



Standard Invitation for Minor Value Procurement

for

Goods and Services

Public Procurement Regulatory Authority
P.O. Box 2865,
Dodoma.

December 2021

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Preface

Procurement of Goods/services under public financed projects is carried out in accordance with procedures laid down in the Public Procurement Act, Cap. 410 hereinafter referred to as PPA and Public Procurement Regulations, 2013 hereinafter referred to as PPR.

This Standard Invitation for Quotation for Minor Value (SQMV) for the Procurement of Goods and non-consulting Services (non- Commonly Used Items and Services (CUIS) by GPSA) has been prepared by the Public Procurement Regulatory Authority (PPRA) in collaboration with the Office of Attorney General and other Professional Bodies shall be used - by Procuring Entities (PEs) in inviting directly a shortlisted Supplier/Service Provider who has already been approved by the tender board of a Procuring Entity - (for Shopping Method) or a supplier/ service provider from a shortlist of Suppliers or Service Providers for CUIS by GPSA. Procuring Entities should take note that Procurement through Minor Value Procurement shall not be done for procurements which fall under CUIS arrangements.

The procedures and practices presented in this document have been developed through broad experience, and are mandatory for use in procurement through Minor Value Procurement in public projects that are financed in whole or in part by public funds in accordance with the provisions of the PPA, Cap. 410 and Regulations made under it.

To obtain further information on procurement under public financed projects, contact:

Chief Executive Officer
Public Procurement Regulatory Authority,
P.O. Box 2865,
Dodoma.

Tel: +255 (0)26 296 3854

e-mail: ceo@ppra.go.tz

Link to Website: <http://www.ppra.go.tz>

SECTION I: INVITATION

INVITATION FOR QUOTATION FOR MINOR VALUE PROCUREMENT

[Insert Name of Procuring Entity (PE)]

[Insert Logo]

Quotation No:

For

[insert Procurement Description]

To [Insert name, postal and physical address of a Supplier/Service Provider]

1.0 Invitation for Quotation

You are hereby invited to submit price quotation for the items/services described under clause 3.0 with the required technical specifications/requirements.

2.0 Technical specifications

To be filled by procuring entity: Column (a) states description of items or services and (b) states the minimum technical specification of the item(s) or requirements required by the Procuring entity. (The italicized words should be deleted before issued to a supplier/service provider)

To be filled by supplier/service provider: The Tenderer is to complete column (c) with the technical specifications of the item(s) offered and to state "comply" or "not comply" and give details of the areas of non-compliance

The following are the required technical specifications or/and statement of requirements:

S/n	Description of Supplies and/or Services	Minimum Technical Specification/requirement including applicable standards	Compliance of specification/requirements offered
	(a)	(b)	(c)

Information on technical specifications/requirements (where applicable must be attached) by Tenderer as brochure.

Note; failure of Tenderer to duly fill column (c) in the above table his/her Price Quotation shall be regarded as non-responsive.

3.0 Schedule of Supplies or Services required

Procuring entity should fill in required information in column 1 – 4 and Tenderer is required to duly fill column 5 -7.

S/N	Description of Supplies or Services	Unit of Measure	Quantity Required	Unit Price	Tax per unit [VAT] (If applicable)	Extended Price (TZS)
(1)	(2)	(3)	(4)	(5)	(6)	(7) =[(5+6)x4]

SECTION II: INSTRUCTIONS TO TENDERERS

1. The tenderer shall attach the following to its Quotation:
 - 1.1 A valid Business License;
 - 1.2 Valid Tax Clearance Certificate;
 - 1.3 Manufacturer's Authorization Letter (where applicable);
 - 1.4 Form of Integrity in Section IX dully filled and signed;
 - 1.5 Quotation Securing Declaration
 - 1.6 *[Insert any other documentation required by the PE];* and
 - 1.7 Any Samples (if required).
2. The quotation must be addressed to the office of the Secretary of Tender Board at the address: *[insert name and address of the PE]*.
3. You are hereby instructed to fill and return this form duly filled and signed to the Purchaser indicated above, through TANEPS on or before *[insert Date and Time]*.
4. The Quotation shall be valid for not less than *[insert number of days]* from opening date, which must be confirmed in the Quotation Submission Form.
5. Quotations submitted through means other than TANEPS shall not be accepted for consideration irrespective of the circumstances.
6. Evaluation shall be conducted and the Tenderer shall be notified of the award or rejection of its tender respectively.

SECTION III: FORMS

Quotation Submission Form

We (name of Tenderer) agree to supply the goods/services specified in the Schedule of Requirements and prices of the [insert name and identification number of quotation] in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of [Insert amount in numbers], [insert amount in words] in Tanzanian Shillings.

We also offer to deliver the said goods or services within the period ofdays/weeks / months (delete as necessary) as specified in the Local Purchase Order issues this requirement.

We declare that our quoted price did not involve agreement with other tenderers for the purpose of tender suppression. We confirm that this Quotation shall be valid for a period of [insert No. of days]

We hereby confirm that this quotation complies with the conditions required by the invitation for quotations.

