



BID NOTICE

The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is a Multilateral Organization established in 2006 by member countries of the Republic of Burundi, the Democratic Republic of the Congo, the Republic of Malawi, the Republic of Rwanda, the United Republic of Tanzania, the Republic of Uganda, and the Republic Zambia

CCTTFA is charged with the mandate of promoting the optimal utilization of the Central Corridor, encouraging the maintenance, upgrading, improvement and development of infrastructure and supporting service facilities covering ports, railways, inland waterways, roads, land border posts along the Corridor to meet the needs and requirements of all stakeholders, ensuring open competition and reducing the cost of transit transport for landlocked Member States.

The objective of this tender is to solicit competitive bids and select a service provider for the provision of Air travel agency services for its staff and related stakeholders. The successfully bidder will enter into a framework agreement for a period of 2 (two) years and may be extended to an additional 1 (one)-year terms at the discretion of CCTTFA subject to satisfactory performance by the Contractor.

For any clarification of any part of the Tender Document shall be sought from CCTTFA through the email address at procurement@centralcorridor-ttfa.org

Deadline for submission of bids is on 28th January 2026. Duly filled and completed Technical and Financial Bid documents should be submitted physically to CCTTFA Offices located at 2nd Floor, Room 202, Acacia Estates, 84 Kinondoni Road, Dar es salaam, Tanzania.

Late submission of bids will not be accepted.



INVITATION TO BID: No. CCTTFA/RQ/00001

PROVISION OF AIR TRAVEL AGENCY SERVICES

INVITATION TO TENDER TIMETABLE	
Advertisement of the tender	13 th January 2025
Questions from bidder's due date	22 nd January 2025
Last date on which clarifications are issued by CCTTFA	25 th January 2025
Deadline for submission of Bids	28 th January 2025 at 12.00Pm
Bid Opening date	28 th January 2025 at 12.15Pm
Notification of award to the successful bidders	9 th February 2025
Contracts start date	10 th February 2025

Table of Content

	Pages
1. INTRODUCTION	3
<i>1.1 The CCTFA</i>	<i>3</i>
<i>1.2 The Purpose of the tender</i>	<i>4</i>
<i>1.3 Donor guidelines and policies</i>	<i>3</i>
<i>1.4 Part I</i>	<i>3</i>
<i>1.5 Definition and headings</i>	<i>3</i>
<i>1.6 Bidding cost</i>	<i>3</i>
<i>1.7 Review of ITB</i>	<i>3</i>
<i>1.8 Language</i>	<i>3</i>
<i>1.9 Inquires</i>	<i>3</i>
2. PROCUREMENT PROCEDURE:	4
<i>2.1 The ITB</i>	<i>4</i>
<i>2.2 Documents comprising the bid</i>	<i>4</i>
<i>2.3 Bid prices</i>	<i>4</i>
<i>2.4 Bid currency</i>	<i>4</i>
<i>2.5 Form and content of Bid</i>	<i>5</i>
<i>2.6 Submission and handling of bids</i>	<i>5</i>
<i>2.7 Evaluation of bids</i>	<i>5</i>
<i>2.8 Amendments</i>	<i>6</i>
<i>2.9 Post tendering</i>	<i>7</i>
<i>2.10 Extension of bid validity dates</i>	<i>7</i>
<i>2.11 Responsibility</i>	<i>7</i>
<i>2.12 Rejection of awards</i>	<i>7</i>
4. ANNEXES:	
<i>ANNEX A: BID Form</i>	<i>8</i>
<i>ANNEX B: Scope of Work (SOW)</i>	<i>9</i>
<i>ANNEX C: Schedule of rates</i>	<i>10</i>
<i>ANNEX D: Pre-selection questionnaire</i>	<i>12</i>

1.0 Introduction

1.1 The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is a Multilateral Organization established in 2006 by member countries of the Republic of Burundi, the Democratic Republic of the Congo, the Republic of Malawi, the Republic of Rwanda, the United Republic of Tanzania, the Republic of Uganda, and the Republic Zambia

1.2 Purpose of The Tender: Central Corridor Transit Transport Facilitation Agency (CCTTFA) is looking for a competent and qualified bidders to provide air travel agency services to its staffs and related stakeholders. All qualified and interested bidders are invited to submit their proposals.

