

## Invitation To Bid (ITB)

### SUPPLY OF DIFFERENT GOODS AND SERVICES/WORKS

#### 1. About Helvetas

HELVETAS Swiss Intercooperation (Helvetas) is a Swiss NGO working in development cooperation and it has been active in Tanzania since the 1980s. In Tanzania, HELVETAS operates both mainland and Zanzibar. In its programme in Tanzania, HELVETAS Swiss Intercooperation (HELVETAS) works in three thematic areas as Water, Food, and Climate (WFC); Skills, Jobs, and Income (SJI); Voice, Inclusion, and Cohesion (VIC). HELVETAS Tanzania operates its country programme based on the framework of its current strategy (CSP 2023-2027). Emphasis focus remains as spelt out in the CSP on Water Food Climate, Natural Resources Management – landscape approach, the Voice, Inclusion & Cohesion (VIC), Skills Jobs and Income, Development of and partnerships with the private sector, Policy & Advocacy: Influence the national stakeholders-for systemic changes, and Resource mobilization (acquisition, service provision, fund raising) for programme development'

#### Vision of the Organization

Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

#### Mission of the Organization

We support poor and disadvantaged women, men and communities in developing and transition countries in their efforts to improve their living conditions

HELVETAS now invites different bidders for supply of different goods/services/works from eligible suppliers for its offices/projects at different location. The required goods/services or works details name of offices listed on Annex 1 available on Helvetas Tanzania website <https://www.helvetas.org/en/tanzania>

#### 2. Timetable

	DATE	TIME - EAT
Tender announcement	24/03/2026	-
Deadline for written enquiries about tender via email	24/03/2026 to 26/03/2026	15:00 hrs
Last date for Helvetas to issue clarifications (clarifications can be found in the same link where the tender dossier was posted in Helvetas website)	27/03/2026	15:00 hrs
Deadline for submitting offers to <b>email</b> account <sup>1</sup>	31/03/2026	14:00hrs

<sup>1</sup> Any application received after this deadline will not be considered.

### **3. Nature of the contract**

Service or Works contract (agreement).

### **4. Negotiations**

Helvetas reserves the right to enter negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Negotiations may concern the technical, financial, legal and other aspects of the contract.

### **5. Eligibility**

Participation is open to all legal entities, excluding public authorities, registered in the country.

In case of services, consultants included in an offer cannot be part of other bidders' offer, in which case they will be excluded from the procedure without further evaluation.

Civil servants and persons elected or appointed in a public function are ineligible to participate as consultants in the tender procedure for this contract. Any offer containing any of such persons will be excluded from the procedure without further evaluation.

### **6. Costs for preparing offers**

No costs incurred by the bidder in preparing and submitting the offers are reimbursable. Such costs fall under the responsibility of the bidder, including the costs incurred during negotiating and interviewing process.

### **7. Sub-contracting**

Sub-contracting services to another legal person is not allowed.

### **8. Provisional commencement date of the contract**

15/04/2026.

### **9. Initial period of execution and possible extension of the contract**

Goods/Services or works shall be provided in the period between 15/04/2026 and 31/12/2027.

### **10. Evaluation of offers**

Each offer will be evaluated in accordance with the criteria and the weighting as detailed below. In the case of offers submitted by a consortium, these criteria will be applied to the consortium. The criteria for evaluation of goods/services or works will be examined in accordance with the requirements indicated in attachments.

*The entire evaluation procedure is confidential. The Purchasing Panel (PP) decisions are collective, and its deliberations are held in virtual session. The members of the PP are bound to secrecy. The evaluation reports and written records are for official use only and may be communicated neither to the bidders nor to any party other than Helvetas.*

## 11. Eligibility criteria

Only the companies/organisations/Individual that provide signed forms below will be processed for further evaluation:

- Eligibility Documentation Form (See ELIGIBILITY DOCUMENTATION part below) and
- Application Form (See PART 1 – APPLICATION PACKAGE part below).

### 11.1 Evaluation criteria of eligible offers

(a) Criteria for evaluation of the technical offer-Refer to a specific LOT NUMBER technical requirement and specific service Terms of Reference (ToR)

The bidders that submitted all eligibility documents and pass the technical evaluation (**YES's** in all technical specifications/items) will be processed for further evaluation.

(b) Criteria for evaluation of the financial offer:

Requirements	Documentary evidence
Financial offer according to instructions in PART 2 of this document	Financial offer in Tanzania Shillings (TZS)

Goods without technical requirement: Financial offer evaluation shall be lowest price.

