



MAENDELEO BANK PLC

REQUEST FOR PROPOSAL (RFP)-TENDER

SUPPLY OF OFFICE STATIONARIES

Release Date: Saturday, 09th April 2022

Last Date for Receipt of bids: Thursday, 28th April 2022 at 5.00 pm

ISSUE OF RFP DOCUMENT TO PROSPECTIVE BIDDERS

SUPPLY OF OFFICE STATIONARIES

This form serves as an acknowledgment of receipt of the tender and participation.

This page is to be **completed immediately on downloading/receiving the document** and scanned copy e-mailed to *procurement@maendeleobank.co.tz*

Firms that do not register their interest immediately in this manner may not be sent the RFP addenda should any arise.

Table 1: Registration of Interest to Participate

Item	Supplier Details
Name of Person:	
Organization Name:	
Postal Address:	
Tel No:	
Fax No:	
Email Address: (this e-mail address should be clearly written as communication with bidders shall be through e-mail)	
Signature:	
Date:	
Company Stamp:	

SECTION 1 – REQUEST FOR PROPOSALS

1.1. Background

Maendeleo Bank Plc (hereinafter referred to as “the Bank”) incorporated in Tanzania is one of the banks whose purpose is to provide innovative, customer needs driven financial services with competitive returns to our Shareholder

The bank’s vision is to become a preferred retail and MSME financial services provider in Tanzania.

This document therefore constitutes the formal Request for Proposals (RFP) for the **Provision of supply of office stationery services for the period of 12 months** and is being awarded on a restricted tender basis.

1.2. Background, Aims and Objectives

The Bank’s aim is to identify a supplier(s) that can carry out the PROVISION OF SUPPLY OF OFFICE STATIONERIES SERVICES to Maendeleo Bank Plc. It is the purpose of this Request for proposal (RFP) to solicit responses from qualified suppliers on the below among other requirements as laid down by this document:-

- a) The supplier shall examine each item carefully and locate areas critically.
- b) The supplier will provide all necessary items requested as regard to the provision of office stationaries.

1.3. Format of RFP Response and Other Information for Bidders

1.3.1. The overall summary information regarding the provision of supply of office stationeries services is given in section 2 – Scope of Work. The bidder shall include in their offer any additional services considered necessary for the successful implementation of their proposal.

1.3.2. The bidder shall submit an electronic copy in PDF Format (Original) to procurement@maendeleobank.co.tz by the closing date Thursday, 28th April 2022 at 5:00pm. Proposals from bidders should be submitted in the same email.

1.3.3. The Technical Proposal should contain the following:

Bidders, willing to be considered for the provision of supply of office stationeries services are expected to furnish the Bank with among others the following vital information, which will be treated in strict confidence by the Bank.

- Provide a company profile as per supplier questionnaire in Annex 2.
- A brief background of the firm, highlighting experience, capabilities, processes and resources
- Legal registration, and professional affiliations,
- Length of time in relevant area of work/specialization.
- Detailed methodology/Approach with clear timelines.
- Certified Technical Resources in relevant area i.e. Profile of the personnel to be involved in the work, with emphasis on academic qualifications, professional qualifications and experience in respect of the stated scope of work.

- At least five reference clients where similar nature of work has been successfully completed and where the Bank would obtain references as per annex 1 and section 2.6
- Availability of Resources
- This RFP document duly signed
- Audited financial statements of the company submitting the RFP bid, for the last two years.
- Demonstrate capability and capacity to provide the goods/services as per Maendeleo bank requirements in section 2.
- Any other information/documents which may be considered necessary or useful for this RFP

1.3.4 The Financial proposal shall clearly indicate the total cost per each item as follows:-

- a. The Financial Proposal should include a breakdown of the cost per item.
- b. The Supplier shall provide and shall ensure that the prices are fixed during the Original Contract Period which is one year.
- c. All costs associated with this requirement shall be included in the financial proposal.
- d. Reimbursable costs should be clearly indicated and included as part of the financial proposal
- e. The cost should be inclusive of applicable taxes (VAT and withholding Tax) and these should be clearly indicated.

