

AZANIA BANK PLC.



## Prequalification Document

for

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# Supply, Delivery, Installation, Testing and Commissioning of Power Generators

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TENDER NO. ABL/2025/G/17

January, 2025

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## SECTION I - INVITATION FOR PRE-QUALIFICATION

AZANIA BANK PLC.



### PRE-QUALIFICATION DOCUMENT

FOR

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF  
POWER GENERATORS

TENDER NO. ABL/2025/G/17

Date: 28<sup>th</sup> January, 2025

1. This invitation for prequalification follows the General Procurement Notice for this project that appeared in the DailyNews and Mwananchi newspaper of 7<sup>th</sup> January, 2025.
  2. The Azania Bank Plc. 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 Supply, Delivery, Installation, Testing and Commissioning of Power Generators to the bank.
  4. Pre-qualification is open to all Applicants interested and eligible.
  5. Pre-qualification Documents in English language and additional sets may be obtained by Applicants through Azania Bank website [www.azaniabank.co.tz](http://www.azaniabank.co.tz) select "Tenders" OR [www.azaniabank.co.tz/azania-tenders](http://www.azaniabank.co.tz/azania-tenders) upon payment of non-refundable participation fee of Tshs 100,000.00 payable to **Account number: LI145065; Account Name: Miscellaneous Credit** at any Azania Bank branch.
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6. 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, 18<sup>th</sup> February, 2025 at 02:00 p.m.**

7. Applications will be opened immediately thereafter in the presence of the applicants or their representatives who choose to attend the opening at **Mawasiliano Tower, 3<sup>rd</sup> Floor, Board Room on Tuesday, 18<sup>th</sup> February, 2025 at 02:00 p.m.**
8. 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**

*(Banking Beyond Ordinary)*

## **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 Goods prepared by the Public Procurement Regulatory Authority available on PPRA's Website [www.ppra.go.tz](http://www.ppra.go.tz).

### SECTION III - PREQUALIFICATION DATA SHEET (PDS)

The following specific data for pre-qualification of Suppliers for Goods 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. *The notes in Italics are only intended to guide the PE in filling in the Pre-qualification Data Sheet. They should not appear in the Final PDS to be issued to prospective Applicants.*

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
<b>A. GENERAL</b>			
1.	Name of the PE	ITA 1.1 & ITA 2.1	The PE is: <b>Azania Bank Plc.</b> <b>P.O Box 32089</b> <b>Dar es Salaam</b>
2.	Lots	ITA 1.1 & ITA 1.2	The Application is for; <b>Prequalification for Supply, Delivery, Installation, Testing and Commissioning of Power Generators.</b>  <b>Azania Bank may extend the contract for a term up to three years from contract signing date based on satisfactory performance determined on annual review from which the pass mark is 70% or above</b>  <b>Tender No. ABL/2025/G/17.</b>
3.	Expected Date of Invitation to Tender	ITA 1.3	<u>Expected date of Invitation for Tenders:</u> <b>During Contractual Period i.e Between April 2025 and March 2025.</b>
4.	Name of the project	ITA 2.1	Name of Project is: <b>Prequalification for Supply, Delivery, Installation, Testing and Commissioning of Power Generators.</b>  <b>Tender No. ABL/2025/G/17.</b>
5.	Source of Funds - Financial year	ITA 2.1	Financial Year: <b>2025</b>
6.	Source of Funds - Financing Institution	ITA 2.1 & 2.2	Name of financing institution is: <b>Azania Bank Plc.</b>
7.	Source of Funds - The loan /credit number	ITA 2.1& 2.2	The loan/ credit number is: <b>N/A</b>
8.	JVCA Members	ITA 4.1	Maximum number of members in the JVCA