1.3 CCTTFA Guidelines and Policies.

The procedures followed by CCTTFA in making any award(s) and contract(s) resulting from this ITB, as well as the terms and conditions of such award(s) and contracts, will be based of CCTTFA's procurement procedures and policies.

1.4 **Part I.** This Part I, Bidding Instructions and Procedures, will not form part of any resulting award or contract. It is intended solely for the information of prospective Suppliers.

1.5 **Definitions and Headings.** Except as otherwise specifically provided herein, all time periods specified shall be consecutive calendar days. The term ITB is used throughout this ITB to refer to the entire document, including all attachments thereto. Any headings contained in the text of the ITB are for reference only, and do not alter, limit, or waive the content of the full provisions. Except where the context indicates otherwise, (a) terms in the singular include plural, and vice versa; and (b) references to masculine, feminine or neutral are interchangeable.

1.6 **Bidding Costs.** Prospective Suppliers are under no obligation to prepare or submit bids in response to this ITB and do so solely at their own risk and expense. CCTTFA will not undertake to reimburse any costs incurred, therefore.

1.7 **Review of ITB.** Prospective Suppliers are solely responsible to examine carefully all of the terms and conditions of this ITB -- including, but not limited to, this Part I, Bidding Instructions and Procedures, and Part II, Scope of work for the services as described in Schedule A of Annex B -- and to comply fully therewith. Failure to do so will be at the prospective Supplier's risk and expense. Any patent ambiguities in the Scope of work or inconsistencies between or among the various provisions of the ITB shall be resolved against the Supplier if it fails to seek clarification of same prior to award.

1.8 **Language.** All documents submitted in response to this ITB, as well as all correspondence in connection with the ITB, shall be in the English language.

1.9 **Inquiries.** Inquiries concerning this ITB must be submitted in writing, to be received sufficiently in advance on or before 22nd January 2025 to permit a thorough and accurate response by CCTTFA. Such inquiries shall be sent by email, to procurement@centralcorridor-tfa.org. CCTTFA is under no obligation to consider or

respond to questions that are not received in a timely manner.

2.0 Procurement Procedure: Competitive Bidding

2.1 ITB. This ITB constitutes an invitation to prospective Suppliers to submit bids for the services described herein. It consists of (1) The ITB, (2) Scope of work and Schedule of rates, (3) Bid Form, (4) Vendor registration form. All of the foregoing are fully incorporated herein and form an integral part of this ITB.

2.2 Documents Comprising the Bid The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- **Company profile illustrating structure and history of the company.**
- **Valid business license**
- **Valid Tax compliance certificate**
- **Recently printed bank statement (last 6 months)**
- **Copies of recent POs and Contracts from your clients in relation to this service (attach at least three contracts and/or POs signed and stamped) from International NGOs, Government or UN agencies.**
- **Reference/Recommendation letters**
- **Audited Statements for the last three years.**
- **Bid Form, completed, signed, and stamped.**
- **Pre-selection questionnaire, completed, signed, and stamped.**
- **Financial Proposals as per form at Annex C**
- **Other important documents which Bidder attaches to support its bid.**

2.3 Bid Prices. The Bidder shall clearly indicate the unit price of the service charges. All unit prices shall be clearly indicated in the space provided in the Annex C (financial format), and all unit prices quoted in the ITB response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

2.4 Bid Currency: All financial rates and amounts entered in the Bid Form and Schedule of rates in annex C and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(Tanzanian Shillings-TZS)**.

2.5 Form and Content of Bids.

(a) All bids must be signed and dated by an authorized employee of the bidder (the original must be manually signed). **Bidders must use the Bid Form provided in Annex A of this ITB.** The Bid Form should be fully completed, with all the information required therein (Note: in case of a discrepancy

between per unit and total prices, the per unit price shall govern, and the total will be corrected by multiplying the per unit price by the specified quantity).

(b)The bid validity period should be at least **60 days** following the Last Bid Receipt Date.