Work/Service with technical requirements: The weighting of the criteria for evaluation of technical and financial offers shall be applied in ratio of 60/40 for technical and financial offer as follows:

Criteria	Max points
<b>Technical offer*</b>	<b>60</b>
Legal registration	20
Technical requirements as listed on LOT NUMBER for the required goods/work or on the Terms of Reference/list of goods/work document the required services.	40
<b>Financial offer</b>	<b>40</b>
<b>Total maximum score</b>	<b>100</b>

\*Evaluation of the offers will be done based on lowest financial offer price after the bidders passed the eligibility criteria and scored YES in all technical points.

After evaluation of offers, Helvetas reserves the right to enter negotiations with all or part of eligible bidders in order to amend and/or complete their original offers.

Contract will be awarded to the economically most advantageous offer. The economically most advantageous offer is established by achieving technical quality as per technical specifications with the lowest price. Helvetas reserves the right to purchase/contract only part of required services or cancel this tender procedure should it not be satisfied with the quality of offers.

In case of services, having selected an offer partly based on evaluation of consultants presented in the offer, Helvetas expects the contract to be executed by these specific consultants. However, additional consultants may be proposed/contracted during the implementation period.

## 12. Submission of offers

Offers must be submitted via email in electronic format only in two separate files using the standard forms provided by the Helvetas (PART 1 and PART 2).

**Technical offer** shall contain:

1. **Signed Eligibility Documentation Form<sup>2</sup>** – as per ELIGIBILITY DOCUMENTATION part below
2. **Signed Application Form – as per PART 1 – APPLICATION PACKAGE** part below
3. Bidders have to supply the technical offer, accompanied by the documentation for the bidder as listed on LOT number/TOR and this tender document:

The name of the file should have the bidder's name\_ITB reference Number\_Field Office name/LOT number\_Goods or service or work\_text 'Technical offer documents' (for example **XYZ COMPANY\_1154/ITB/001\_DODOMA/LOT NUMBER 1\_KITCHEN AND CLEANING MATERIALS\_ technical offer documents**) or **XYZ COMPANY\_1154/ITB/001\_SINGIDA/LOT NUMBER 3\_OFFICE STATIONARIES\_ technical offer documents**)

**Financial offer** shall contain:

1. **Signed Financial Offer form** - as per PART 2 - Financial offer part below

The Financial offer must be presented in Euros. The fees proposed in this offer should be all inclusive; the supplier/contractor will cover all costs to perform their tasks (e.g. office accommodation, transport, internet access and equipment, administrative and secretarial support, interpretation etc.). HELVETAS is NOT exempt from VAT, thus the PRICE offered should be VAT INCUSIVE however during the service contract there is project(s) exempted from VAT, Helvetas will provide bidder with exemption certificate issued by revenue authority. The contractor is responsible for all other taxes and duties in compliance with the legislation of the country.

The name of the file should have the bidder's name\_ITB reference Number\_Field Office name/LOT number\_Goods or service or work\_text 'Financial offer documents' (for example **XYZ COMPANY\_1154/ITB/001\_DODOMA/LOT NUMBER 1\_KITCHEN AND CLEANING MATERIALS\_Financial offer documents**) or **XYZ COMPANY\_1154/ITB/001\_SINGIDA/LOT NUMBER 3\_OFFICE STATIONARIES\_ Financial offer documents**)

Electronic files should be password protected, different password for each file<sup>3</sup>. The bidders will be informed in advance once the evaluation date is confirmed so they can stay reachable on that date in order to provide the passwords. During the evaluation process the entitled purchasing panel member will call the bidder and ask for the passwords at the spot<sup>4</sup>. The subject of email should contain only the ITB reference Number\_Field Office name/LOT number\_Goods or service or work' (for example **1154/ITB/001\_SINGIDA/LOT NUMBER 3\_OFFICE STATIONARIES**.Any bid submitted with email subject as described in this document will not be considered.

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<sup>2</sup> Electronic copies of eligibility documentation should be provided only by the winning bidder prior to contract signing.

<sup>3</sup> Offers received without password will not be considered for evaluation

<sup>4</sup> If the bidder is not reachable on the phone during the evaluation process, the offers will not be considered for evaluation

The body of the email should contain bidder's official name, physical and postal address, email and telephone number.

