				
	Year 1	Year 2	Year 3		
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

* Refer ITA 13 for the exchange rate

2. Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) be independently audited or certified in accordance with local legislation.
 - (c) be complete, including all notes to the financial statements.
 - (d) correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements⁶ for the *[number]* years required above; and complying with the requirements.

⁶If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Form FIN - 3.2

Average Annual Turnover (Annual Sales Value)

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Pre-Qualification No. and title: *[insert number and title]*

Page *[insert page number]* of *[insert total number]* pages

Annual turnover data			
Year	Amount Currency	Exchange rate*	TZS equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Turnover **	

* Refer ITA 13 for date and source of exchange rate.

** Total TZS equivalent for all years divided by the total number of years. See Section IV, Qualification Criteria and Requirements, ITA 3.2.

Form FIN-3.3

Current Contract Commitments / Contracts in Progress

1. Name of Contract(s)
2. Purchaser Contact Information [insert address, telephone, fax, e-mail address]
3. Value of outstanding contracts [current TZS equivalent]
4. Estimated delivery date
5. Average monthly invoices over the last six months (TZS/mon.)

Form- EXP-1

General Experience

44. Contracts over <i>[insert amount]</i> during the last three years:				
Purchaser	Value	Year	Goods/Services Supplied	Country of Destination

Form- PER 1**Historical Contract Non-Performance, Pending Litigation and Litigation History and Conformance to Statutory Requirements**

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

Pre-Qualification No. and title: *[insert number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section IV, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section IV, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section IV, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.3			
<input type="checkbox"/> Pending litigation in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), TZS Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert amount]</i>	<p>Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i></p> <p>Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</i></p> <p>Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i></p>	<i>[insert amount]</i>
<input type="checkbox"/> No consistent history of court/arbitral award decisions in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.4. <input type="checkbox"/> Consistent history of court/arbitral award decisions in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), TZS Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	<p>Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i></p> <p>Name of Purchaser: <i>[insert full name]</i> Address of Purchaser: <i>[insert street/city/country]</i></p> <p>Matter in dispute: <i>[indicate main issues in dispute]</i></p> <p>Party who initiated the dispute: <i>[indicate "Purchaser" or "Supplier"]</i></p> <p>Court/ arbitral award decision: <i>[Indicate if the award decision was against the Applicant or any member of a joint venture.]y]</i></p>	<i>[insert amount]</i>

<input type="checkbox"/> Proof of Payment of Taxes since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5 <input type="checkbox"/> Proof of Payment of Social Security Contributions since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5. <input type="checkbox"/> No Consistent History of abuse of Employment Laws since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5.	
Payment of Taxes	<i>[Provide certified evidence of Tax Clearance for the previous Tax Period] Note: Should not be more than 15 months old.</i>
Social Security Contributions	<i>[Provide a certified copy of Social Security Contributions for the specified Period]</i>
History of Employment Related Cases	1. <i>Provide a list and outcome of Labour Cases decided in the last two years by the Commission of Mediation and Arbitration</i> 2. <i>[Provide a list of pending Labour Cases with the Labour Commission of Mediation and Arbitration]</i>

SECTION VI: ELIGIBLE COUNTRIES

Tender No. and Title:

All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Tanzania prohibits commercial relations with that country, provided that the Government of Tanzania is satisfied that such exclusion does not preclude effective competition for the provision of goods or related services required; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Tanzania prohibits any import of goods from that country or any payments to persons or entities in that country.
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PART 2: PROCURING ENTITY'S REQUIREMENTS

SECTION VII – TERMS OF REFERENCE & SCOPE OF SERVICE

1. TERMS OF REFERENCE

The debt collector will support Azania Bank Limited in recovery of overdue debts. Working closely with the recovery department, the debt collector shall be responsible to recover long outstanding debts and constantly keep both the debtors and Azania Bank Limited updated on the recovery process progress as well as maintain accurate files on the financial status of recovered customer accounts.

The Debt Collector shall be required to provide the following services:

1. Tracing and locating all the handed over debtors and obtaining any other necessary information needed to succeed in the recoveries and reaching out to customers with overdue accounts by sending out notices of unpaid debt.
2. Setting up and maintaining the handed over debtors' files and reporting on the status of the various debtors handed over for the collection of debts as well as the successful collection of the capital amount collected. This shall include keeping full and proper books of accounts and records showing clearly all enquiries, transactions and proceedings regarding the debt settlement progress and sharing the same with Azania Bank Limited for updating the debtor account.
3. Negotiate and manage reasonable debt repayment plans with the handed over debtors to ensure full debt recovery.
4. As it may be necessary from time to time depending on the debt being handled, liaise with our legal department to write necessary demand letter(s) to assist in recovery of the debt and/or obtain necessary court orders to auction debtor(s) assets to be used to recovery of the debt.
5. As it may be necessary from time to time depending on the debt being handled, liaise with the auctioneers to execute the court orders to auction the assets of the debtor to recover the outstanding debt and have the same paid to Azania Bank Limited.
6. To submit to Azania Bank Limited all relevant enquiries and requests obtained from the debtors in respect of the debts outstanding.

2. Scope of Service

Bidding firm should indicate likely cost [V.A.T incl. where applicable] of providing debt collection and Auctioning services for the year 2023.

No.	Reference Item	Rate in %
1	Recovery Collection	<i>[To be filled by Bidder]</i>

Bidder's Name (Company) _____

Signature & stamp: _____

Date: _____

NOTE:

The prices given should be in the format above.

The prices given should be exhaustive and where the tenderer has additional proposals then these are to be put as a separate attachment but will not form part of the tender evaluation.

Prices quoted must be inclusive of all costs and applicable taxes necessary for provision of debt collection services as specified in Section VI – Description of Services.

(Clearly indicate the percentage of the taxes chargeable)