2.6 Submission and Handling of Bids.

2.6.1 Bids are to be delivered by hand, or courier. All Bids must be contained in a sticker sealed, unmarked envelope and addressed as follows:

RFP FOR PROVISION OF AIRTICKETING SERVICE
CENTRAL CORRIDOR TRANSIT TRANSPORT FACILITATION AGENCY
ATTN: EXECUTIVE SECRETARY,
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.

2.6.2 The bidder shall submit 2 hard copies of each technical and financial bids whereby 1 original document and 2 copies of each document (financial & technical).

It is important to note that; the tender documents shall be submitted in one sealed envelope that contains two further sealed envelopes, with one envelope containing the technical proposal and the second envelope containing the financial proposal. Both envelopes must be clearly marked. The technical bids shall be evaluated by the technical committee and disqualify those which do not meet the technical specifications. Bids which meet the set threshold on technical scores shall be allowed to proceed to evaluation of the financial proposal.

****It is important to note that unsealed, late submitted and marked bids will be disqualified immediately and returned unopen.***

2.6.3 The bid opening will be on the same day at 12.15 pm at CCTTFA board room at 2nd Floor, Room 202, Acacia Estates, 84 Kinondoni Road, bidder is invited to attend. During the opening the Chairperson will read the Name of the bidder and number of envelopes submitted.

2.7 Evaluation of Bids.

2.7.1 CCTTFA will utilize three stages procedure in evaluating of offers starting with preliminary evaluation for those who comply with the eligibility requirements, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared. The financial proposal will be opened only for offers that passed the **minimum technical score of 70 out of the maximum obtainable score of 100 points** in the evaluation of the technical offer for each part. Proposals shall be evaluated in accordance with the provisions of this ITB and in accordance with the following:

A. Preliminary evaluation (Pass/Fail basis)- The Purchaser shall examine commercial responsiveness of the bids by checking the following documents as requested in section 2.2. **have been provided** and to determine the completeness of each document submitted. If any of these documents or information is missing, the offer shall be rejected.

i. Letter of Submission signed by the Authorized Representative of the firm

- ii. Power of Attorney
- iii. Valid Certificates of Business Registration. E.g IATA certificate etc
- iv. Valid Copy of Taxpayer Identification Number Certificate.
- v. Valid Tax Clearance Certificate
- vi. Signed price activity schedule and acknowledgement form

B. Technical evaluation

S/N	Description	Scores
1	At least three (3) years of experience of similar job performance (e.g, list of recently completed contracts for similar services	20 points
2	Extra value-added services offered such as presence of desk at airport	15 Points
3	Demonstration of compliance with the Scope of service and ability to comply with the service delivery schedule	15 Points
4	Recommendation that will be obtained from reference check from reputable organization	10 Points
5	Capability in terms of Manpower capacity and financial capacity	15 Points
6	Demonstration of the ability to provide the service 24/7 and handle emergence booking	10 Points
8	Site visit	15 Points

Note:

- **Minimum pass mark is 70 Points.**
- **Those passed 70 Points shall be considered by site visit.**
- **All vendors passed the technical evaluation, will automatically qualify to CCTTFA prequalified vendor list.**

C. Financial proposal

- All the vendor passed the minimum score of 70 points shall be considered to financial comparison.

2.7.2 CCTTFA may reject any bid that is not substantially responsive to the terms and conditions of the ITB.

2.8 Important Information for consideration in this ITB

2.8.1 This RFP is launched for the purpose of establishing a framework agreement with the supplier for a period of 1 (one) year and may be extended to an additional 1 (one)-year terms at the discretion of CCTTFA subject to satisfactory performance by the Contractor(s).

2.8.2 A Framework agreement is not binding CCTTFA to place any orders. CCTTFA will place orders to the awarded supplier based on the agreement as per its requirement.