Offers must be submitted in English language exclusively to the following email [procurement.tanzania@helvetas.org](mailto:procurement.tanzania@helvetas.org). Offers submitted after the deadline mentioned under point 2 Timetable of this ITB will not be considered. The counted official receipt time is the time showing on the email received from the bidder to [procurement.tanzania@helvetas.org](mailto:procurement.tanzania@helvetas.org)

## **12 Alteration or withdrawal of applications**

Candidates may alter or withdraw their offers by written notification prior to the deadline for submission of tenders. No offer may be altered after this deadline.

Helvetas retains ownership of all offers, which have not been withdrawn. Consequently, bidders do not have the right to have their offers returned to them.

## **13 Validity of offers**

Bidders are bound by their tenders for 90 days after the deadline for submitting offers. In exceptional cases, before the period of validity expires, Helvetas may ask bidders to extend the period of validity for a specific number of days, which may not exceed 40.

## **14 Signature of the contract(s)**

Within 15 days of receipt of the purchase order/ contract already signed by the Helvetas, the selected bidder shall sign and date the contract. Failure of the selected bidder to comply with this requirement may constitute grounds for annulling the decision to award the contract. In this event, Helvetas may award the tender to another bidder or cancel the tender procedure.

## **15 Terms of payments**

Prices in the application must be submitted, considering all expenses. The payment will be made via bank account transfer to the winner of the tender in TZS within a maximum of 30 working days from the date of acceptance of goods or execution of services or works. Cases of non-performance of obligation and their legal consequences will be separately indicated in the contract.

## **16 Terms of cooperation**

In the case of a contracting, the parties will have to perform according to the established time and in accordance with Helvetas – Supplier purchase order or Helvetas – Service provider contract. Helvetas has the right to increase or decrease the number of ordered items. Helvetas has the right to choose a supplier/ implementer on the given offer according to its own discretion. Helvetas has the right to reformulate the Invitation to Bid (ITB) to its own discretion, if any additional items are needed. In case of failure or non-compliance with contractual obligations, Helvetas has a unilateral right to terminate the contract without incurring any legal obligation.

The Applicant must be familiar with all instructions, forms and requirements mentioned in the ITB documents. The responsibility for the submission of the offer in accordance with these requirements lie entirely with the Applicant.

Helvetas signs a purchase order/contract with the winning bidder. The contract will come into force upon signature by both parties.

## **17 Ethics clauses/Corruptive practices**

Bidders making false declarations may be subject to financial penalties representing 10% of the total value of the purchase order/contract being awarded. This rate may be increased to 20% in the event of a repeated offence.

Any attempt by a company/organisation to obtain confidential information, enter into unlawful agreements with competitors or influence the PP or the Helvetas during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer and may result in penalties as described above.

Companies/organisations must not be affected by any conflict of interest with other bidders or parties involved in the project. Helvetas reserves the right to suspend or cancel the ITB procedure and/or purchase order/contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Companies/organisations will be rejected or purchase order/contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company/organisation which has every appearance of being a front company/organisation.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalised.

The Helvetas reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the purchase order/ contract, the Helvetas may refrain from concluding the purchase order/contract and/or terminate the purchase order/contract.

## **18 Operational language**

All written communications for this tender procedure and purchase order/ contract must be in English.

## **19 Additional information**

The conclusion of the tender and the award of any purchase order/contract are subject to the availability of funds.

Helvetas reserves the right to annul this tender procedure at any time, without any liability on its side. Also based on the quotations received, HELVETAS reserves the right to award successful bidder or bidders contract to supply all items on specific advertised LOT NUMBER or award successful bidder or bidders contract to supply selected item(s) on specific advertised LOT NUMBER. In any case, the former means single supplier will supply all items, and latter means several suppliers will be supplying item(s) requested.

