



**NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV(NACOPHA)**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR  
VENDORS AND CONSULTANTS FOR  
THE SUPPLY OF GOODS, NON-CONSULTANCY  
SERVICE AND CONSULTANCY SERVICES FOR THE  
FINANCIAL YEARS 2021-2022**

**TENDERER'S NAME:**

**CATEGORY NAME:**

**CATEGORY NUMBER:**

**REGION (S) APPLYING FOR:**

**CLOSING DATE:**

## REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS FOR THE SUPPLY OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2021-2022

National Council of People Living with HIV in Tanzania (NACOPHA) is a national grassroots-based organization of all individuals recognized through organized groups, Clusters and Networks of People living with HIV (PLHIV) in Tanzania.

NACOPHA is in a process of pre-qualifying suppliers for provision of goods and services for the following listed technical and professional services for the financial years 2021-2022. Companies are invited to express their interest for the supply of goods and services to NACOPHA as per below description.

Bidders must indicate both the category of supplies and Serial Number of the services they are intending to offer as indicated in the table below, failure to indicate the category and serial number of the services will lead to disqualification of the EOI.

Please note that even if you are a current service provider NACOPHA, you still need to apply.

Applicants should note that NACOPHA currently operates in all regions of Tanzania mainland where its Main office is in Dar-es-salaam and branches in Mbeya, Dodoma & Mwanza .

CATEGORY REFERENCE NUMBER	CATEGORY
<b>CATEGORY A: Supply and delivery of goods</b>	
NACOPHA/PREQ/001/2021-2022	Supply of General Office Stationery i.e., Branded and not branded Photocopying paper, pens, files etc.
NACOPHA/PREQ/002/2021-2022	Supply of Newspapers and magazines
NACOPHA/PREQ/003/2021-2022	Supply of Computers, Computer accessories and consumables e.g., tonner, Cartridges, router, servers, laptops, UPS, EFD machines, shredders, printers/scanners and copiers
NACOPHA/PREQ/004/2021-2022	Supply of Disposable items i.e., toiletries, lotions, detergents
NACOPHA /PREQ/005/2021-2022	Supply of general office equipment, Furniture and Fitting i.e., Office executive cabinet, chairs, tables, safes and partitioning
NACOPHA /PREQ/006/2021-2022	Internet service providers
NACOPHA /PREQ/007/2021-2022	Supply of Fuel, oil, lubricants for motor vehicles, generators, and gas for kitchen use
NACOPHA /PREQ/008/2021-2022	Supply of Spare parts, tyres, tubes, batteries for motor vehicles
NACOPHA /PREQ/009/2021-2022	Supply of computer software and hardware
NACOPHA /PREQ/010/2021-2022	Supply of Occupational safety equipment and accessories - fire extinguishers.
NACOPHA /PREQ/011/2021-2022	Supply of Electronic appliances and accessories television sets, fridges, speakers, PA system

NACOPHA /PREQ/012/2021-2022	Supply of office cleaning materials
NACOPHA /PREQ/012/2021-2022	Supply of Repair and Maintenance of Telephone and Telecom equipment. E.g., headsets, PABX and Accessories
NACOPHA /PREQ/013/2021-2022	Supply and Delivery of Asset tags /stickers /printed books, logbooks
NACOPHA /PREQ/014/2021-2022	Supply of Tires and Tires Management Services and Batteries (in all sizes).
NACOPHA /PREQ/015/2021-2022	Supply of office Consumables and associated items i.e., Sugar, tea, milk, coffee, soap, Tissue and other kitchen Consumables.
NACOPHA /PREQ/016/2021-2022	Supply of Medical supplies and First Aid Kits <sup>9</sup> e.g. drugs)
<b>CATEGORY B: Provision of Services</b>	
NACOPHA /PREQ/017/2021-2022	Provision of Courier and Postage Service i.e., local, and international courier services
NACOPHA /PREQ/018/2021-2022	Provision of event management Services i.e., renting of tents and chairs and event planning
NACOPHA /PREQ/021/2021-2022	Provision of Catering services
NACOPHA /PREQ/023/2021-2022	Provision of Hotel and Conference, Facility Services for NACOPHA events
NACOPHA /PREQ/024/2021-2022	Provision of hygiene services i.e Sanitary bins, liquid soaps, disinfectants etc..
NACOPHA /PREQ/025/2021-2022	Provision of landscaping services i.e., garden maintenance services, garbage collection services
NACOPHA /PREQ/026/2021-2022	Provision of Car hire and hired transport services i.e., vans, buses, trucks, and related services
NACOPHA /PREQ/027/2021-2022	Provision of travel agency services, Air ticketing and arrangement
NACOPHA /PREQ/028/2021-2022	Provision of Printing, Design & branding of promotional materials; t-shirts, water bottles, notebooks, bags, caps, umbrellas, banners, staff IDs, Business cards, , etc.
NACOPHA /PREQ/029/2021-2022	Provision of printing services i.e. Printing of the official publications of the Organization, Journal, brochures, flyers, booklets, Desktop calendars, Newsletters, etc.
NACOPHA /PREQ/030/2021-2022	Provision of production of documentaries, TV and Radio infomercials.
NACOPHA /PREQ/031/2021-2022	Provision of Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and UPS, photocopiers, cameras, tablets
NACOPHA /PREQ/032/2021-2022	Provision of security services
NACOPHA /PREQ/034/2021-2022	Provision of hosting, ISP and maintenance services Cyberoam, VPN, Security etc.
NACOPHA /PREQ/035/2021-2022	Provision of generators, water pumps and lawn mowers repair and maintenances
NACOPHA /PREQ/036/2021-2022	Provision of Insurance services
NACOPHA /PREQ/037/2021-2022	Provision of Service and repair of motor vehicles