2.8.3 CCTTFA may choose to cancel the agreement if deemed necessary.

2.8.4 CCTTFA may choose to split the award to more than one supplier.

2.8.5 No advance payment will be paid to the awarded supplier. The awarded supplier is expected

to mobilize its own resources to deliver the agreed services

- 2.9 **Amendments.** If at any time prior to award CCTTFA deems there to be a need for a significant modification to the terms and conditions of this ITB, CCTTFA will issue such a modification as a written ITB amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any ITB term or condition, and no bidder shall rely on any such statement.
- 2.10 **Post-Tender and Iterative Negotiation.** CCTTFA reserves the right, in its sole discretion, to conduct post tender and/or iterative negotiations.
- 2.11 **Extension of Bid Validity Dates.** When necessary and appropriate under the circumstances, CCTTFA may request bidders, in writing, to extend the validity period of their bids. A bidder may refuse to extend; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify its bid in any manner other than to extend it.
- 2.12 **Responsibility.** Bidders which have been provided with this ITB were previously prequalified/worked by CCTTFA. Notwithstanding such prequalification, an otherwise successful bidder may be required, in order to be awarded a Contract pursuant to this ITB, to demonstrate to the satisfaction of CCTTFA that it is a responsible firm with regard to the specific transaction described in this ITB. In order to be determined responsible, a bidder must (1) have adequate personnel, financial resources, equipment and material to perform the Contract, or the ability to obtain them; (2) be able to comply with the required or proposed delivery schedule; and (3) have a satisfactory record of performance, business ethics and integrity. CCTTFA reserves the right to request additional information relevant to responsibility at any time prior to award.

2.13 **Rejection of Award.**

(a) CCTTFA is not bound to accept the lowest or any tender and reserves the right to accept any tender in whole or in part and to reject any or all tenders without assigning any reason there for and to Contract on any of the terms offered or on different terms. Circumstances in which rejection of all bids may occur include, without limitation, the following: (1) none of the bids is adequately responsive to the specifications, (2) there is evidence of insufficient competition, or (3) the lowest bid exceeds the estimated value or funds available by a significant amount and cannot be reduced by negotiation.

(b) CCTTFA will send a Notice of Award to the winning bidder.

ANNEX A

BID FORM

BASIC INFORMATION

DATE OF BID: _____

BIDDER'S FULL LEGAL NAME: _____

BIDDER'S ADDRESS: _____

Contact Name: _____

Contact Position: _____

Fax No.: _____

Phone No.: _____

E-mail Address: _____

BIDDER'S UNDERTAKINGS

The above-mentioned bidder hereby undertakes as follows:

- A. to hold this bid valid through: **60 days**
- B. to supply services per ITB number (CCTTFA /2026/PRF/0001), to the order of CCTTFA.
- C. Accept payment terms of 30 days after receipt of the Invoice.

Authorized signature _____

Name and title of signatory:

Name of supplier: _____

Address/Email: _____

Stamp

ANNEX B: SCOPE OF WORK

1. Travel reservations, issuance and delivery of tickets or air, advance seats assignments at the best possible price (most direct and most cost effective routes).
2. Present at least 3 travel options/routes to a destination as requested.
3. Arranging Charter flight services as per the specification agreed by CCTTFA.
4. Clearly state if there are any visa or health requirements based on traveler's personal data and itinerary
5. Assistance in obtaining passports, visas and advice regarding health requirements
6. Information pamphlets for the Government travelers who use the contract.
7. The company will be responsible for following up on any extra costs in case of flight cancellation.
8. Arranging and advising travelers on accommodation, especially on long hours of transit, this is for International flights.
9. To have a desk or office at the Dar es Salaam airport will added advantage

Working Hours

- The agent should be available for emergency booking and reservation amendments' services 24 hours per day, 7 days per week, 365 days per year
- The agent should assign one customer service representative who will act as a single point of contact within the CCTTFA
- The agent should provide and clearly identify backup procedures and personnel names, in case of absence of the single point of contact.