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
			shall be: N/A
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 <b>English</b> language.
11.	Additional Document	ITA 10.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b>Any other documents deemed necessary in this prequalification</b>
12.	Submission of Application		<p>The deadline for application submission is:</p> <p><b>Date: 17<sup>th</sup> February, 2025</b></p> <p><b>Time: 02:00 p.m.</b></p> <p><b>Day: Monday</b></p> <p>For application submission purposes only, The Procuring Entity's Address is;</p> <p><b>Procurement Management Unit, Azania Bank Plc., Mawasiliano Tower Building along Sam Nujoma Road, P.O Box 32089, Dar es Salaam</b></p>
13.	Application Authorization documents	ITA 14.2	Authorization document(s) shall be <b>duly notarized Power of Attorney in the format provided in Section V: Application Forms</b>
14.	Margin of Preference	ITA 22.1	A margin of domestic preference <b>shall not</b> apply
15.	Address to submit Copy of complaints	ITA 33.1	<p>The address to submit copies of complaints:</p> <p><b>The Managing Director Azania Bank Plc., Mawasiliano Tower, Ground Floor, Sam Nujoma Road, P.O. Box 32089 Dar es Salaam, TANZANIA.</b></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

No.	Mandatory Requirements	Submitted/Not Submitted
MR1	Copy of Certificate of Registration/Incorporation of Business Name.	
MR2	Copy of valid TIN Certificate of firm/company from Tanzania Revenue Authority.	
MR3	Copy of valid Tax Compliance Certificate from Tanzania Revenue Authority	
MR4	Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council	
MR5	Must fill the Application forms/ documents in the format provided including all the forms	

**NB:** The bid document “Original and copy” must be sequentially paginated / serialized.

### 2.0 Technical Evaluation

No.	Criteria	Total Marks
<b>a</b>	<b>General Information</b>	<b>10</b>
	<ul style="list-style-type: none"> <li>• Application Submission Letter</li> <li>• Special Power of Attorney</li> <li>• Undertaking by Applicant on Anti - Bribery Policy / Code of Conduct and Compliance Programme</li> <li>• Applicant Information Form</li> <li>• Financial Situation and Performance</li> <li>• Average Annual Turnover (Annual Sales Value)</li> <li>• General Experience</li> </ul>	

	<ul style="list-style-type: none"> <li>• Current Contract Commitments / Contracts in Progress</li> <li>• Historical Contract Non-Performance,</li> <li>• Pending Litigation and Litigation History</li> </ul>	
<b>b</b>	<b>Specific experience of the firm</b>	<b>80</b>
	<ul style="list-style-type: none"> <li>• Provide a list of at least five (5) major clients (4marks for each up to a max. 5 clients)</li> </ul>	20
	<ul style="list-style-type: none"> <li>• Provide at least three (3) recommendation letters (10marks for each up to a max, of 3 recommendations)</li> </ul>	30
	<ul style="list-style-type: none"> <li>• Submit copies of three (3) LPO's or letters of award or signed contracts for the three (3) reference sites for which recommendation letters were submitted above</li> </ul>	30
<b>c</b>	<b>Manufacturer Authorization/Dealership certificate</b>	<b>10</b>
	<b>TOTAL</b>	<b>100</b>

**NB: Pass mark = 70 points and above. Maximum number to be pre-qualified is 5**



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 <sup>1</sup> did not occur as a	Must meet requirement	Must meet requirements	Must meet requirement <sup>2</sup>	N/A	Form PER-1

<sup>1</sup>Non 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.