1.3.5 Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission. The Bank will make its best efforts to arrive at a decision within this period.

1.3.6 Assuming that the Contract will be satisfactorily concluded, the bidders shall be expected to commence the assignment after the final agreement is reached.

1.3.7 The contracting arrangements shall define clearly the responsibilities and the supply of items to be provided by each firm in the case of a joint venture.

1.3.8 The Bank reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

The vendor's terms and conditions will not form part of any contract with Maendeleo bank in relation to this tender.

Canvassing is prohibited and will lead to automatic disqualification.

1.3.9 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Bank is not responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

1.3.10 Clarification of Bidding Document

- i. All correspondence related to the contract shall be made in English.

- ii. Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing addressed to the procurement unit through e-mail to procurement@maendeleobank.co.tz
- iii. Any clarification sought by the bidder in respect of the RFP shall be addressed at least **five (5) working days** before the deadline for submission of bids, in writing to the Procurement unit through the same mail.
- iv. It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- v. Any clarification requests and their associated response will be circulated to all Bidders.
- vi. The **last date for receipt of requests for clarifications** from bidders is **Thursday, 15th April 2022**. The RFP Clarification Template is as follows:-

<ul style="list-style-type: none"> • Company Name: • Contact Person: (primary Supplier contact) • E-mail: • Phone: • Fax: • Document Number/Supplier: 			
#	Date	Section / Paragraph (2)	Question
1			
2			
3			
(1) Question(s) mailing Date. (2) From Maendeleo Bank Document.			

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Inquiries for clarifications should be sent by e-mail (using the format above) to: procurement@maendeleobank.co.tz

1.3.11 Amendment of Bidding Document

At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the RFP document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, the Bank may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

1.3.12 Deadline for Submission of Bids

Bids should be addressed to the Procurement unit and sent for receipt on or before **Thursday 28th April 2022 at 5.00 pm**. Any bid received by the Bank after this deadline will be rejected.

1.3.13 Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

1.3.14 Bid Evaluation and Comparison of Bids

1.3.14.1 Technical proposals will be evaluated based on the following general areas and bids comparison

- Technical proposal requirements on section 1.3.3 and Section 2.
- Firm's general experience in the field of assignment
- Relevant references from previous assignments as per Annex 1.
- understanding of the aims and objectives
- The qualifications and relevant experience of the personnel for this assignment
- Overall value proposition

All tender responses will be evaluated in two phases:-

- a. Preliminary and detailed technical evaluation that will determine administrative compliance and technical compliance and support responsiveness of the vendor.
- b. Financial evaluation to consider pricing competitiveness and the financial capability of the vendors.

Once the bids are opened, the bid evaluation will commence. In the event that the bank may need to visit the client site, vendors will be notified in writing. The bank may also make surprise unannounced visits to the vendor's offices to verify any information contained in the bid document. All visits are at the discretion of the bank. Vendors may also be called upon to make brief and short presentations and /or demos on their assignment before a panel constituted by the bank.

1.3.14.2 Financial proposals will be evaluated on the basis of cost, lead-time and payment terms if not specified in this document.

1.3.15 Buyers Rights

Maendeleo Bank Plc reserves the right to reject any or all RFP without giving any reasons and Maendeleo Bank has no obligation to accept any offer made. Maendeleo Bank also reserves the right to keep its selection and selection criteria confidential. Maendeleo Bank reserves the right to award the tender in part or in whole to either a single vendor or split the award to multiple vendors in the final award. Bids not strictly adhering to RFP conditions may not be considered by Maendeleo Bank whose decision on the matter shall be final.

1.3.16 Documents Required for Evaluation

In addition to the above information, the following documents should be attached.

