



ADVERTISEMENT REQUEST FOR QUOTATIONS (RFQ)

The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is a Multilateral Organization established in 2006 by member countries of Burundi, DRC, Rwanda, Tanzania, Uganda, Malawi and Zambia to ensure the development of effective monitoring and compliance mechanisms for the central corridor routes linking Dar es Salaam port with member countries.

The CCTTFA wishes to invite interested qualified and reputable firms to participate in the following tender;

"A firm to Supply and Deliver Furniture for the Tanzania Freight Forwarders Association (TAFFA) Training Center"

Tender Number: CCTTFA/C&TF/500402/01/2024-2025

Application Guidelines;

- Tender documents can be obtained at; <https://centralcorridor-ttfa.org/tenders/>
- All queries/ quoting the above Title and Number should be emailed to procurement@centralcorridor-ttfa.org
- The closing date for the submissions is on or before 20th November, 2024 before 13 hrs. (East Africa standard Time).
- Interested and qualified firms/individuals MUST submit their proposals to the address below.


The Executive Secretary,

Central Corridor Transit Transport Facilitation Agency,
2nd Floor, Room # 202, Acacia Estates, 84 Kinondoni Road,
P.O Box 2372, Dar es Salaam,
United Republic of Tanzania.

- CCTTFA may not be able to answer any query/request for clarifications relating to this tender 7 days or less prior to the submission deadline.

Email: procurement@centralcorridor-ttfa.org

Sincerely,


Adv. OKANDJU OKONGE Flory
Executive Secretary



Bidding Document

Subject of Procurement:	Supply and Delivery of Furniture for TAFFA training Centre in Dar es Salaam
Procurement reference Number:	CCTTFA/C&TF/500402/1/2024-2025
Procurement Method	local Competitive Bidding
Date of issue	6th November, 2024

Invitation to Bid for the Supply and Delivery of Furniture

Procurement Reference No. CCTTFA/C&TF/500402/1/2024-2025

Date: 6th November 2024.

Subject: Invitation to Submit a Bid for the Supply and Delivery of Furniture to TAFFA Training Centre in Dar es Salaam.

Dear Sir/Madam,

1. The CCTTFA is a multilateral agency formed through an Agreement by the five Governments of the Republic of Burundi, the Democratic Republic of the Congo (DRC), the Republic of Rwanda, the United Republic of Tanzania and the Republic of Uganda, the Republic of Malawi and the Republic of Zambia. The Central Corridor is the integrated transport multimodal and logistics network that connects CCTTFA Member States to the sea through the port of Dar es Salaam. CCTTFA works with the member states Governments and other Development Partners to improve the efficiency of the transit corridor for smooth facilitation of transit trade.
2. The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is in the process of equipping TAFFA Training Centre in Dar es Salaam with modern, high-quality furniture.
3. The details of the furniture Specifications are outlined below:

Specifications for Furniture

	Description of Goods	Quantity
1	<p>Executive Table</p> <ul style="list-style-type: none">• Size: 140x76x76cm• Manufactured From Well Kiln Dried Hardwood Material Complete with Hand Engraved Design,• Finished with High-Quality Turbo Bright Gloss Polish Finish with Single Mobile Pedestal.	1 pc
2	<p>Office Table</p> <ul style="list-style-type: none">• Size: 120x76x76cm <p>Manufactured from well-kiln dried hardwood material, finished with high-quality turbo bright gloss polish finish, and fixed 3 drawers with central locking system.</p>	1pc

3	<p>Conference Table for 4-Seater</p> <ul style="list-style-type: none"> • Size: 120x 120cm • Manufactured From Well Kiln Dried Hardwood, with Hand Engraved Design, Finished with High Quality Polish of Turbo Bright Gloss Finish. 	1 pcs
4	<p>Conference Chair</p> <ul style="list-style-type: none"> • Seat and Back Covered with PVC Material Fixed with Heavy Duty Meta/ Frame Fitted on Plastic Shoes. 	4 pcs
5	<p>School Desk with Chair</p> <ul style="list-style-type: none"> • Top, Seat and Back Made of Marine Plywood is fixed with a heavy-duty metal frame. • Fitted on Plastic Shoes, 	30 pcs
6	<p>Visitors Bench 5-Seater</p> <ul style="list-style-type: none"> • Manufactured From Well Kiln Dried Hardwood Material, Fixed with Heavy Duty Metal Frame • Fitted on Plastic Shoes. 	1 pc
7	<p>Library Shelve Double Side</p> <ul style="list-style-type: none"> • Size: 90x64x216cm • Made of Well Kiln Dried Hardwood Material Fixed on a Metal Frame with Heavy Duty Plastic Shoes. 	3 pcs
8	<p>File Cabinet Double Door</p> <ul style="list-style-type: none"> • Steel Material 	2 pcs
9	<p>File Cabinet 4 Drawer</p> <ul style="list-style-type: none"> • Steel Material Four Drawers, with Security Bar, Colour Light Grey 	1 pc
		44 pcs

4. Submission Requirements:

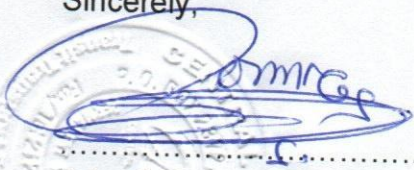
- The bid should be submitted no later than 20th November 2024 at 13:00 hrs. East Africa Standard time.
- All submissions should be delivered in a sealed envelope clearly marked "**Bid for Furniture Supply and Delivery – TAFFA Training Centre**" to the following address:

The Executive Secretary,
Central Corridor, Transit Transport Facilitation Agency,
2nd Floor, Room 202, Acacia Estates, 84 Kinondoni Road,
P. O. Box 2372,
Dar es Salaam, United Republic of Tanzania.
Tel.: (255) 22-212 7148

We look forward to receiving your proposal. Should you require any additional information or clarification, please feel free to contact us at procurement@centralcorridor-tffa.org

Thank you for your interest in working with CCTTFA, and we look forward to your participation in this procurement process.

