



*Italian Agency for
Development Cooperation*
NAIROBI OFFICE

CONTRACT NOTICE

CALL FOR TENDER: GENERAL INFORMATION

I.1) Name and address Contracting Authority

Official name: Agenzia Italiana Cooperazione allo Sviluppo (AICS)

Postal address: United Nations Crescent

Town: Nairobi

Postal Code: P.O.BOX 63389-00619

E-mail: segreteria.nairobi@aics.gov.it

Internet address: <https://nairobi.aics.gov.it/en/home/>

II.1.1) Title:

Financial Support in the Procurement of Office Furniture and ICT Equipment

II.1.2) Main CPV¹ codes

39130000 Office furniture

30210000 Machines for Data Processing (hardware)

II.1.3) Type of contract

Supplies

¹ The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <http://simap.ted.europa.eu/en/web/simap/cpv>



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II.1.4) Short description of the contract

The contracting authority would like to enter into agreement with a tenderer that will supply and install office furniture and ICT equipment in order to ensure that quality and functional working environment is set up at National Bureau of Statistics premises in Dodoma.

II.1.5) Estimated total value

Value excluding VAT: 362,611,167 Currency: TZS

IV.1.1.) Type of Procedure

Open

II.1.6) Information about lots

This contract is divided into lots: yes

Tenders may be submitted for:

maximum number of lots: 2

CALL FOR TENDER: INFORMATION PER LOT

II.2) Description

II.2.1

Lot no.: 1

Title: **Office furniture - CIG 906847022F**

Lot no.: 2

Title: **ICT equipment – CIG 9068486F5F**

II.2.2) Additional CPV code(s)

Main CPV code Lot no1: 39130000-2

Main CPV code Lot no2: 30210000-4



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II.2.3) Place of performance

Geographical zone benefitting from the action: Tanzania

II.2.5) Award Criteria

Price

II.2.6 Estimated value

Lot no 1: Value excluding VAT: 257,741,669 Currency: TZS

Lot no 2: Value excluding VAT: 104,869,498 Currency: TZS

II.2.14) Additional information

Additional services/works

Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted up to 25% of the initial contract to the initial contractor by negotiated procedure without prior publication of a contract notice.

IV.2.2) Time limit for submission of tenders

Date: 11/04/2022

Local Time (East African Time): 16:30

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 months (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date: 13/04/2022

Local time (East African Time): 14:30

Place: Nairobi



Additional information about the Contract Notice

Financial Support in the Procurement of Office Furniture and ICT Equipment Dodoma - Tanzania

1. Nature of contract

Unit price

2. Programme title

Improving the Statistical System and Support in the implementation of the Population Registry

3. Financing

Financing agreement

4. Legal basis, eligibility and rules of origin

All supplies under this contract may originate from any country.

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in a Member State of the European Union or in a country of territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

5. Candidature

All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

6. Number of requests to participate or tenders

No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal



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person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

7. Sub-contracting

Sub-contracting is allowed.

8. Number of candidates to be short-listed

Not applicable

9. Provisional date of invitation to tender

9/3/2022

10. Provisional commencement date of the contract

6/6/2022

11. Period of implementation of tasks

3 months

12. Language of the procedure

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

13. Additional information

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in TZS. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to TZA shall be made in accordance with the InforEuro exchange rate of 03/2022, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

SELECTION AND AWARD CRITERIA

14. Selection criteria

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources



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at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document.** Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The selection criteria should be clear and non-discriminatory and may not go beyond the scope of the contract. The reference period for financial capacity may not go beyond the last 3 years for which accounts have been closed. The reference period for professional and technical capacity may not go beyond 3 (for service and supply contracts) or 5 (for works contracts) years from the submission deadline. However, where necessary in order to ensure an adequate level of competition, the contracting authority may indicate that evidence of relevant services performed or relevant supplies delivered more than 3 years before will be taken into account. Consideration has to be made that the criteria chosen below correspond to data requested from the candidate or tenderer in the request to participate or tender form. Furthermore, please verify that the candidate or tenderer can submit documentary evidence to prove the relevant selection criteria.

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

Same criteria for legal and natural person

The selection criteria for each tenderer are as follows:

- 1) Economic and financial capacity** (based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last



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three years for which accounts have been closed.

- The average annual turnover of the tenderer must be equal to the amount of the financial offer for each lot tendered; and
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

2) Professional capacity (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

- N/A

3) Technical capacity (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years from submission deadline.

The candidate has provided supplies under at least 1 contract, each with a budget of at least 60% of his financial offer for this tender in the fields related to this contract which were implemented at any moment during the reference period: 2019-2021

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

15. Award criteria

Price

PARTICIPATION

16. Requests to participate format and details to be provided



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Requests to participate must be submitted using the request to participate form, the format and instructions of which must be strictly observed. The request to participate form is available from the following Internet address:

<https://nairobi.aics.gov.it/en/home/opportunities/tenders/>

Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Any documentation (brochure, letter, etc.) sent with a request to participate in addition to what has been requested will not be taken into consideration.

17. How requests to participate may be submitted

Request to participate must be submitted in English and can be submitted by mail to the following address

Segreteria.nairobi@aics.gov.it

Request to participate can also be submitted to the contracting authority in a sealed envelope.

- Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Agenzia Italiana Cooperazione allo Sviluppo (AICS)

United Nations Crescent P.O.BOX 63389-00619, Muthaiga - Nairobi

email segreteria.nairobi@aics.gov.it

Opening hours: 08:00-14:00 EAT

OR

Embassy of Italy Dar Es Salaam

Lugalo Road 316, Upanga

P.O. Box 2106, Dar es Salaam, Tanzania

From: 09:00 hrs to 13:00 EAT

OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

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P.O. Box 2106, Dar es Salaam, Tanzania

From: 09:00 hrs to 13:00 EAT

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the request to participate and must always be mentioned in all subsequent correspondence with the contracting authority.

Requests to participate submitted by any other means will not be considered.

18. Deadline for submission of requests to participate

The candidate's attention is drawn to the fact that there are three different systems for sending Requests to participate: one is by post or private mail service, the others is by hand delivery or by electronic means (eMail).

In the first case, the request to participate must be sent before the date and time-limit for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the request to participate or the date and time retrieved from email information, that will serve as proof.

Any request to participate sent to the contracting authority after this deadline will not be considered. The contracting authority may, for reasons of administrative efficiency, reject any request for participation submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting requests to participate that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise *decisions already taken and notified*.

19. Clarifications on the contract notice

Any request for additional information must be made in writing through electronic means to the



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following address up to 21 days before the deadline for submission of tenders, specifying the publication reference and the contract title to:

Agenzia Italiana Cooperazione allo Sviluppo (AICS)
United Nations Crescent P.O.BOX 63389-00619, Muthaiga - Nairobi
email segreteria.nairobi@aics.gov.it

Clarifications will be published on the AICS website at the latest 5 days before the deadline for the submission of applications. The website will be updated regularly and it is the applicants responsibility to check for updates and modifications during the submission period.

20. Outcome of the evaluation

By submitting a request to participate candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the request to participate form.

21. Alteration or withdrawal of requests to participate

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked.

Whether sent by electronic means the mail should have as object 'Alteration' or 'Withdrawal' as appropriate and contract and lot(s) references