Authorized Signature:

Name and Title of Signatory:

Date:

Name of Tenderer:

Address:

Tenderer/Company Seal [Insert]

Quotation Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year)]*

Tender No.: *[insert number of tendering process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

To: *[insert complete name of PE]*

We, the undersigned, declare that:

We understand that, according to your conditions, Quotations must be supported by a Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender; or
- (c) having been notified of the acceptance of our Tender by the PE during the period of tender validity, (i) failure to sign the contract if required by PE to do so or (ii) fail or refuse to furnish the Performance Securing Declaration or to comply with any other condition precedent to signing the contract specified in the tendering documents.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (30) days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* in the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: ***[insert complete name of person signing this Securing Declaration]***

Duly authorized to sign the tender for and on behalf of: ***[insert complete name of Tenderer]***

Dated on _____ day of _____, _____ ***[insert date of signing]***
Corporate Seal (where appropriate)

FORM OF INTEGRITY

UNDERTAKING BY SERVICE PROVIDER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

This company _____ (*name of Company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/ Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, sub-contractors and Supplier/Service Providers.

(*Name of the Authorized Person*)

Signature

Date

Company stamp/seal

Letter of Acceptance

[Letter head paper of the PE]

[date]

To: *[name and address of the Service Provider]*

**RE: NOTIFICATION OF AWARD OF CONTRACT FOR TENDER NO. *[insert tender number]*
FOR *[insert tender description]***

This is to notify you that, your tender dated *[insert date]* for execution of the Contract Number *[insert Contract number and description, as provided in the Special Conditions of Contract]* for the Accepted Contract Amount of the equivalent of *[insert amount in numbers and words and name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted.

You are requested to furnish the Performance Securing Declaration within 3 working days in accordance with the Conditions of Contract, using for that purpose the Form provided under these documents.

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract Agreement

Copy: PPRA, CAG, Office of Attorney General, GAMD, IAG, TRA and Adjudicator's Appointing Authority (where applicable).

PERFORMANCE SECURING DECLARATION

Date: *[insert date (as day, month and year)]*

Contract No.: *[insert Contract number]*

To: *[insert complete name of Employer]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the Supplier/Service Provider of its obligations under the Contract.
2. I/We accept that: I/We will be disqualified from participating in public procurement for the period of time determined by the Public Procurement Regulatory Authority in accordance with the procedures stipulated in the Public Procurement Act and Public Procurement Regulations if I/We have failed to execute the Contract in accordance with the Terms and Conditions therein.

I/We understand that this Performance Securing Declaration shall cease to be valid upon satisfactory performance and final acceptance of the Goods/Services by the Employer.

Signed: *[insert signature of person whose name and capacity are shown]* in the capacity of *[insert legal capacity of person signing the Performance Securing Declaration]*

Name: *[insert complete name of person signing the Performance Securing Declaration]*

Duly authorized to sign the Contract for and on behalf of: *[insert complete name of Service Provider]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

SECTION IV: PURCHASE ORDER/LOCAL PURCHASE ORDER

[insert PE's Logo]

Local Purchase Order for Procurement of *[insert "Goods" or "Services"]*

Quotation No.: *[insert Quotation Number]*

Description of Service/Goods: *[insert description]*

[Insert Name and Address of Supplier/Service Provider]

To: *[Insert Name and Address of Supplier/Service Provider]*

Your quotation reference *[reference number]* dated *[date of quotation]* is accepted and you are required to supply the goods/services as detailed on the attached Schedule of Requirements and Prices against the terms and conditions contained in this Local Purchase Order (LPO). This order is placed subject to the attached Special Conditions of Contract (SCC) and General Conditions of Contract (GCC) for LPO, except where modified by the terms stated below.

TERMS AND CONDITIONS OF THIS LOCAL PURCHASE ORDER:

1. **Contract Sum:** The Contract Sum is *[state contract sum in TZS VAT inclusive or exclusive]*.

2. **Warranties**

The warranty/guarantee period is as indicated in the attached Schedule of Requirements and Prices.

The Supplier/Service Provider shall provide the warranty, as stipulated in the invitation for quotations for goods/services to be supplied and confirm that if any faults are detected within the warranty period in the supplied/installed goods, the Supplier/Service Provider shall be bound to rectify the fault or replace the goods as the case may be within **seven [7]** days otherwise the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier/Service Provider's risk and expense and without prejudice to any other rights which Purchaser may have against the Supplier/Service Provider under the contract.

3. **Performance Securing Declaration:** To guarantee faithful performance, the Supplier/Service Provider shall sign and submit to the Purchaser before signing the contract, the Performance Securing Declaration.

4. **Delivery point:** The goods/services are to be delivered to *(insert delivery point)*
Contact Person: Notices, enquiries and documentation should be addressed to:
(insert contact person address)

5. **Payment to Supplier/Service Provider:**

Payment will be made within 30 days on completion of satisfactory performance of the contract. The following documentation must be supplied for payments to be made:

- (a) An original Invoice;
- (b) A delivery note evidencing dispatch of the goods (for goods);
- (c) Acceptance certificate signed by a responsible person or committee for certifying satisfactory completion of the order or satisfactory service delivery];
- (d) Local Purchase Order (LPO)

SCHEDULE OF REQUIREMENTS AND PRICES

Item No.	Description	Unit of Measure	Quantity	Unit Price TZS.	Total Price TZS.
Total Amount in TZS. (Including VAT)					

<p>For Purchaser:</p> <p>Signature:.....</p> <p>Name:.....</p> <p>Designation:.....</p> <p>Date:.....</p>
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<p>For Supplier/Service Provider:</p> <p>Signature:.....</p> <p>Name:.....</p> <p>Designation:.....</p> <p>Date:.....</p>
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