Item	Description
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1.	Valid Business Licence
2.	Certificate of Incorporation/Registration
3.	Valid Trading License/Customs Agent Licence
4.	Business Permit
5.	List of all Directors with Percentage of shares held, telephone and their postal address
6.	Copy of VAT and PIN Certificate
7.	Valid Tax Compliance certificate
8.	Audited Accounts for the last 2 years
9.	Company Profile
10.	Documentary evidence of physical location - Lease agreements for business premises or proof of premises ownership and security management
11.	Copies of LPO's, Letters of award/signed contracts/reference letters

SECTION 2 – TERMS OF REFERENCE/SCOPE OF WORK

2.1 REQUIREMENT

The vendor shall be expected to carry out the following **but not limited to**:

- a) Provide all necessary stationeries items but it is not guarantee that the whole items will be given to a single supplier. The quality of the items and the price will determine the each items to be supplier by which supplier.
- b) Regular supply of the items for the time as it will state in the contract.

2.3 OVERALL RESPONSIBILITY

- a) The Bidder is obliged to work closely with the Bank's staff, act within its own authority, and abide by directives issued by the Bank that are consistent with the terms of the Contract.
- b) The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.
- c) The Bidder shall appoint an experienced counterpart resource to handle this requirement for the duration of the Contract. The Bank may also demand a replacement of the manager if it is not satisfied with the manager's work or for any other reason.
- d) The Bidder shall take the lead role and be jointly responsible with the Bank for producing a finalized project plan and schedule, including identification of all major milestones and specific resources that the Bank is required to provide.
- e) The Bidder will not disclose the Bank's information it has access to, during the course of the provision of this requirement, to any other third parties without the prior written authorization of the Bank. This clause shall survive the expiry or earlier termination of the contract.

2.4 PRICING

The Costs should be in Tanzania shillings inclusive of all taxes; clearly stating Man/Day rates where appropriate.

All taxes and VAT amounts must be clearly stipulated and separated from the base costs.

2.5 DELIVERY

Delivery and performance of the Services/goods shall be made by the successful Bidder in accordance with the time schedule agreed by both parties and subsequent Agreement.

2.6 DELAYED DELIVERY

If at any time during the performance of the Contract, the Bidder should encounter conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Bank shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

2.7 BID EFFECTIVENESS

It is a condition of the bank that the vendor guarantees the sufficiency and effectiveness of the service proposed to meet the bank requirements as outlined in this document where applicable. The Bank will hold the vendor solely responsible for the accuracy and completeness of the information supplied in response to this tender. The bank will hold the vendor responsible for the completeness of the service proposed and that was the vendor is awarded the tender, they would implement the service without any additional requirements from the bank.

2.8 PAYMENT TERMS

The bank will NOT make any payments in advance. The Bank will issue an LPO for all the items ordered. The LPO will be paid within 30 days after successful delivery, and acceptance of the items.

The bank will not accept partial deliveries and neither will the bank make partial payments. Payment for items will only be made once the full scope of items has been successfully delivered.

NB: MAENDELEO BANK SHALL ONLY MAKE PAYMENTS THROUGH AN MAENDELEO BANK ACCOUNT AND THUS ALL BIDDERS ARE ENCOURAGED TO OPEN AN ACCOUNT

2.9 STAFFING

The Supplier will provide the relevant team to be engaged for offering the items, service and tools to carry out all the required work under this tender. An account manager is also required to coordinate and report on the work's progress throughout the contract period.

2.10 RESPONSIBILITY AS AN INDEPENDENT CONTRACTOR

The Supplier agrees to take overall responsibility for any items or service rendered; regardless of whether third parties are engaged by the Supplier or the Supplier himself carries them out.

SECTION 3 – GENERAL CONDITIONS OF CONTRACT

3.1 Introduction

Specific terms of the contract shall be discussed with the bidder whose proposal will be accepted by the Bank. The resulting contract shall include but not be limited to the general terms of the contract as stated below from 3.2 to 3.13.

3.2 Award of Contract

Following the opening and evaluation of proposals, the Bank will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best-evaluated bid. The Bank will communicate to the selected

bidder its intention to finalize the draft conditions of engagement submitted earlier with his proposals.

After the agreement has been reached, the successful Bidder shall be invited for the signing of the Contract Agreement to be prepared by the Bank in consultation with the Bidder.

3.3 Application of General Conditions of Contract

These General Conditions (sections 3.2 to 3.13) shall apply to the extent that they are not superseded by provisions in other parts of the Contract that shall be signed.

