

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

TENDER DOCUMENT FOR

PROVISION OF MAINTENANCE SERVICES OF FIRE FIGHTING EQUIPMENT

TENDER NO. ABL/2023/NCS/14, LOT 2

FEBRUARY, 2023

**TENDER CHECKLIST TO BE ATTACHED WITH THE TENDER
DOCUMENT**

The following documents should be provided for a bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered noncompliant and rejected:

No.	Particulars of Completed Tender Documents	Status of Submission (Tick)	Ref. Page No.
1.	Proof of document purchase		
2.	Form of Tender		
3.	Power of Attorney		
4.	Tender securing declaration		
5.	Certificate of Company incorporation/registration		
6.	Certificate of competence issued by Fire and Rescue Force		
7.	Valid TIN and VRN Certificate		
8.	Tax Clearance Certificate from TRA valid to 31st December 2022		
9.	Valid and Relevant Business license		
10.	List of at least three (3) previous performed projects of similar nature that demonstrate bidder's experience (the list should include the names of employers and addresses)		
11.	Audited Financial statements for the past two years (2020 and 2021)		
12.	Price Schedule		

Signature of Bidder:-

Name:-

Telephone No.:-

SECTION I: INVITATION FOR TENDERS

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

Tender No. ABL/2023/NCS/14, LOT 2

FOR

**PROVISION OF MAINTENANCE SERVICES OF FIRE FIGHTING
EQUIPMENT**

INVITATION FOR TENDERS

Date: 22nd February 2023

1. This Invitation for Tenders 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 Limited has set aside some funds and it intends to apply part of the proceeds of this fund to cover eligible payment under the contract for the **Provision of Maintenance Service of Fire Fighting Equipment**
3. Azania Bank Limited now invites sealed Tenders from eligible service providers for the **Provision of Maintenance Services of Fire Fighting Equipment**.
4. Tendering will be conducted through the National Competitive Tendering method specified in the Procurement Regulations, 2013 – Government Notice No.446
5. Interested eligible tenderers may obtain further information from and inspect the Bidding Documents (uploaded in the Azania Bank website) or at the office of the **Procurement Management Unit, Azania Bank Limited, P. O Box 32089 at Mawasiliano Tower Building- Ubungu,**

Ground floor Office from 08:30 am to 4:00 pm on Mondays to Fridays inclusive except on public holidays.

6. Interested eligible tenderers may obtain complete set of Tender Documents by downloading through Azania Bank Limited website www.azaniabank.co.tz select **"Tenders"** OR www.azaniabannk.co.tz/azania-tenders.
7. A complete set of Tendering Documents in English language and additional sets may be obtained by Tenderers through Azania Bank Limited website www.azaniabank.co.tz select **"Tenders"** OR www.azaniabannk.co.tz/azania-tenders. upon payment of non-refundable participation fee of **Tshs 100,000.00** for each tender/Lot being applied payable to account number LI145065; Account Name: Miscellaneous Credit at any Azania Bank Limited branch.
8. All tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.
9. Completed Tender Document, **"Original and copy"** enclosed in plain sealed envelope, marked with the Tender 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.**

10. 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.**
11. Late Tenders portion of Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE MANAGING DIRECTOR

SECTION II: INSTRUCTION TO TENDERERS

Instruction to Tenderers to be used for this Tender shall be the Instructions to Tenderers (ITT) for the Standard Tender Document for Procurement of Non-Consultancy Services prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz

SECTION III: TENDER DATA SHEET

Tender Data Sheet (TDS)