Note:

- The bidder must be member of IATA

ANNEX C – FINANCIAL PROPOSAL FORMAT

Services	UOM	Class	Service fees
Local Flight	per person/per trip	Business	
		Economy	
Regional & African Flight	per person/per trip	Business	
		Economy	
International Flight	per person/per trip	1st Class	
		Business	
		Economy	
Accommodations -Local	per person	n/a	
Accommodations -International	per person	n/a	
Visa & Other travelling permits	per person	n/a	
Travel Insurance	Per person	n/a	
Ticket re-issue due to flight change	Domestic	n/a	
	International	n/a	
Date change	Domestic	n/a	
	International	n/a	
No Show	Domestic	n/a	
	International	n/a	
Refunds	Domestic	n/a	
	International	n/a	
Cancellation of flight & tickets	Domestic	n/a	
	International	n/a	

<i>Company name:</i>	
<i>Name & Title:</i>	
<i>Signature:</i>	

ANNEX D
Pre-Selection Questionnaire (PSQ)

1. Supplier information

1.1 Supplier details	Answer			
Business category				
Full name of the Supplier completing the PSQ, as per registration documents				
Registered company physical address				
Registered company number				
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	ii) a limited company	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iii) a limited liability partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iv) other partnership	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	v) sole trader	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	vi) other (please specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary, Community and Social Enterprise (VCSE)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	ii) Small or Medium Enterprise (SME)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iii) Sheltered workshop	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	iv) Public service mutual	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

1.2 Contact details	
Supplier contact details for enquiries about this PSQ	
Name	
Title	

Physical address	
District	
Office Phone	
Mobile Phone	
E-mail Address	
1.3 Licensing and registration (please mark 'X' in the relevant box)	
1.3.1	<p>Registration with a professional body <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the respective line ministry.</p> <p>If Yes, please select institution(s) that you have registered </p>

Mandatory documents to be submitted:

1. Company profile illustrating structure and history of the company.
2. Valid business license
3. Valid Tax compliance certificate
4. Recently printed bank statement (last 6 months)
5. Copies of recent POs and Contracts from your clients in relation to this service (attach at least three contracts and/or POs signed and stamped) from International NGOs, Government or UN agencies.
6. Audited Statements for the last three years.
7. Bid Form, completed, signed, and stamped.
8. Pre-selection questionnaire, completed, signed, and stamped.
9. Other important documents which Bidder attaches to support its bid.
10. Financial proposal

NB: Item 1-9 will form part of the technical proposal
Item 10 will be part of the financial proposal.

3. Grounds for discretionary exclusion

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organization.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No

(a) your organization is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;		
(b) your organization is guilty of grave professional misconduct, which renders its integrity questionable;		
(c) your organization has entered into agreements with other economic operators aimed at distorting competition;		
(d) your organization has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions;		
(e) your organization—		
(i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or		
(iii) your organization has undertaken to		
(aa) unduly influence the decision-making process of the contracting authority, or		
(bb) obtain confidential information that may confer upon your organization undue advantages in the procurement procedure; or		
(g) your organization has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Taking Account of Bidders' Past Performance

The authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). PSI may consider any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. PSI may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, PSI may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new

or existing contracts (or to confirm that nothing has changed).

4. Economic and Financial Standing

FINANCIAL INFORMATION							
4.1	<p>The Procurement committee will carry out an independent financial check on all suppliers as deemed necessary. Please check off which of the following you have provided to evidence your organization having the required financial strength by ticking the appropriate box(es). <i>Please attach to the application submission.</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;"> (a) A copy of the audited accounts for the most recent two years (if available) </td> <td style="width: 30%; padding: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </td> </tr> <tr> <td style="padding: 5px;"> (b) A copy of bank statement for the last six months </td> <td style="padding: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </td> </tr> <tr> <td style="padding: 5px;"> (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). <u>Please specify:</u> _____ </td> <td style="padding: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </td> </tr> </table>	(a) A copy of the audited accounts for the most recent two years (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	(b) A copy of bank statement for the last six months	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). <u>Please specify:</u> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
(a) A copy of the audited accounts for the most recent two years (if available)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						
(b) A copy of bank statement for the last six months	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). <u>Please specify:</u> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						
4.2	<p>(a) Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%; padding: 5px;">Name of the organization</td> <td style="width: 55%;"></td> </tr> <tr> <td style="padding: 5px;">Legal relationship to the Supplier completing the PSQ</td> <td></td> </tr> </table> <p>If yes, please provide ultimate / parent company accounts if available.</p> <p>If yes, would the ultimate / parent company be willing to provide a guarantee if necessary?</p> <table style="width: 100%;"> <tr> <td style="width: 70%;"></td> <td style="width: 30%; padding: 5px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A </td> </tr> </table>	Name of the organization		Legal relationship to the Supplier completing the PSQ			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Name of the organization							
Legal relationship to the Supplier completing the PSQ							
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A						