3.4 Bid Validity Period

Bidders are requested to hold their proposals valid for ninety (90) days from the closing date for the submission.

3.5 Delays in the Bidder's Performance

- 3.5.1 Delivery and performance of this service shall be made by the successful Bidder in accordance with the time schedule as per the Agreement.
- 3.5.2 If at any time during the performance of the Contract the Bidder encounters conditions impeding timely delivery and performance of the Services, the Bidder shall promptly notify the Bank in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Bidder's notice, the Bank shall evaluate the situation and may at its discretion extend the Bidder's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 3.5.3 Except in the case of "force majeure" as provided in Clause 3.12, a delay by the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of liquidated damages pursuant to Clause 3.8.

3.6 Liquidated damages for delay

The contract resulting from this RFP shall incorporate suitable provisions for the payment of liquidated damages by the bidders in case of delays in the performance of the contract.

3.7 Governing Language

The Contract shall be written in the English Language. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall also be in English.

3.8 Applicable Law

This agreement arising out of this RFP shall be governed by and construed in accordance with the laws of Tanzania and the parties submit to the exclusive jurisdiction of the Tanzania Courts.

3.9 Bidder's Obligations

- 3.9.1 The Bidder is obliged to work closely with the Bank's staff, act within its own authority, and abide by directives issued by the Bank that are consistent with the terms of the Contract.
- 3.9.2 The Bidder is responsible for managing the activities of its personnel, or subcontracted personnel, and will hold itself responsible for any misdemeanors.
- 3.9.3 The Bidder will not disclose the Bank's information it has access to, during the course of the work, to any other third parties without the prior written authorization of the Bank. This clause shall survive the expiry or earlier termination of the contract.

3.10 The Bank's Obligations

In addition to providing Bidder with such information as may be required by the bidder the Bank shall,

- (a) Provide the Bidder with specific and detailed relevant information
- (b) In general, provide all relevant information and access to Bank's premises.

3.11 Confidentiality

The parties undertake on behalf of themselves and their employees, agents and permitted subcontractors that they will keep confidential and will not use for their own purposes (other than fulfilling their obligations under the contemplated contract) nor without the prior written consent of the other disclose to any third party any information of a confidential nature relating to the other (including, without limitation, any trade secrets, confidential or proprietary technical information, trading and financial details and any other information of commercial value) which may become known to them under or in connection with the contemplated contract. The terms of this Clause 2.15 shall survive the expiry or earlier termination of the contract.

3.12 Force Majeure

- (a) Neither Bidder nor Bank shall be liable for failure to meet contractual obligations due to Force Majeure.
- (b) Force Majeure impediment is taken to mean unforeseen events, which occur after signing the contract with the successful bidder, including but not limited to strikes, blockade, war, mobilization, revolution or riots, natural disaster, acts of God, refusal of license by Authorities or other stipulations or restrictions by authorities, in so far as such an event prevents or delays the contractual party from fulfilling its obligations, without its being able to prevent or remove the impediment at a reasonable cost.
- (c) The party involved in a case of Force Majeure shall immediately take reasonable steps to limit the consequence of such an event.
- (d) The party who wishes to plead Force Majeure is under obligation to inform in writing the other party without delay of the event, of the time it began, and its probable duration. The moment of cessation of the event shall also be reported in writing.
- (e) The party who has pleaded a Force Majeure event is under obligation when requested, to prove its effect on the fulfilling of the contemplated contract.