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. Introduction		
1.	1.1	<p>Name of Procuring Entity: Azania Bank Limited</p> <p>The subject of procurement is: Provision of Maintenance Services of Fire Fighting Equipment</p> <p>Tender No. ABL/2023/NCS/14, LOT 2</p>
2.	1.2	Expected period to provide the service(s): 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.
3.	2.1	Name of Project: Provision of Maintenance Services of Fire Fighting Equipment
		Name of procuring entity/ institution: Azania Bank Limited
		Financial Year: 2023
		Name of Project: Provision of Maintenance Services of Fire Fighting Equipment
		The loan/ credit number: N/A
4.	2.2	Name of financing institution: Azania Bank Limited
5.	3.1	Maximum number of members in the joint venture, consortium or association shall be: N/A
6.	6.3	The site visit and pre-Tender meeting shall be held on: N/A
B. Tendering Documents		
7.	7.2	The number of copies to be returned is one original and one copy
8.	8.1	The address for clarification of Tendering Documents is

		tenders@azaniabank.co.tz Period to respond to request for clarification is three days
C. Preparation of Tenders		
9.	10.1	The language of all correspondences and documents related to the Tender is: English
10.	11.1(h)	<p>In addition to the documents stated in ITT 11, the following documents must be included with the Tender;</p> <ul style="list-style-type: none"> • Certificate of Incorporation/Registration • VAT Certificates (if applicable) • Valid and Relevant Business License • Current Tax Clearance Certificated from TRA • Notarized Power of Attorney • Tender Securing Declaration • Certificate of competence issued by Fire and Rescue Force • Form of Tender
11.	14.4	Rates and price quoted by the Tenderer subject to adjustment during the performance of the contract N/A
12.	15.1	For inputs to the services which the Tenderer expects to provide within Tanzania, prices shall be quoted in Tanzania Shillings
13.	15.2	The rates of exchange to be used by the Tenderer shall be those established by the Bank of Tanzania N/A
14.	16.1	The Tender Validity Period shall be 90 days after the deadline for Tender submission specified in the Tender Data Sheet.
15.	17.1	A Tender Securing Declaration form shall be filled by the Tenderer
	17.3	Another Form of Tender Security is N/A
16.	18.1, 18.2, 18.3	Alternative tenders to the requirements of the Tendering Documents <i>will not</i> be permitted
17.	19.1	The number of copies of the Tender to be completed and returned shall be one original and one copy

	19.2	Written form of authorization of the signatory of tender shall be Notarized power of attorney
D. Submission of Tenders		
18.	20.2	Tenders shall be submitted at: Azania Bank Limited Procurement Management Unit Mawsiliano Tower Building, Ground Floor, Ubungo - Sam Nujoma Road P.o. Box 32089 Dar es Salaam
19.	21.1	The deadline for submission of tenders shall be: Time: 02:00 p.m. Day: Tuesday Date: 07th March, 2023
E. Opening and Evaluation of Tenders		
20.	24.1	The Tender opening shall take place at: Street address: Ubungo - Sam Nujoma Road, Building/Plot No. Mawasiliano Tower Floor/Room No. 03rd Floor Country: Tanzania Day: Tuesday Date: 07th March, 2023 Time : 02:00 p.m.
21.	24.3	Other details to be announced during Tender opening are: N/A
22.	28.3	Criteria for Tender evaluation shall be ; 1. Preliminary Evaluation During preliminary evaluation PE will check the eligibility criteria by looking on the following; <ul style="list-style-type: none"> • Certificate of Incorporation/Registration • VAT Certificates (if applicable) • Valid and Relevant Business License • Current Tax Clearance Certificated from TRA

		<ul style="list-style-type: none"> • Notarized Power of Attorney • Tender Securing Declaration • Certificate of competence issued by Fire and Rescue Force • Form of Tender <p>2. Technical Evaluation:</p> <ul style="list-style-type: none"> • Audited Financial statements for the past two years (2020 and 2021) • List of at least three (3) previous performed projects of similar nature that demonstrate bidder's experience (the list should include the names of employers and addresses for verification) <p>3. Financial Evaluation:</p> <p>The responsive bidders shall be subjected to price comparison</p>
23.	30.1	<p>The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies is Tanzania Shilling</p> <p>The source of exchange rate shall be: N/A</p>
	30.2	The date of exchange rate shall be: N/A
24.	32.1	Domestic service providers will not receive a margin of preference in Tender evaluation.
	32.5	The margin of preference applicable shall be N/A
F. Award of Contract		
25.	38.1	Percentage for quantity increase or decrease is: 15%
26.	41.1	Amount of Performance Security shall be: 0%
27.	42.1	The Advance Payment shall be limited to N/A
28.	43.1	<p>The Adjudicator proposed by the Procuring Entity is Court of Law</p> <p>The hourly fee for this proposed Adjudicator shall be N/A</p>
G: REVIEW OF PROCUREMENT DECISIONS		
29.	47.1	<p>Address to Submit complaints for administrative review:</p> <p>Managing Director</p>

