

TERMS OF REFERENCE

Supply and Installation of 18 Tables in a 10x6m Prefabricated Conference Hall and 2.5x2m Attached Office

1.0. BACKGROUND

Climate Action Network Tanzania (CAN Tanzania) is a think-and-do tank not-for-profit organization, with its headquarters in Dar-es-Salaam. CAN Tanzania works to realize a climate-resilient society while embracing socioecological integrity. The organization emphasizes capacity building, collaborative learning and information sharing, and scalable solutions tailored to local communities' needs. CAN Tanzania further contributes significantly to inclusive national policy development, focusing on ecosystem health, environmental stewardship, and climate-responsive actions.

CAN Tanzania aims to provide tailor-made training and backstopping services to strengthen the capacity of stakeholders by establishing a one-stop learning center for climate resilience in vulnerable and marginalized societies. Additionally, CAN Tanzania aims to support other civil society organizations and stakeholders who are interested in integrating climate change into their areas of expertise but have limited necessary capacities and skills.

It is on these grounds that the organization is seeking a well reputable and experienced firm to design and install a prefabricated venue with an attached min-office.

2.0. OBJECTIVES

The objective of this Terms of Reference is to guide a bidding exercise to identify suitable contractors in executing the works described below within the agreed quality, budget, and timeline as per the agreed budget. All supply and installation of equipment implemented directly or indirectly by CAN Tanzania shall be in line with the Organization's commitments to eco-efficiency and inclusive access in CAN Tanzania office premises.

3.0. NATURE OF WORKS AND LOCATION

The supply and installation of tables in the conference hall will be carried out at CAN Tanzania Headquarters premises at Mbezi Juu Opposite the National Examination Council in Dar es Salaam. The designing, quantification, and installation of the said equipment will adhere to and observe all supply and installation standards applicable in the United Republic of Tanzania. The bidder is encouraged to make a site visit (s) to be familiarized with the required product quality and analysis of the identified conference hall before the submission of the bid. All the liabilities for the site visit shall be the responsibility of the bidder.

4.0. GENERAL SPECIFICATIONS

CAN Tanzania envisions being supplied with 18 tables where 17 tables will have 50cm width, 150cm length, and 75cm height while 1 table will have 80cm width, 150cm length, and 80 cm height. The supply and installation work will be carried out as per the signed agreement.

5.0. SITE VISIT AND CONTACTS

Potential Bidders shall visit the sites before submitting their offers to get familiar with site conditions that may affect their technical and financial proposals. CAN Tanzania shall accept no excuse or claim from the selected firm for not knowing or being able to properly evaluate the site condition and requirements for the services to be carried out. Questions and bids should be submitted in writing to CAN Tanzania through contact@cantz.or.tz by **25th May 2024**.

6.0. REQUIRED SUBMISSION

Potential bidder shall ensure submission of the following.

- Detailed technical and financial proposal.
- Materials to be used
- Quotation

- Detailed implementation plan
- Clearly state the project defect liability period of not less than two months.

7.0. EXPECTED DELIVERABLES AND TIME FRAME

It is expected that this project will be completed within two weeks from the start date. The timely completion of these construction works is of utmost importance for CAN Tanzania. Hence, the contractor needs to ensure that enough qualified laborers are assigned to this task to maintain timeliness.

The potential contractor shall be responsible for any malfunctioning, leakages, and other considered as negligence on the part of the contract. The contractor shall take steps to address such challenges at no cost to CAN Tanzania.

CAN Tanzania will oversee the works and the administration of the contract, including the revaluation of the contracts and the certification of payments through its internal process. The contract will be supervised by the Operations Manager at CAN Tanzania.

8.0. EVALUATION PROCESS AND METHOD

Following the closure of the submission date, technical and financial proposals will be evaluated by the evaluation team. The evaluation will be restricted to the contents of the technical proposals and the reference checks.

- a) CAN Tanzania will first evaluate the completeness and responsiveness of Proposals about:
 - The time of submission system is followed.
 - The technical and financial proposal letter is duly signed.
- b) Proposals that fail to comply with the above will be disqualified and will not be given further consideration.
- c) CAN Tanzania will then evaluate the technical merits of each technical and financial proposal using the rating system in 8d below.

- d) A maximum of **70 points** will be assigned to the Technical and financial proposals. Technical and financial proposals receiving **50 points (70%)** or higher will be considered technically responsive. Non-technically compliant and non-responsive proposals will not be given further consideration.
- e) CAN Tanzania will evaluate the financial proposals that pass the technical evaluation. The total number of points allocated for the financial proposal is **30 points**. The maximum number of points will be allocated to the proposal with the lowest price. All other financial proposals shall receive points in inverse proportion to the lowest price.
- f) The recommendation for the award of the contract will be based on the **Best Value for Money** principle. The Proposal(s) obtaining the highest cumulative score(s) (Technical + Commercial) will be recommended for the award.

9.0. PROJECT MANAGEMENT

CAN Tanzania will oversee the works and the administration of the contract, including the certification of payments.

9.1. Supervision and Coordination

- a) Contract will be supervised by, the Operation Manager, CAN Tanzania.
- b) CAN Tanzania will supervise and inspect the works during its execution including clarification of technical queries during the execution of works.
- c) CAN Tanzania will regularly check the progress of works and notify the selected contractor (reevaluation of contract) if any defects are found. Such a check shall not affect the selected contractor's responsibilities.
- d) If the selected subcontractor fails to correct the defect within the time agreed, the selected contractor will be liable for liquidated damages.
- e) Communications between parties shall be valid only when in writing.

9.2. Payment Certificates

- a) The quotation will be used to calculate the contract price for each deliverable. The selected

contractor will be paid for each deliverable accepted by CAN Tanzania and following the price for each deliverable agreed in the contract.

- b) CAN Tanzania will certify acceptance of partial, substantial, and final works through its project management, or its representative.
- c) No payments will be processed before a written certificate of satisfactory acceptance.
- d) Payments will be issued within a period defined in the contract and following CAN Tanzania's financial and procurement procedures.

10.0. PROPOSED PAYMENT SCHEDULE

CAN TANZANIA will issue partial and final payments upon satisfactory completion of each deliverable, whereas the contractor is responsible for all expenses related to carrying out the works in the process of providing the goods and services to CAN Tanzania.

Table 1: Proposed Payment

S/N	Deliverable	Suggested Distribution	Payment
1.	First phase of work	50%	
2.	Second Phase of work	30%	
3.	Full completion of works	20%	