SECTION 4 – ANNEXURES

ANNEX 1 – SCHEDULE OF ALL LIST OF STATIONARIES

Item	Description	UOM
1	Marker Pens	DOZ
2	Sole tape	DOZ
3	Manila (Plastic)	DOZ
4	Punching Machine heavy Duty- Kangaroo	Ea
5	A4 Envelopes	Box of 500
6	A3 Envelopes	Box of 500
7	9*4 envelops	Box of 500
8	A5 Envelopes	Box of 500
9	Counter Books 1 Quire	Ea
10	Counter Books 2 Quire	Ea
11	Counter Books 3 Quire	Ea
12	Counter Books 4 Quire	Ea
13	Box Files- (Alba Rado Plastic)	Ea
14	Shorthand Spiral Notebooks	DOZ
15	Spring Files plastic- (rapid Plastic)	Ea
16	Flip Chart Paper	Ea
17	Photocopy papers	RM
18	Flip Chart Stand with White Board Surface	Ea
19	Laminating Pouches (Pack of 100) pcs	P1H
20	Paper Clips- Small (Kangaroo)	B10
21	Paper Clips- Large (Kangaroo)	B10
22	Punching machine Midsize- (kangaroo)	Ea
23	Office Tray - 2 Tier Eagle	Ea
24	Office Tray - 3 Tier Eagle	Ea
25	Office Tray - 4 Tier Eagle	Ea
26	Stapler Machines (Heavy Duty)-(Kangaroo)	Ea
27	Stapler Small size- (Kangaroo)	Ea
28	Staples pin 24/6- (Kangaroo)	B10
29	Rubber bands	Ea
30	Correction Fluid	DOZ
31	Epson LQ 2190 Ribbons	Ea
32	HP tonner 05A	Ea
33	Pencils	B12
34	Ribbon Cartridge LQ 2180	Ea
35	Highlighter	DOZ
36	PENS(fine grip pack of 50) - Unbranded- Nataraj	P50
37	Endorsing Ink (Horse) - Red	DOZ
38	Endorsing Ink (Horse) - Blue	DOZ
39	Heavy-Duty Staple Pins- (Kangaroo)	Bx

40	Epson ribbon LQ 690	Ea
41	Epson ribbon LQ 680	Ea
42	Sign here stickers	PKT
43	Tonner 80A	Ea
44	Glue Stick	Ea
45	Yellow Stickers	Ea
46	Legal Paper- Tiger (Green)	RM
47	Carbon paper	DOZ
48	Hp tonner 650	Ea
49	HP tonner 655	Ea
50	Separator	DOZ
51	Hp tonner 26A	Ea
52	CASHIERS TONER P350LX	Ea
53	Cashier Ribbons 39H	Ea
54	Brother toner- Yellow	Ea
55	Brother toner- Black	Ea
56	Brother toner- Pink	Ea
57	Brother toner- Blue	Ea
58	Evolis Card Ribbon	Ea
59	Ricoh Photocopy Toner- 2014	Ea
60	Ricoh Photocopy Toner- 2501	Ea
61	HP LASERJET 59A	Ea
62	TONER (83 A)	Ea
63	TONER (CF230 A)	Ea
64	Printer Toner (Image Runner 2425i)	Ea
66	MANILA LIGHT BLUE	RM
67	ZEBRA ZXP SERIES 3	Ea
68	PRINTER TONER TK 1140	Ea
69	EXECUTIVE PVC PLASTIC SPRING FILES	Ea
70	CALCULATOR - citizen 14 digit	Ea

ANNEX 2 – REFERENCES

References of similar services for organizations similar to Maendeleo Bank Plc in size and complexity are preferred:-

	Prior Services Performed for:	Response
1	Company Name	
	Country	
	Listed on the DSE (Yes/No)	
	Work done and name of final document	
	Year work done	
	Staff Population as at year work done	
	Person contact at the company	
	Telephone and Email of the person contact	
2	Company Name	
	Country	

	Listed on the DSE (Yes/No)	
	Work done and name of final document	
	Year work done	
	Staff Population as at year work done	
	Person contact at the company	
	Telephone and Email of the person contact	
3	Company Name	
	Country	
	Listed on the DSE (Yes/No)	
	Work done and name of final document	
	Year work done	
	Staff Population as at year work done	
	Person contact at the company	
	Telephone and Email of the person contact	

ANNEX 3 – CERTIFICATE OF COMPLIANCE

All Suppliers should sign the certificate of compliance below and return it together with this tender document.

We _____ have read this tender document and agree with the terms and conditions stipulated therein.

Signature of tenderer -----

Date.....

Company Stamp/Seal.

***** END *****