		Azania Bank Limited P.O Box 32089 Dar es Salaam
--	--	--

SECTION IV: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract to be used for this Tender shall be the General Conditions of Contract for the Standard Tender Document for Procurement of Non-Consultancy Services prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION V: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

SCC Number	GCC Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
A. General Provisions		
1.	1.1(a)	The Adjudicator is Court of Law
	1.1(b)	Activity schedule Provision of Maintenance Service of Fire Fighting Equipment will be provided twice a year (ie after every six months)
	1.1(c)	The Arbitrator is Court of Law
	1.1(d)	The completion date is 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.
	1.1(e)	The contract name is Provision of Maintenance Services of Fire Fighting Equipment
	1.1(l)	The Employer is Azania Bank Limited
	1.1(s)	The Member in Charge is Director of Operations
	1.1(v)	The Service Provider is to be known later

	1.1(z)	The works to be performed by the service provider Provision of Maintenance Services of Fire Fighting Equipment
2.	2.1	The law that applies to the Contract is the law of Tanzania
3.	4.1	The language is English
4.	5.1	<p>The addresses are:</p> <p>Employer:</p> <p>Managing Director, Azania Bank Limited, P.O. Box 32089 Dar es Salaam</p> <p>Service Provider: To be Known after Award</p>
5.	7.1	<p>The Authorized Representatives are:</p> <p>For the Employer: Director of Operations</p> <p>For the Service Provider: To be Known later</p>
B. Commencement, Completion, Modification, and Termination of Contract		
6.	9.1	Schedule of other Service as per the schedule of activity/requirement in section VI
7.	11.1	The date on which this Contract shall come into effect is immediate after signing the contract
8.	112.2	The Starting Date for the commencement of Services is immediate after signing the contract

9.	13.1	The Intended Completion Date is 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.
C. Obligations of the Service Provider		
10.	18.3 (c)	<p>Give the list of other activities which the personnel of service providers should not engage in:</p> <ul style="list-style-type: none"> i. Internal Affairs of the Bank's Operations ii. Use of documents which were obtained as part of the work performance for other purposes without prior approval of the Employer iii. Performance of services which are beyond the agreed scope of the contract
11.	20.1	The risks and coverage by insurance shall be: Professional Indemnity Insurance to cover professional negligence
12.	23.4	Other Measures for HIV-Aids awareness programme: N/A
13.	24.1(d)	<p>The other actions requiring the employer's prior approval are.</p> <ul style="list-style-type: none"> i. Use of documents obtained in due of performance of work for other purposes other than the required work. ii. Access of restricted areas which are crucial for work performance. iii. Performance of works, which are outside the agreed scope of work.

		<p>iv. Extension of contract duration (where necessary)</p> <p>v. Any addition works / services.</p>
14.	26.1	<p>Restrictions about future use of documents submitted by Service Providers: No Restriction shall be provided to the Employer;</p> <p>The service provider shall be liable for any other part involved in the production of the jingle</p>
15.	27.1	<p>The liquidated damages rate is 0.10% of Contract price per day</p> <p>The maximum amount of liquidated damages for the whole contract is equal to performance security quoted.</p> <p>The percentage of the cost of having a Defect corrected to be used for the calculation of Lack of Performance Penalty/(ies) is N/A</p>
16.	28.1	<p>Performance Security shall be valid whole period of the contract (ie one (1) years after contract signing)</p> <p>The amount of Performance Security, as a percentage of the Contract Price shall be shall be in the form of Performance Securing Declaration in the appropriate format as provided in bidding documents</p>
E. Obligations of the Employer		
F. Payments to the Service Provider		
18.	35.1(a)	The amount in local currency is to be known after award