Sincerely,



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Adv. OKANDJU OKONGE Flory,
The Executive Secretary,
Central Corridor, Transit Transport Facilitation Agency (CCTTFA).

INSTRUCTIONS TO BIDDERS

RFP No: Procurement N°.: CCTTFA/C&TF/500402/1/2024-2025

1.0 Introduction

- 1.1 The Client intends to select a firm as stated in the letter of invitation, in accordance with quality & cost-based selection.
- 1.2 The Client will timely provide, at no cost to the firm, the inputs and relevant content data required for the preparation of the firm's Proposal.

2.0 Conflict of Interest

- 2.1 The Firm is required to provide professional, objective, and impartial services, at all times holding the Client's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.
- 2.2 The firm has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the company/firm or the termination of its Contract and/or sanctions by the Client.

3.0 General Considerations

- 3.1 In preparing the Proposal, the Firm is expected to examine the RFQ in detail. Material deficiencies in providing the information requested in the RFQ may result in rejection of the Proposal.
- 3.2 The firm shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the firm.

4.0 Language

- 4.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Firm and the Client, shall be written in the English Language.

5.0 Documents comprising the Proposal

The Proposal shall comprise both technical and financial proposals and the documents and forms shall be as below:

Technical proposal:

- 5.1.1 Letter of Submission signed by the Authorized Representative of the firm
- 5.1.3 Valid Certificates of Business Registration
- 5.1.4 Valid Copy of Taxpayer Identification Number Certificate.
- 5.1.5 Valid Tax Clearance Certificate
- 5.1.6 Details and Delivery notes of similar supplies of at least TZS 50,000,000 single supply in the past 3 years, evidence includes signed agreements, purchase orders, or completion certificates.
- 5.1.7 Drawings according to technical specifications

Financial Proposal:

- 5.1.9 Financial Quotation for the supplies required under this invitation

Interested eligible bidders may obtain further information from Central Corridor Secretariat at procurement@centralcorridor-ttfa.org

6.0 Currencies of Bid

Bid prices shall be quoted in the local currency of the Republic of Tanzania

7.0 Warranty

The period within which the Provider shall replace defective supplies shall be: 1 month

8.0 Proposal Validity

- 8.1 The Firm proposal must remain valid at least 60 days after the Proposal Submission deadline.
- 8.2 During this period, the Firm shall maintain its original Proposal without any change, including the proposed unit price and the total price.

9.0 Sub-contracting, Clarifications and amendments

- 9.1 The Firm shall not sub-contract the whole of the Services.
- 9.2 Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address. The Client will respond in writing, or by standard electronic means. Should the Client deem it necessary to amend the RFQ as a result of a clarification, it shall do so following the procedure described below:
- 9.3 At any time before the proposal submission deadline, the Client may amend the RFQ by issuing an amendment in writing or by standard electronic means. The Firm shall acknowledge receipt of all amendments in writing.
- 9.4 If the amendment is substantial, the Client may extend the proposal submission deadline to give the firm reasonable time to take an amendment into account in their Proposals.

9.5 The Firm may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10.0 Submission, Opening and Evaluation

10.1 The Company shall submit by 20/11/2024, a signed and complete Proposal comprising all the documents highlighted in Section 5.0. The submission must be physical delivery.

10.2 The original and all the copies of the Technical and Financial Proposals shall be placed inside of a sealed envelope clearly marked "Technical and Financial Proposals for the Supply furniture to CCTTFA name and address of the Company, and with a warning "Do Not Open until [Wednesday 20th November,2024]."

11.0 Opening of Technical proposal

11.1 The opening of the Technical Proposals shall be conducted on the same day, at the same address at 13:00 Hrs PM in the presence of bidders who will choose to attend. The envelopes with the Financial Proposals shall remain sealed and shall be opened soon after completion of technical evaluation.

12.0 Evaluation Criteria

12.1 Bids must fully meet all technical requirements without exceptions to be considered responsive.

12.2 All substantially compliant bids will be financially evaluated based on the unit price, total delivered price.

12.3 The lowest priced bid among eligible, compliant, and responsive bids will be selected.

13.0 Correction of errors

13.1. Lump-sum Contract

13.1 This being a Lump-Sum contract, the Company/firm is deemed to have included all prices in the Financial Proposal.

13.2 The final Financial Proposal shall be the price after adjustments due to arithmetical corrections.

14.0 Negotiations and Award

14.1 The negotiations will be held by 26/11/2024 with the Company or his representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Company.

14.2 The Client shall prepare minutes of negotiations that will be signed by the Client and the Company's authorized representative.

15.0 Conclusion of Negotiations

15.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the firm.

15.2 If the negotiations fail, the Client shall inform the Company in writing of all pending issues and disagreements and provide a final opportunity to the Company to respond. If disagreement persists, the Client shall terminate the negotiations informing the Company of the reasons for doing so. The Client will invite therefore the second ranked firm for negotiation.

16.0 Award of Contract

16.1 After completing the negotiations, the Client shall, if applicable; sign the Contract.

16.2 The Company is expected to commence the assignment by 03/12/2024.

17.0 Payment Terms

The Contract Price and other dues shall be payable as follows:

- (i) 100% Upon delivery and acceptance of the supplies to completion

18.0 Coordination and reporting

The Company once awarded the tender will be supervised by the CCTTFA Customs and Trade Facilitation Department.

19.0 Duration of the assignment

The duration of the assignment from signing of contract to the completion of the assignment is 45 days.