	<p>If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
--	--	---

5. Technical and Professional Ability

5.1	Relevant experience and contract reference			
	<p>Please provide details of up to <u>three</u> contracts, in any combination from either the public or private sector, that are relevant to the authority's requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years, <i>and be attached to the application submission.</i></p> <p>The named customer contact provided should be prepared to provide written evidence to the procurement committee to confirm the accuracy of the information provided below.</p>			
		Contract 1	Contract 2	Contract 3
5.1.1	Name of organization			
5.1.2	Point of contact Position E-mail address Telephone number			
5.1.3	Contract start date Contract completion date Contract value			

5.1.4	If you cannot provide at least one example, please briefly explain why (100 words max) N.B. Please attach contracts (purchase orders, framework agreements, etc)
5.2	Submit at least two recommendation letters from organizations for work done of a similar size and scope. These should be on company letterhead and signed and/or stamped by authorized employee.
5.3	Summarize the Company's qualifications and experience in the provision of travel agency services.

5.4	Describe the Company's experience dealing with offering the travel agency services
5.5	Describe the Company's capability to the provision of the travel agency services for 24/7 and handling the emergence air ticketing reservation services

6. Declaration

I declare that to the best of my knowledge the answers submitted to these questions are correct.

I understand that the information will be used in the selection process to assess my organization's suitability to be invited to participate further in this procurement, and I am signing on behalf of.....

(Insert name of supplier)

I understand that the authority may reject my submission if there is a failure to answer all relevant

questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the authority's requirement.

PSQ COMPLETED BY	
Name	
Role/Title in organization	
Date	
Signature	

CCTTFA GENERAL TERMS AND CONDITIONALS

1. Payment:

Invoices. Payment to the vendor will be executed upon submission and acceptance of a valid Tax Invoice and EFD receipt accompanied by purchase Order and Payment under this agreement will be made by electronic Fund transfer to the vendor.

Note: CCTTFA Standard Payment Terms is within 30 ("thirty") days upon receipt and acceptance of the invoice and the required products.

2. INDEPENDENT VENDOR.

Vendor acknowledges that he/she is an independent Vendor who is not an employee or agent of CCTTFA, and that he has no authority, express or implied, to assume or create any obligations on behalf of CCTTFA. Vendor accepts full and exclusive liability for the payment of taxes and contributions as required by applicable laws, rules and regulations of United Republic of Tanzania. CCTTFA will not withhold any taxes from the fees paid to Vendor under this Agreement.

3. CONFIDENTIALITY.

Vendor acknowledges that any information obtained in performing this Agreement regarding the operation of CCTTFA or its products, services, policies, systems, programs, procedures, donor relations or any other aspect of its business, is confidential and proprietary. Vendor will hold such information secret and will not [i] use such information for any purpose other than performance of this Agreement or [ii] disclose such information, directly or indirectly, to any other person, without in each instance the

prior written consent of CCTTFA. At the end of the Term, Vendor will return to CCTTFA all items and materials within his/her possession or control which belong to CCTTFA or contain CCTTFA confidential or proprietary information.

4. LIABILITY.

Vendor will not be liable to CCTTFA, or anyone who may claim any right due to any relationship with CCTTFA, for any acts or omissions in the performance of services under this Agreement except where such acts or omissions are due to the negligence, or the willful or intentional misconduct of Vendor. CCTTFA will hold Vendor harmless for any obligations, costs, claims, judgments, attorneys' fees and expenses arising from the services performed by Vendor under this Agreement, except when the same are due to the negligence, or the willful or intentional misconduct of Vendor.