19.	35.1(b)	The amount in foreign currency or currencies is N/A
20.	37.1	<p>Payments shall be made according to the following schedule:</p> <ul style="list-style-type: none"> • The employer shall remit payment directly to the service provider's bank account after receipt of invoice and relevant supporting document for the specific actual services rendered during that period.
21.	38.1	Payment shall be made within 28 calendar days of receipt of the invoice and the relevant documents specified in GCC 37, and within 45 days in the case of the final payment.
22.	39.1	Price adjustment is <i>not applied</i> in accordance with GCC 39.
H. Settlement of Disputes		
23.	44.3	<p>The Adjudicator is Court of Law</p> <p>The designated Appointing Authority for a new Adjudicator is N/A</p>

SECTION VI: SCHEDULE OF REQUIREMENTS

STATEMENT OF REQUIREMENTS FOR PROVISION OF PROVISION OF MAINTENANCE SERVICE OF FIRE FIGHTING EQUIPMENT

1. BACKGROUND INFORMATION

The Azania Bank Limited intends to engage a service provider to provide maintenance service of firefighting equipment as per agreed specification requirements.

The services will be provided twice a year (ie after every six months) for a contract period of one year. The Service provider will be expected to provide the services at the Branch Offices while observing due diligence and professionalism

1. SCOPE OF WORK

- a) Service of fire extinguisher Cylinders.
- b) Providing services after every six month

1. GENERAL INFORMATION

S/No.	Criterion	Requirements
1	Firm eligibility and Experience	<ul style="list-style-type: none"> Service provider must be licensed by Fire Administration and BRELA Not less than three (3) years' experience performing similar works in case of new firm should demonstrate its ability to do the work Be a registered Tax Payer with tax clearance
2	Financial Capability	The firm must have capital of not less than five million
3	Composition of key staff with necessary qualifications	Technical personnel have a minimum qualification or certificate in firefighting equipment
4	Delivery equipment and materials	Service provider must show list of necessary equipment and materials to be used during service such as Carbon dioxide (CO ₂)

5	Obligations of the Service Provider	<ol style="list-style-type: none"> 1. Ensure that the exercise is done with utmost care, competence and the accepted international standards 2. Inspect pressure gauges 3. Removal of temper seals and replace with new ones of the same type and quality 4. Check safety pull pins and replace with new ones if are defective 5. Check the conditions of cylinder
6	Obligations of the Client	Ensure that the service provider has reasonable access and support of whatever information may be necessary for the service provider to full fill its obligations
		Ensure that the extinguishers are conspicuous readily accessible and in its assigned location

1. TECHNICAL SPECIFICATIONS

S/N	ITEM	TASK/ DESCRIPTION	PERFORMANCE STANDARD	FREQUENCY	INDICATE WHETHER "COMPLIED" OR "NOT COMPLIED" TO TECHNICAL REQUIREMENTS
1.	Fire Extinguisher Cylinders	Check functionality and effect General cleanness of the cylinders	Cylinders be clean and in good condition	After every six months or as need arises.	

		Removal of discharge hose and check for continuity	Discharge hose be removed	After every six months or as need arises.	
		Refilling cylinders with respective substances	All fire extinguishers cylinders be refilled with respective substances such as powder or carbon dioxide according to the nature and type of cylinder	Whenever emptied or expires.	

2. RELATED ACTIVITIES

The Service provider should also conduct training to members of staff on how to fight/extinguish fire by use of the firefighting equipment before the service exercise commence.

3. TYPE OF EQUIPMENTS TO BE SERVICED

(i) Type and quantity of fire extinguisher cylinders to be serviced and re-filled.