**ELIGIBILITY DOCUMENTATION FORM****LIST OF REQUIRED DOCUMENTS****Eligibility criteria**

Requirements	Documentary evidence
Legal registration in Tanzania	<ul style="list-style-type: none"> <li>- Certificate of registration from authority bodies e.g BRELA</li> <li>- Certificate of registration from professional bodies for consultancy services</li> <li>- Business Licence</li> <li>- Taxpayer Identification number (TIN) certificate</li> <li>- VAT Registration Number (VRN) Certificate</li> </ul>
<p>The annual turnover of the company/organisation /individual over the past 3 years must be equal to or exceed <i>the following amounts</i></p> <p><i>Company/Organization TZS 100,000,000/-</i></p> <p><i>Sole proprietor TZS 50,000,000/-</i></p>	Audited Financial statements
The bidder has no open case of a dispute, an execution procedure, reorganisation, bankruptcy or insolvency procedure	A valid proof issued by a competent judicial or administrative authority (not older than 6 month)
All taxes paid	A valid tax administration certificate issued in the same month the bidder is submitting the bid.
The bidder has carried out during the past three years (2023, 2024 and 2025) at least 10 projects in fields specified in section 1 above.	<p>A list of projects according to template in PART 1 – Application package under Professional Capacity section, accompanied by documentary evidence for at least x projects relevant to the requirements of this tender.</p> <p><i>By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender’s thematic fields will be considered.</i></p>

**STATEMENT<sup>5</sup>**

I, the undersigned (for consortiums, **every consortium member should sign a separate statement as part of this application**) hereby declare that we have in possession all documents listed above. All documents

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<sup>5</sup> Statement should be signed by each member of consortium, if a consortium.

are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## PART 1 – APPLICATION PACKAGE

### APPLICATION FORM

#### 1 SUBMITTED by (i.e. the identity of the bidder)

	<b>Name(s) of entity(ies) making this application</b>	<b>Nationality</b>
<b>Leader</b>		
<b>Member 2<sup>6</sup></b>		
<b>Member 3 ...</b>		

#### 2 CONTACT PERSON (for this application)

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>e-mail</b>	

#### 3 STATEMENT<sup>7</sup>

I, the undersigned, the authorized signatory of the above bidder (for consortiums, **every consortium member should sign a separate statement as part of this application**), hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties of the framework contract and to submit an offer whenever

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<sup>6</sup> Add/delete additional rows as appropriate

<sup>7</sup> Statement should be signed by each member of consortium, if a consortium.

requested by the Helvetas in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers of other bidders.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless Helvetas has given its prior approval in writing. We are also aware that the consortium members have joint and several liabilities towards Helvetas concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We will inform Helvetas immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by Helvetas and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

**1. In case of Services, the CVs should use the format below**

## CURRICULUM VITAE

**Proposed role in the project:**

Family name:

First names:

Date of birth:

Nationality:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s)/Certificate(s) obtained:

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

**Membership of professional bodies:****Other skills:** (e.g. Computer literacy, driving license, etc.)**Key qualifications:** (Relevant to the project)**Professional experience:**

Ref no. <sup>8</sup>	Date from - Date to <sup>9</sup>	Location	Company & reference person <sup>10</sup> (name, email)	Position	Description

Other relevant information (e.g., Publications)

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<sup>8</sup> Please clearly mark the reference number in the CV on the relevant documentary evidence.<sup>9</sup> In case of part time work or consultancy, please indicate both the overall and NET working period<sup>10</sup> Helvetas reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.

**2. IN CASE OF SERVICES - STATEMENT OF EXCLUSIVITY OF THE PROPOSED CONSULTANTS**STATEMENT OF EXCLUSIVITY AND AVAILABILITY<sup>11</sup>

I, the undersigned, hereby declare that I agree to participate exclusively with the bidder [bidder name] in the tender procedure for Design services. This includes that I will not be proposed as a replacement consultant in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

<b>From</b>	<b>To</b>	<b>Availability</b>
Xx xx xxxx	Xx xx xxxx	Part time/full time

I confirm that I do not have a confirmed engagement as a consultant in any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as a consultant to any other bidder participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, and penalties may be applied.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the bidder(s) of any change in my situation.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

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<sup>11</sup> To be completed and signed by all proposed consultants, applicable for lot 1 only.

**PART 2 - FINANCIAL OFFER****Financial offer**

The bidder is responsible for all taxes and duties in compliance with the Law of the country before goods/service or work are delivered to Helvetas.

<b>S/N</b>	<b>Goods/Services or Works Items – specifications</b>	<b>Number of Units (a)</b>	<b>Unit value (in TZS) (b)</b>	<b>Total Cost (in TZS) (c)=a*b</b>
<b>1</b>	<i>Refer to the specific LOT number for required list of goods/service or work</i>	xx	xx	xx
<b>2</b>				
	<b>A: Subtotal (1): Amount without VAT (TZS)</b>			
	B: VAT (18% x subtotal (2) (TZS)			
	<b>C: Total Amount inclusive VAT (TZS) Subtotal 1+ subtotal 2</b>			

Signed on behalf of the bidder

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	