5. TERMINATION.

This Agreement may be terminated by either Party at any time prior to the scheduled expiration date without cause by thirty (30) days written notice. In the event of such termination, CCTTFA will determine the extent to which Vendor has satisfactorily delivered services prior to the effective date of termination and will determine the extent to which fees, if any, are either payable to Vendor for the services performed or reimbursed to CCTTFA for service not performed in case the vendor was paid in advance.

6. NOTICES

Except as otherwise specifically provided herein, any notice, request, document, or other communication submitted by either Party to the other under this Agreement will be in writing, by e-mail or fax, and will be deemed duly given or sent when delivered to such Party as identified on Appendix II of this agreement.

7. ENTIRE AGREEMENT.

This Agreement and its attached Annexes, issued by CCTTFA and accepted by Vendor, constitute the entire agreement of the Parties with respect to the performance of services by Vendor for CCTTFA, and supersede all other agreements and understandings, whether oral or written.

8. ASSIGNMENT.

Neither this Agreement nor any of the duties and obligations under this Agreement may be assigned or subcontracted by Vendor without the prior written consent of CCTTFA.

9. AMEDEMMENT.

This Agreement may be amended only by a written instrument signed by the duly authorized representatives of both Parties.

10. PARTIAL INVALIDITY.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in force without being impaired or invalidated in any way.

11. DISPUTE

11.1 The parties shall use all reasonable endeavours to negotiate in good faith and settle amicably any dispute that arises during the continuance of this Contract.

11.2 Any dispute not capable of resolution by the parties in accordance with the terms of this Agreement shall be settled as far as possible by process within 14 days. No party may commence any court proceedings in relation to any dispute arising out of this Contract until they have attempted to settle it by mediation in accordance with the provisions of Clause 11.1.

11.3 Arbitration

11.3.1 If any dispute or difference cannot be amicably resolved by Parties; Within fourteen (14) days from its occurrence, or such longer time as mutually agreed, such dispute or difference may be submitted for settlement by arbitration in accordance with the Law of Arbitration [R.E. 2002] Cap. 15 of the United Republic of Tanzania or any statutory modification or re-enactment of it for the time being in force.

11.3.2 Any award of the arbitration tribunal shall include the reasons for such award. In those instances, where the dispute or difference referred to arbitration relates to or involves any matter or thing in respect of which the decision, opinion or determination of the Client or authorized officer is final and binding on Parties in terms of the Contract, such decision, opinion and/or determination as the case may be, shall be final, binding, and not subject to arbitration.

11.3.3 Each Party shall bear its own costs and expenses of arbitration.

11.3.4 All disputes arising out of this contract will be subject to Dar Es Salaam Jurisdiction

12. GOVERNING LAW.

This Agreement will in all respects be governed by and construed in accordance with the laws of United Republic of Tanzania.

In witness whereby **CCTTFA** and **vendor** have each caused this contract to be executed on their behalf, as the date first written above.

CCTTFA

VENDOR

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Annexure I

COST STRUCTURE FOR SERVICE FEE (AIR TICKET SERVICES)

Services	UOM	Class	Service fees (TSH)
Local Flight	per person/per trip	Business	
		Economy	
Regional & African Flight	per person/per trip	Business	
		Economy	
International Flight	per person/per trip	1st Class	
		Business	
		Economy	
Accommodations -Local	per person	n/a	
Accommodations -International	per person	n/a	
Visa & Other travelling permits	per person	n/a	
Travel Insurance	Per person	n/a	
Ticket re-issue due to flight change	Domestic	n/a	
	International	n/a	
Date change	Domestic	n/a	
	International	n/a	
No Show	Domestic	n/a	
	International	n/a	
Refunds	Domestic	n/a	
	International	n/a	
Cancellation of flight & tickets	Domestic	n/a	
	International	n/a	

Annexure II-Notices

A. FOR Vendor

S/N	Descriptions	Contact person	email	Phone no.
1	All queries pertaining to Invoices			
2	All enquiries pertaining to bookings for Air Charter			
3	All enquiries pertaining bookings for Air Ticket services			
4	All enquiries pertaining to Contract			

B. FOR CCTFA

S/N	Descriptions	Contact person	email	Phone no.
1	All enquiries pertaining to Contract			
2	Requesting and approval for bookings			