<sup>2</sup> 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	
	<b>Performing Contracts</b>	result of Supplier's default since <b>1<sup>st</sup> January 2022</b>					
2.2	<b>Debarment based on Execution of Tender Securing Declaration by the Authority</b>	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	<b>Pending Litigation</b>	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	<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Applicant since <b>1<sup>st</sup> January 2022</b>	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form PER-1
2.5	<b>Compliance with Statutory Requirements</b>	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 <b>Tanzania Shillings Five Hundred Million (TZS 500,000,000.00)</b> calculated as total certified payments received for contracts in progress and/or completed within the last <b>three years divide by three years.</b>	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.					
<b>4. Experience</b>							
4.1	<b>General Experience</b>	Experience in provision of valuation services at least the last <b>three years starting from 1<sup>st</sup> January 2022</b>	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP -1
4.2 (a)	<b>Specific Experience</b> (if applicable)	(i) Documentary evidence of the Applicant's qualifications to perform the Contract in accordance with 4.2 (b)(i) below  (ii) Technical and Production Capability in accordance with 4.2(b)(ii) as below.	Must meet requirement          Must meet requirement	Must meet requirement          Must meet requirement	N/A          N/A	Must meet requirement          Must meet requirement	
4.2 (b)	See below for details						

### Specific Experience Requirements

The Specific Experience Requirements under 4.2 (b) are as follows:

#### 4.2 (b) (i) Documentary evidence

The following documents must be included with the Application:

**Documentary evidence** of the Applicant's qualifications to perform the Contract if its Tender is accepted:

- (i) that, in the case of an Applicant offering to supply Goods under the Contract that the Applicant manufactures or otherwise produces, that the Applicant ensures the availability in the United Republic of Tanzania spare parts and after sales services for equipment/ supplies to offered in the tender
- (ii) that, in the case of an Applicant offering to supply Goods under the Contract that the Applicant does not manufacture or otherwise produce, that the Applicant has been duly authorized by a manufacturer of the Goods to supply the Goods in the United Republic of Tanzania using the Manufacturer Authorization Form; and

#### 4.2(b) (ii) Technical and Production Capability

The Applicant shall provide evidence that it has the technical, and production capability necessary to perform the Contract:

- (i) that it has successfully completed or substantially completed at least *[insert number]* similar contracts for supply of the goods and within the last five years. *[The number of similar contracts required should be not less than three and not more than five (normally four), depending on the size and complexity of the subject contract].* Similar contracts are those of approximately the same size and that includes comparable products, e.g., capsules, tablets, vaccines.

The goods may have been supplied by the Applicant as a manufacturer or by its agent, with references being submitted to confirm satisfactory performance,

## 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	
		Yes	NO
	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 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/>
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*[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

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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 Attorney<sup>3</sup>

**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*]

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

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.....  
**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.**

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**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.** <sup>4</sup>

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>4</sup>Signing 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.

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**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 Program<sup>5</sup> 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: \_\_\_\_\_

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<sup>5</sup>Signing 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.

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## Form ELI -1.1Applicant 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:

*[insert full name]*

In case of Joint Venture (JV), name of each member:

*[insert full name of each member in JV]*

Applicant's actual or intended country of registration:

*[indicate country of Constitution]*

Applicant's actual or intended year of incorporation:

*[indicate year of Constitution]*

Applicant's legal address [in country of registration]:

*[insert street/ number/ town or city/ country]*

Applicant's authorized representative information

Name: *[insert full name]*

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

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

1. Attached are copies of original documents of

- ☐ 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.
- ☐ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2.
- ☐ In case of state-owned enterprise or institution, in accordance with ITA 4.8 documents establishing:
  - 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 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] years,</i> <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 statements<sup>6</sup> for the *[number]* years required above; and complying with the requirements.

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<sup>6</sup>If 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.

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## 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.

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## 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]*

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Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> 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 <sup>st</sup> 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.			
<b>Year of award</b>	<b>Outcome as percentage of Net Worth</b>	<b>Contract Identification</b>	<b>Total Contract Amount (currency), TZS Equivalent (exchange rate)</b>
<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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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>

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## 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 – TECHNICAL SPECIFICATION**



# 1. Technical Specification

The scope of supply will be Supply, Delivery, Installation, Testing, Commissioning and training.

No.	Machine	Capacity	Estimated Qty per year
1	Perkins UK diesel Generators	Various	10