NACOPHA /PREQ/038/2021-2022	Provision of Electrical Services, Electrical Fittings & Accessories Office Electrical assessment, repair, and replacements.
NACOPHA /PREQ/040/2021-2022	Provision of Fumigation Services and pest control
<b>CATEGORY C: Provision of Consultancy Services</b>	
NACOPHA /PREQ/041/2021-2022	Provision Of Assets valuations services
NACOPHA /PREQ/042/2021-2022	Provision of auctioneering services
NACOPHA /PREQ/043/2021-2022	Provision of External Data backup services
NACOPHA /PREQ/044/2021-2022	Provision of audit, consultancy and tax services
NACOPHA /PREQ/045/2021-2022	Provision of legal services
NACOPHA /PREQ/046/2021-2022	Provision of Accounting Software and Trainings
NACOPHA /PREQ/047/2021-2022	Provision of Website design and Hosting
NACOPHA /PREQ/048/2021-2022	Provision of Database creation and Management
NACOPHA /PREQ/049/2021-2022	Provision of Moving Services
NACOPHA /PREQ/050/2021-2022	Provision of Technical Program and Evaluation Services

Detailed Expression of Interest documents with requirements and submission information may be downloaded from the organization website ([www.nacopha.or.tz](http://www.nacopha.or.tz)) at no fee.

Complete prequalification documents should drop in the tender box placed at:

**NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV(NACOPHA) addressing to:  
CHIEF EXECUTIVE OFFICER,  
NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV  
Plot KUN/KIL/83, White sands Road 86, Keni Close Street/Kilongawima,  
P.O. Box 55811,  
Dar Es Salaam, Tanzania.**

**To be submitted not later than 13<sup>th</sup> September,2021 at 16:00(EAT)**

**Successful applicants will be notified by email within 2 weeks from the date of closure of submission**

## **INSTRUCTIONS TO BIDDERS**

### **INTRODUCTION**

The **PROCUREMENT DEPARTMENT – NACOPHA** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by **NACOPHA**, to perform the contract of supply and delivery of goods services

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

### **EXPERIENCE**

Prospective Vendors must have carried out successful supply and delivery of similar goods and services to institutions of similar size as **NACOPHA**. Potential vendors must demonstrate the willingness and commitment to meet the EOI criteria.

Vendors shall have at least three (3) years' experiences in the supply of goods and services. Potential Vendor should show competence, willingness, and capacity to service the contract.

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

### **EOI DOCUMENT**

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

**NACOPHA** encourages every prospective service provider to prevent and avoid conflicts of interest.

**NACOPHA** implements a zero-tolerance policy on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against **NACOPHA**, as well as third parties involved in **NACOPHA** activities.

### **PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors. Three (3) Letters of reference from past customers should be included the application.

### **SUBMISSION OF EOI DOCUMENTS**

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

**THE PROCUREMENT DEPARTMENT,  
NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV (NACOPHA)  
Plot KUN/KIL/83, White sands Road 86, Keni close street, Plot KUN/KIL/83**

**P.O.BOX 55811, Dar-es-salaam  
TANZANIA  
Tel: +255 222615118  
Email: nacopha@nacopha.or.tz**

**The category applied for should be clearly indicated on the envelope alongside with the Vendor's company name, region applying for as well as the statement**

#### **QUESTIONS ARISING FROM DOCUMENTS**

**Questions that may arise from the Request for EOI documents should be directed to Procurement Department whose address is given in page 4 above, not later than 7 days before the closure of the submission deadline.**

#### **ADDITIONAL INFORMATION**

**NACOPHA reserves the right to request submission of additional information from prospective vendors.**

#### **INCOMPLETE APPLICATION**

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

#### **QUALIFICATION REQUIREMENTS**

**Vendors will not be considered qualified unless they possess capability and experience.**

## **PQ-1: EOI DOCUMENTATION**

**All firms must provide in serialized pages:**

- (a) Copies of Certificate of Registration**
- (b) Copy of V.A.T Registration Certificate**
- (c) Tax Clearance Certificate from Tanzania Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)**
- (d) Copies of Tax Identification Number (TIN) Certificates of firm/Company/Individual**
- (e) Copies of business licenses**
- (g) Bank details**
- (j) Statement to indicate willingness to provide goods and services on credit**
- (k) Applicants should only apply in their areas of expertise**

**FORM PQ-2: EOI DATA**

**Vendor/Contractor Identification**

<b>Legal name of firm</b>	
<b>Street and Address</b>	
<b>City</b>	
<b>Country</b>	
<b>Telephone No &amp; E-mail</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Management personnel</b>	
<b>Managing Director</b>	
<b>General Manager</b>	
<b>Partnership (If applicable)</b>	
<b>Name of Partners</b>	



**FORM PQ-3: SWORN STATEMENT**

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

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

Date: .....

Applicant's Name: .....

Represented by: .....

Signature: .....

Designation: .....

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

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