SN	BRANCH/AGENCY	Model	CO2 (5kg,3kg)	DRY POWDER (9kg,4kg,6 kg)	AUTOMATIC DRY POWDER(6kg,4 .5kg)	PRI CE
1	OBAMA	Bottle	11	5	1	
2	MAWASILIANO	Bottle	12	5	4	
3	MWENGE	Bottle	4	4 (@4kg)	2	
4	KISUTU	Bottle	5	4	2	

5	TEGETA	Bottle	5	2	2	
6	MASDO	Bottle	20	6	5	
7	KARIAKOO	Bottle	3	3	2	
8	IFB	Bottle	8	4	1	
9	LUMUMBA	Bottle	4	4	2	
10	ROCK CITY	Bottle	12	6	3	
11	MWALONI	Bottle		5	1	
12	RWAGASORE	Bottle	2	1	2	
13	GEITA	Bottle	7	7	2	
14	KATORO	Bottle	3	3	2	
15	KAHAMA	Bottle	7	10	1	
16	KAGONGWA	Bottle	3	4	2	
17	LAMADI	Bottle	2	5	3	
18	MOSHI	Bottle	7	8	2	
19	ARUSHA CITY	Bottle	3	3	2	
20	ARUSHA BC	Bottle	2	4	2	
21	TANGA	Bottle	4	4	2	
22	MOROGOGO	Bottle	2	3	2	
23	DODOMA	Bottle	2	2	2	
24	MBEYA	Bottle	5	3	2	
25	TUNDUMA	Bottle	7	4	3	
26	NYARUGUSU	Bottle	2	2	2	
27	SEA CLIF-BUREAU DE CHANGE	Bottle	1	1	Not available	
28	IPS BUREAU DE CHANGE	Bottle	2	2	-	

29	PALACE HOTEL BUREAU DE CHANGE	Bottle	1	1	Not available	
30	TIFFANY HOTEL BUREAU DE CHANGE	Bottle	1	1	Not available	
31	KIA BUREAU DE CHANGE	Bottle	1	1	Not available	
32	MOSHI SANYA JUU BUREAU DE CHANGE	Bottle	1	1	Not available	
33	MOSHI BOMA ROAD BUREAU DE CHANGE	Bottle	1	1	Not available	
34	ARUSHA METROPOLE BUREAU DE CHANGE	Bottle	1	1	Not available	
35	ARUSHA(TFA) BUREAU DE CHANGE	Bottle	1	1	Not available	
36	NAMANGA BUREAU DE CHANGE	Bottle	2	2	2	
37	DODOMA BUREAU DE CHANGE	Bottle	2	1	2	
38	MWANZA HUDUMA BUREAU	Bottle	4	2	Not available	
39	GEITA MINERAL CENTER	Bottle	Not available	3	Not available	
40	TPA BRANCH	Bottle	2	1	3	
41	ZANZIBAR BRANCH	Bottle	3	1	4	
	TOTAL		165	131	67	

SECTION VII: ACTIVITY SCHEDULE

SCHEDULE OF ACTIVITIES AND PRICES

Description	Model	Size	No. of Pieces.	Unit Price	Amount
CO ₂ & Foam & Water	Bottle	all	165		
Dry Powder	Bottle	all	131		
AUTOMATIC DRY POWDER	Bottle	all	67		
Sub-total 1					
Sub-total 2					
Total (subtotal 1 +2)					
Add VAT (18%)					
Grand total cost per services (VAT inclusive)					

SECTION VIII: FORMS OF TENDER

1.0 Form of Agreement

The Contract Forms to be used for this Tender shall be the Contract Forms prepared by the Azania Bank Legal Department for review by both parties.

2.0 Form of Tender

Date: _____

Tender No. _____

To: *[name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda No. *[Insert numbers if any]*.....the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide required services/works/goods under this tender in conformity with the said tender documents for the sum of *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the required services in accordance with the conditions of the tender.
3. We agree to abide by this Tender for a period of days *[number of days]* from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____

SECTION IX: FORMS OF SECURITY

Form: Tender Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated]

Date: *[insert **date** (as day, month and year)]*

Tender No.: *[insert **number of tendering process**]*

Alternative No.: *[insert **identification No if this is a Tender for an alternative**]*

To: *[insert **complete name of Procuring Entity**]*

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 Procuring Entity for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn our Tender during the period of Tender validity specified in the Form of Tender;
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers (hereinafter “the ITT”) of the IFT
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITT.

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 (28) 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)

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender]