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## Preface

The participation of communities in the procurement of public-financed projects should be carried out in accordance with principles of the Public Procurement Act, Cap. 410 (hereinafter called PPA) and the Public Procurement Regulations (Government Notice No. 446 of 2013) and following the procedures laid down in these Guidelines.

These Guidelines for Community Participation in Public Procurement have been prepared by the Public Procurement Regulatory Authority (PPRA) for use by Public Entities in initiating and implementing procurement that require participation of beneficiary communities in one way or another.

The procedures and practices presented in this document have been developed through broad international experience, and are mandatory for use in public projects that are financed in whole or in part by public funds in accordance with the provisions of the PPA and the Public Procurement Regulations.

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## Abbreviations and Acronyms

APP	Annual Procurement Plan
СВО	Community Based Organization
СМС	Community Management Committee
GCPPP	Guidelines for Community Participation in Public Procurement
IFB	Invitation for Bids
LGA	Local Government Authority
LPO	Local Purchase Order
NGO	Non-Governmental Organization
OBOQ	Operational Bills of Quantities
PPAA	Public Procurement Appeals Authority
PPA	Public Procurement Act, Cap.410
PPRA	Public Procurement Regulatory Authority
PPP	Project Procurement Plan
TASAF	Tanzania Social Action Fund
ТМИ	Technical Management Unit
VC	Village Council
VPC	Village Project Committee

		PART I: INTRODUCTION
1.	Background	1.1 Section 64(2)(c) of the PPA and regulation 168 of the Regulations allows Procuring Entities in circumstances where there is need to achieve a certain social objective to call for the participation of local communities including special groups in Public Procurement, the beneficiary community shall be responsible for the procurement activities under the project components.
2.	Short Title	2.1 These Guidelines may be cited as the Guidelines for Community Participation in Public Procurement.
3.	Application	3.1 These Guidelines shall apply to all PEs when implementing Public Procurement Projects through Community Participation.
4.	Interpretation	In these Guidelines, unless the context otherwise requires:
		"Community Management Committee" means a committee appointed as such by a Village or <i>Street</i> Council;
		"Community" means an individual or groups of beneficiaries; community groups with no legal status; associations or groups with legal status, with or without separate legal personality as a group; small-scale artisans and other local or small commercial organizations and guilds; and small and local level organizations, particularly Non-Governmental Organizations and Community Based Organizations;
		"Contract" means an agreement entered into between a procuring entity and a tenderer as a result of procurement proceedings;
		"Government" means the Government of the United Republic of Tanzania;
		"Local government" means local government authority established under the Local Government (District Authorities) Act, Cap.287 or the Local Government (Urban Authorities) Act, Cap. 288;
		"Lowest evaluated cost" means the price offered by a tenderer that is found to be the lowest after consideration of all relevant factors and the calculation of any weighing for these factors, provided that such factors have been specified in the bid documents;
		"Street" has the meaning ascribed to it under Local Government

Г Г Г	(Linker Authorities) Act Or 2000
	(Urban Authorities) Act, Cap. 288;
	"Non Governmental Organization (NGOs)" means a legally constituted organization created by private organization or people with no participation or representation of any government. In cases where the NGO is funded totally or partially by government, the NGO maintains its Non- governmental status insofar as it excludes government representatives from membership in the organization;
	"Procuring Entity" means a public body or any other body, or unit established and mandated by the Government to carry out public functions;
	"Procurement Plan" means a chart that shows efficient allocation of community resources to complete a project on time and within budget. The chart provides information about the quantity, type and quality of goods and services required to be procured. Identifies methods of procurement and allocate resources;
	"Project" means any undertaking that has a beginning and an end and that is aimed at achieving a particular set objective;
	"Public Assets" means any property owned by the public body tangible and intangible, including but not limited to physical property, land, shares or proprietary rights;
	"Public Finances" means monetary resources appropriated to procuring entities through budgetary processes, including the Consolidated Fund, grants, loans and credits put at the disposal of the procuring entities by local or foreign donors and revenues generated by the procuring entities;
	"Regulations" means the Public Procurement Regulations, 2013 (GN.No. 446 of 2013);
	"Successful bid" means the bid selected by the Procuring Entity as offering the lowest evaluated cost, or being the most responsive to the needs prescribed in the solicitation document;
	"Village Assembly" means in relation to a community, the Village assembly of the village in which the beneficiary community resides;
	"Village Council" means, in relation to a community, the village council of the village in which the beneficiary community resides;
	"Village Project Committee." means the committee appointed as such by the Village Council;
	"Village" means a village registered as such under the Local

		Government (District Authorities) Act, Cap. 287;			
		"Urban authority" has the meaning ascribed to it under Local Government (Urban Authorities) Act, Cap. 288.			
5.	Purpose of Guidelines	5.1 General Purpose			
		To guide PEs on how to conduct procurement through community participation as prescribed under regulation 168 of the Regulations.			
		5.2 Specific Purpose			
		<ul> <li>a) to provide guidance on procedures to be followed when procuring through community participation; and</li> </ul>			
		<ul> <li>b) to ensure consistency in the application of procurement procedures under community participation</li> </ul>			
6.	Importance of Guidelines	6.1 The use of these Guidelines will ensure PEs use appropriate procedures when procuring through community participation.			
7.	Scope	7.1 These Guidelines shall apply particularly when the goods are of a type commonly provided by community including furniture, roofing sheets, gravels, sand, limestone, wooden sleepers, or the works that which can be performed by community including semi-skilled and unskilled labour for construction of small infrastructure or non-consultancy services such as cleaning and provision of security.			
8.	Mode of application	8.1 Communities may participate in public procurement projects under supervision of the respective PEs as:			
		<ul> <li>(a) implementers of the procurement process in preparation of procurement plan, advertising tenders, receiving, opening and evaluating bids, awarding contracts and managing contracts; or</li> </ul>			
		(b) suppliers, contractors, service providers or labourers			
		PART II: CONSIDERATION FACTORS			
9.	Eligibility	9.1 In order to participate as supplier or service provider in the Public Procurement Projects carried out under community participation the following criteria shall be met:			
		<ul> <li>a) the supplier or service provider shall be a member of the community in question;</li> </ul>			
		b) can be a formal or informal community organization;			

		c) in case of supply of goods, it shall be the goods produced
		within the respective community; and
		<ul> <li>d) in case of labourers, they shall be obtained within the respective community</li> </ul>
		9.2 Where the community is involved as manager of procurement in question there shall be a clear leadership structure to monitor the procurement process as prescribed in these Guidelines
		PART III: COMMUNITY SETUP, ROLES AND RESPONSIBILITIES
10.	Setup	10.1 Community participation in Public Procurement shall operate under the existing local government authorities.
		10.2 The system shall consist of Village or Street Council, Community Management Committee (CMC) and the Village or Street Project Committee.
		10.3 Where the structures under clause 10.2 above do not exist, the community shall form such committees before any procurement is executed
11.	Roles and responsibilities	11.1 The LGA shall perform the following functions:
		<ul> <li>provide the community with operational bills of quantities and facilitate micro-planning and procurement planning;</li> </ul>
		<ul> <li>(ii) assist communities with standard technical specifications required in procurement of goods, works and services including cement, timber and water pumps;</li> </ul>
		<ul> <li>(iii) prepare the Invitation for Bids (IFB) and publish in local newspaper of wide circulation and in the notice board of the respective community;</li> </ul>
		<ul> <li>(iv) maintain and update semi-annual District market price list (data bank) of all basic goods and services that are commonly used in the implementation of projects;</li> </ul>
		<ul><li>(v) provide updated Districts market unit prices (from the LGA data bank) regularly;</li></ul>
		<ul><li>(vi) provide expertise in procurement and supervision of Works to the communities;</li></ul>
		<ul> <li>(vii) facilitate communities to maintain appropriate contract documents; and</li> </ul>
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	(viii) receive quarterly procurement report from CMC and share it with their Technical Management Units (TMU).
11. 2	2 The VC shall consist of not less than fifteen but not more than twenty five members elected in accordance with section 57 of the Local Government (District Authorities) Act
11.3	3 The VC shall act as an overseer of all procurement activities within the community and shall perform the following functions, to:
	<ul> <li>(i) adjudicate recommendations from the CMC and award of contracts;</li> </ul>
	(ii) approve biding and contract documents prepared by CMC;
	(iii) approve procurement procedures;
	(iv) ensure procurement process is transparent and efficient;
	(v) ensure compliance with these Guidelines;
	(vi) oversee CMC on procurement process;
	(vii) receive and discuss procurement report prepared by CMC;
	(viii) convene Village Assembly and present procurement report;
	<ul> <li>(ix) ensure that community contribution is done according to the detailed project budget;</li> </ul>
	(x) approve Village Budget; and
	(xi) liaise directly with the Local Government Authority on matters within its jurisdiction.
11.4	4 <b>CMC</b>
	<ul> <li>a) There shall be established by the Village or Street Council a CMC for the better performance and management of the procurement process in the community.</li> </ul>
	b) The CMC shall consist of at least one member that has received basic training in procurement; who shall be the Chairman of the committee and <i>six</i> other members with

	some basic technical skills. [A sample letter of appointment is provided in Annex 1].
c	If two or more members of the CMC meet this requirement, the CMC shall elect one member among themselves to be the Chairman.
d	All members of the CMC must be able to read and write in Kiswahili or English.
The fun	ctions of the CMC shall include, to:
(i)	prepare the project procurement plans;
(ii	fill in request for quotations;
(ii	) prepare notice of advertisement for tender opportunities;
(iv	) evaluate quotations and bids, and award contracts to the successful lowest bidder;
(v	prepare a contract between the suppliers, service providers or contractors and the PE;
(v	) manage the contract;
(v	i) receive and keep goods;
(v	<li>ii) keep all records and documents concerning the specific project procurement;</li>
(i)	) keep a market price list of all goods that are commonly used in the implementation of projects;
(x	approve certified payments to suppliers and contractors from VPC;
(x	) prepare attendance records and effect payments for beneficiaries' wages for unskilled labourers based on the projects;
(x	<ul> <li>prepare quarterly procurement report which shall then be shared with the VC and LGA offices; and</li> </ul>
(x	ii) Review reports on any departure from the terms and conditions of an awarded contract from VPC.
e	The number of members and term of office of the CMC shall from time to time be determined by the VC

11.5 Village Project Committee (VPC)
<ul> <li>a) There shall be a VPC in every community of not less than three but not more than seven members appointed by the VC. [A sample letter of appointment is provided in Annex 2]</li> <li>b) The VPC shall consist of members who have knowledge and experience in the specific project that is being implemented.</li> </ul>
c) If the project requires various areas of expertise, it is important that all areas be represented on the committee.
<ul> <li>All members of the VPC must be able to read and write in Kiswahili or English.</li> </ul>
The VPC shall perform the following functions, to: (i) liaise with, and assist the CMC throughout the procurement process to the point of contract placement;
<li>propose technical specifications to the CMC when necessary;</li>
<ul> <li>(iii) provide input with technical evaluation of bids received as required by the CMC;</li> </ul>
<ul><li>(iv) provide supervisory services for the duration of the project;</li></ul>
(v) certify payments to suppliers or contractors;
<ul><li>(vi) review and advise on all applications for variations, or amendments to ongoing contracts;</li></ul>
<ul><li>(vii) report any departure from the terms and conditions of an awarded contract to the CMC;</li></ul>
(viii) forward details of any required contract amendments to the CMC for action; and
(ix) prepare any reports required for submission to the CMC, the VC or the LGA.
<li>f) The term of office of the VPC shall be for the duration of the Project being implemented.</li>
g) At the end of their term of office, the VPC shall hand over to the VC all documents relating to the completed project and shall be barred from disclosing any

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		information relating to that project for a period of five years.
		PROCUREMENT PROCEEDINGS
12.	Procurement Planning	In implementing public procurement under community participation:
		<ul> <li>a) there shall be a detailed project procurement plan for each approved project, prepared by CMC;</li> </ul>
		<li>b) the CMC shall identify the project objective, needs to be procured to achieve the objective and when to be procured;</li>
		<ul> <li>c) the CMC shall determine the procurement procedures to be used.</li> </ul>
		[The template together with the instructions on how project procurement plan is to be filled is attached as Annex 7]
13.	Procurement procedures	The procurement procedures under community participation shall:-
		a) be governed by public procurement principles provided under the Public Procurement Act, Cap.410
		<ul> <li>be transparent, in order to allow adequate competition between community groups and facilitate social control in their selection, as well as in the use of funds;</li> </ul>
		<ul> <li>be simple enough to be understood and operated by community-group trustees;</li> </ul>
		<ul> <li>encourage capacity building for local suppliers, manufacturers and service providers;</li> </ul>
		e) use simple, standardized documentation;
		<li>f) balance risk control or management with efficiency considerations; and</li>
		g) in all phases where applicable involve respective communities
		PART IV: PROCUREMENT METHODS
14.	Procurement methods	Procurement of goods, services and works for projects under Community Participation shall be carried out in accordance with the laid down procedures as described in these Guidelines.
14.1	Shopping	<ul> <li>(i) This method shall involve comparing price quotations obtained from a minimum of three suppliers, local contractors or local service providers to ensure competitive</li> </ul>

			prices.
		(ii)	The CMC shall make the comparisons based on the following factors when identifying the best buy:
			b) Quality,
			c) Availability,
			d) Transport cost, and
			e) Price
		(iii)	The CMC can also use this approach to identify the best buy artisans and skilled laborers who will undertake construction works under projects; e.g. construct schools, <b>dispensaries etc.</b>
		(iv)	The terms of the accepted offer shall be incorporated in a Local Purchase Order (LPO) (see sample in annex No: 5) or a brief contract. (See sample in annex No: 6)
14.1.1	Procedures or Shopping	(a) (	Goods
	Chopping	(i)	CMC shall identify the procurement task as per procurement plan,
		(ii)	CMC prepares quotation forms ( <i>see sample in annex No:</i> 8),
		(iii)	CMC shall then fill in the quotation forms with precise items descriptions (specifications) according to procurement task,
		(iv)	CMC shall distribute filled in quotation forms to a minimum of three prospective suppliers. The suppliers shall be required to fill in their offers (prices) for specified goods and services requested,
		(v)	CMC shall collect the filled in quotation form from suppliers within agreed period normally one to two days,
		(vi)	Evaluation and selection of supplier will be done by the CMC based on the set evaluation criteria such as reliability, cost, availability, quality of goods and transport costs. (See sample evaluation in annex No; 9),
		(vii)	Minutes of the meeting to evaluate and award the contract shall be recorded and kept in the project procurement file,
		(viii)	The contract will be awarded to the lowest evaluated bidder,

		(ix)	A Local Purchase Order (LPO) will be issued to the successful Supplier (annex No: 5) or a simple procurement contract will be entered between the CMC and the selected supplier (see sample in annex No: 6).
		(b) S	Services
		(i)	CMC to identify the procurement task as per procurement plan
		(ii)	CMC will prepare quotation forms (see sample in annex No: 8)
		(iii)	CMC will fill in the quotation form according to procurement task requirements.
		(i∨)	CMC will distribute filled in quotation forms to a minimum of three prospective suppliers. The suppliers will be required to fill in indicative prices for specified services.
		(v)	CMC will collect the filled in quotation forms from service providers within two days.
		(vi)	CMC will interview short listed service providers based on evaluation criteria including costs, experience, ability to read drawings, possession of sufficient tools. Minutes of the meeting should be recorded.
		(vii)	The contract will be awarded to the lowest evaluated service provider.
		(viii)	A standard simple procurement contract [see sample in annex No: 6] will be entered between the CMC and the selected service provider.
14.2	Community Competitive Bidding	-	members of the specific community shall be allowed to bid betitively.
14.2.1	Procedures for Community Competitive Bidding	(i)	CMC shall identify the procurement activity as per procurement plan.
		(ii)	CMC shall prepare advertisement, which will include the terms of reference for the task. (See sample in annex No: 3).
		(iii)	Advertisement shall be posted in public places e.g. school boards, office of village councils etc.
		(iv)	CMC shall receive and open applications at the set date in the advert and read the bid amount publicly.
		(v)	CMC shall evaluate the bidders based on the set evaluation criteria such as (a) Years of experience doing the type of

		<ul> <li>work required (b) Evidence of quality of past work (c) Availability of necessary equipment (d) Availability of necessary supplies (e) Availability of workers with the required skills (f) Delivery date proposed (g) Price quoted. [See sample in annex No: - 10].</li> <li>wi) Minutes of the meeting should be recorded.</li> <li>wii) The contract shall be awarded to the lowest evaluated bidder.</li> <li>standard simple procurement contract [see sample in annex o: 11] shall be entered between the CMC and the selected local</li> </ul>	
14.3	Direct Contracting	<ul><li>service providers</li><li>(a) The contract shall be given to a particular supplier or service provider without competition.</li></ul>	
		(b) The method may be appropriate under the following circumstances:	
		(i) The value of quotation is very small,	
		(ii) There is only one supplier within the project locality,	
		<ul> <li>(ii) The supplier has supply capability known to the community, and competitive method cannot be used or is not practical,</li> </ul>	
		(iii) It is deemed by the CMC to be cost effective as compared to District prices,	
		(iv) In cases where a community is located far away from town where travel and transportation expenses would be more than the savings gained from shopping in a lager town, or	
		(v) In cases of an emergency such as a storm blowing off the roof of a school building; this would then need to be rebuilt quickly.	
14.3.1	Procedures for Direct Contracting	(i) CMC shall identify the procurement activity as per procurement plan	
		(ii) CMC shall prepare quotation forms (See sample in annex No.8)	
		<ul><li>(iii) CMC shall fill in the quotation form according to procurement task specifications.</li></ul>	
		(iv) CMC shall send the filled in a quotation form to a single sourced supplier. The supplier will be required to fill in	

		indicative price for specified goods and services.
		indicative price for specified goods and services.
		<ul> <li>(v) CMC shall convene a meeting to compare the quoted price with district market price. Minutes of the meeting to award the contract should be recorded.</li> </ul>
		<ul> <li>(vi) A Local purchase Order (see sample in annex No.5) or a simple procurement contract (see sample in annex No.6) will be entered between the CMC and the selected supplier.</li> </ul>
14.4	Force Account	(i) This approach shall be used only for construction works.
		(ii) The construction is done by the members of the community using their own personnel and equipment.
		(iii) Shall be used when the community implements projects or project components in locations that have unskilled labourers that shall be paid wages.
		(iv) If the community has the local skills to use for manual labor such as digging foundations and mixing cement or carrying bricks for the builders and skilled workers who can build walls, roofs, and install windows and doors, they may be able to do most of the construction work using the community force account.
		(v) The procedure requires supervision. The supervision team monitors the implementation of the works, and can be qualified NGOs, CBOs or skilled artisans within the community that are procured and employed on a long-term basis and who can also provide training to other members of the community.
		<ul> <li>(vi) Payments for works shall be made using fixed rates for completed production targets.</li> </ul>
		(vii) Payments shall be made only upon certification by the supervision team that the construction is completed and in conformity with the pre-determined specifications.
14.4.1	Force Account	Procedures for undertaking procurement under force account
	procedures	shall be as prescribed in the Guidelines for Force Account.
15.	Advertisement of opportunities	15.1 The bid invitation shall contain:
		a) description of the project;
		b) all the specifications for the project or sub-project;
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		a) aliaibility of augustice are and a provider or sector of
		c) eligibility of supplier or service provider or contractor; and
		d) the deadline for submission.
		15.2 Bids shall be invited through public advertisements prepared by CMCs [see sample in annex No: 3].
		15.3 The Adverts shall be posted at common community places including Village Council offices, school boards, churches, mosques, open markets etc.
		15.4 In addition and where possible, the advert shall be sent to local service providers, local builders or artisans.
		15.5 Opportunities shall be further publicized by reading the advert during community meetings and placing it in local newspaper with wide circulation.
16.	Receipt and Evaluation of tenders	16.1 Bids shall be opened in public and bid prices read out.
	Evaluation of tenders	16.2 The bids shall be evaluated based on the evaluation criteria specified in the bid document.
		16.3 The bidder with the lowest evaluated price who meets the standards for quality will be selected and awarded the contract.
		16.4 In designing the evaluation criteria, the CMC will consider the following factors (among others) to determine the bidder with the best offer;
		(i) Years of experience doing the type of work required,
		(ii) Evidence of quality of past work,
		(iii) Availability of necessary equipment,
		(iv) Availability of necessary supplies,
		(v) Availability of workers with the required skills,
		(vi) Delivery date proposed,
		(vii) Price quoted.
		<ul><li>16.5 The terms of the accepted offer shall be incorporated in a brief contract.</li></ul>
		RECORD KEEPING
17.	Record Keeping	17.1 The elected CMC shall be responsible for maintaining procurement contract records for projects and shall keep

		all such records in a "community procurement file".
		17.2 This file shall contain the following details:
		a) Project serial number,
		b) Name of the project and location,
		c) Contract documents e.g. for supply of timber, Cement etc.
		<ul> <li>d) Copies of quotation request forms, Delivery notes and supplier's invoice.</li> </ul>
		<ul> <li>e) In case of part deliveries a schedule of each quantity supplied and value</li> </ul>
		f) Name of supplier and business address,
		g) Commencement of contract and completion dates.
		h) Minutes of the committee meetings.
		17.3 The CMC shall be responsible for maintaining all procurement contract files. On completion of the contract, the file shall be closed and kept in a secure place for future reference at the project office.
		relevence at the project onice.
		CAPACITY BUILDING AND TRAINING NEEDS
18.	Training and skills	
18.	Training and skills	CAPACITY BUILDING AND TRAINING NEEDS         18.1       Prior to project commencement, the beneficiary community shall be trained on the management and implementation of
18.	Training and skills	<ul> <li>CAPACITY BUILDING AND TRAINING NEEDS</li> <li>18.1 Prior to project commencement, the beneficiary community shall be trained on the management and implementation of the projects.</li> <li>18.2 The training shall be conducted by qualified or skilled persons with regard to the particular project from local government authorities responsible for particular</li> </ul>
18.	Training and skills	<ul> <li>CAPACITY BUILDING AND TRAINING NEEDS</li> <li>18.1 Prior to project commencement, the beneficiary community shall be trained on the management and implementation of the projects.</li> <li>18.2 The training shall be conducted by qualified or skilled persons with regard to the particular project from local government authorities responsible for particular community.</li> <li>18.3 The training may involve participants from CMC, VPC or</li> </ul>

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19	.2 Such information may be put in the notice board of the community.
19	.3 Project designers and CMC shall be responsible to clarify on various queries by the community or relevant authority upon such demand.
19	.4 Confidential information shall be availed upon a written application by member of the community stating the reasons of the request.
	The CMC shall access the request and provide such information upon satisfaction of the reasons.

#### Annex No. 1: Standard letter for appointment of Community Management Committee Members

#### [Insert Name of Village or Street]

Ref No: [insert ref. no.] [Name of Member]

Date: [indicate the

date]

Dear [Name]

#### **RE: APPOINTMENT OF COMMUNITY MANAGEMENT COMMITTEE MEMBERS**

Refers to the above heading.

I appoint you as a member of the Community Management Committee for [*Name of Village or Street*].

The Terms and conditions of this appointment shall be in accordance with section 33(1) of the Public Procurement Act No.7 of 2011 and its Regulations.

In order to perform these functions you are requested to:

- (a) Sign and return the enclosed copy of this letter confirming your acceptance of the duties and obligations described within.
- (b) Ensure you posses and abide by the requirements of the Public Procurement Act No.7 of 2011, its Regulations, the Guidelines for Community Participation in Procurement Proceedings issued by the Public Procurement Regulatory Authority.

The term of this appointment shall be [*duration of the appointment*] effective from the date of this appointment.

Your appointment shall be based on performance and subject to the conditions detailed in the Act and its Regulations.

[Insert name and signature] Chairman, Village Council [Name of Village or Street]

I confirm acceptance of the duties and obligations described above:
Name
SignatureDate:

[Insert Name of Village or Street]

Ref No: [insert ref. no.] [Name of Member]

Date: [indicate the

date]

Dear [Name]

#### **RE: APPOINTMENT OF VILLAGE PROJECT COMMITTEE MEMBERS**

Refers to the above heading.

I appoint you as a member of the Village Project Committee for [*Name and description of project*].

The Terms and conditions of this appointment shall be in accordance with Section 33(1) of the Public Procurement Act No.7 of 2011 and its Regulations.

In order to perform these functions you are requested to:

- (a) Sign and return the enclosed copy of this letter confirming your acceptance of the duties and obligations described within.
- (b) Ensure you posses and abide by the requirements of the Public Procurement Act No. 7 of 2011, its Regulations, and the Guidelines for Community Participation in Procurement Proceedings issued by the Public Procurement Regulatory Authority.

The term of this appointment shall be [*duration of the appointment*<sup>1</sup>] effective from the date of this appointment.

Your appointment shall be based on performance and subject to the conditions detailed in the Guidelines.

[Insert name and signature]

Chairman, Village Council

[Name of Village]

I confirm acceptance of the duties and obligations described above:

Name.....

Signature.....Date:....

<sup>&</sup>lt;sup>1</sup> Should not exceed project duration

Sample Filled Bid Invitation
Project Title: [ie.Matimira Primary School Project]
Source of Funding: [Insert Source of Fund]
<ul> <li>Work Required:</li> <li>1. [insert brief requirement ie. Construction of five classroom buildings following the specifications of the Ministry of Education (attached)]</li> </ul>
<ul> <li>Expertise Required [insert expertise required] ie.</li> <li>1. At least ten years experience in urban construction.</li> <li>2. At least ten years experience in school construction.</li> <li>3. Access to the supplies and equipment required for the works.</li> <li>4. Skilled workers in the following fields: brick laying, carpentry, drainage and construction.</li> </ul>
Start and Completion of Work: the work described above must be completed [inert days/weeks/months/year] after the contract for works is signed.
<b>Method of Payment:</b> Advance Payment of 10% of total amount. Partial payment upon completion and inspection of specific tasks ( <i>such as school building completed</i> ); final payment when the works have been inspected and certified by the LGA building engineer. This will be described in the contract for works.
<b>Bidding Process:</b> Selection of businesses, companies or individual to complete this work will be done through open, competitive bidding. Bids will be opened in a community meeting and evaluated using the criteria listed below. The lowest bid that meets these criteria will receive the contract for the works. The winning bid will be announced in a community meeting. All bidders will be invited to the meeting.
<ul> <li>Bid Evaluation Criteria: <ol> <li>[insert days/weeks/months/years] of experience in required areas of expertise</li> <li>Evidence of quality of past work</li> <li>Availability of equipment and materials</li> <li>Availability of workers with the skills required</li> <li>Price quoted</li> </ol> </li> <li>Where to Get Bidding Document: [insert - CMC Secretary]</li> </ul>
Bid Submission Deadline and Opening: [insert date and time] [No bids will be accepted after the deadline]
Where to Submit Bids: [Insert - Place in a sealed envelope and give to the Project] [Committee Secretary.

Activities and Tasks.	Who is Responsible?
Insert activities Site clearance and excavation of	Mombore of the community
foundation.	Members of the community
Hire Artisans and skilled labors	Project Committee* (treasurer, secretary, and one other member)
Procurement of working tools	Project Committee* (treasurer, secretary, and one other member)
Procurement of Building materials for foundation work	Project Committee* (treasurer, secretary, and one other member
Procurement of building materials for erecting the building walls.	Project Committee* (treasurer, secretary, and one other member
Procurement of building materials for roofing	Project Committee* (treasurer, secretary, and one other member)
Procurement of paints, finishing materials and furniture.	Project Committee* (treasurer, secretary, and one other member)
Payment of labour and materials	Committee treasurer and elected members signatories of the cheque.
Storage of materials	Village Council and CMC members.

#### **Procurement Responsibilities in the Construction of [insert project]**

[Insert Name of Village or Street]

[Insert address of the CMC]

## Local Purchase Order for Procurement of Goods

**Quotation No:** [Insert quotation Number]

[Insert Description of Goods]

[Insert Name and Address of Supplier]

### To: [Insert Name and Address of Supplier]

Your quotation reference *[reference number]* dated *[date of quotation]* is accepted and you are required to supply the goods 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 terms and conditions 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. Delivery Period: The goods are to be delivered within [insert number] days/weeks/months from the date of this Local Purchase Order.
- **3. Warranty**: The warranty or guarantee period is as indicated in the attached Schedule of Requirements and Prices.

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

Delivery point: The goods are to be delivered to [indicate physical address]
 Contact Person: Notices, enquiries and documentation should be addressed to [insert name and position of individual] at [insert address]

#### 5. Payment to Supplier:

Payment will be made within *[insert number]* days [*or state alternative agreed payment terms*] on completion of satisfactory performance of the contract. The following documentation must be supplied for payments to be made:

- An original and two copies of an Invoice;
- A delivery note evidencing dispatch of the goods;
- A completion certificate signed by [Authority responsible for certifying satisfactory completion of the order/works/services]; and
- [List other documents required e.g. packing lists, certificates, special shipping documents]
- 6. The following documents attached as appendices form part of this Contract:
  - General Conditions of Contract for Local Purchase Order (LPO)
  - (Attach the specifications/drawings/plans)
  - [List any other such documents]

ltem No.	Description	Unit of Measure	Qty	Unit Price TZS.	Total Price TZS.	Warranty Period (Where applicable)
	Total Amo	unt in TZS. (ir	cluding VAT	7)		

# Schedule of Requirements and Prices

For Purchaser:	For Supplier:
Signature:	Signature:
Name:	Name:
Designation:	Designation:
Date:	Date:

Annex No. 6: Fomu ya makubaliano/mkataba wa Ununuzi

MFUKO WA KIJIJI				
[ingiza jina la mfuko]				
FOMU YA MAKUBALIANO/MKATABA WA UNUNUZI (Ijazwe nakala mbili) [IJAZWE WAKATI WA KUNUNUA VIFAA AU HUDUMA].				
KIJIJI/KATA:         WILAYA:         JINA LA MRADI         MAKUBALIANO HAYA yamefanywa leo tarehe         (mwezi),				
<ul> <li>Kwamba, Mnunuzi amekubali kununua huduma au vifaa vifuatavyo;</li> <li>1.</li> <li>2.</li> <li>3.</li> <li>3.</li> <li>Na amekubali gharama zilizotolewa na muuzaji vifaa au mtoa huduma kama ilivyoonyeshwa katika fomu za kuombea bei za vifaa au hadidu rejea za huduma.</li> <li>Kwa hiyo sasa tunakubaliana kama ifuatavyo:-</li> </ul>				
<ol> <li>Kwamba muuzaji atatakiwa kukabidhi vifaa kwa muuzaji katika kipindi cha wiki moja baada ya kusaini mkataba huu.</li> <li>Kwamba mnunuzi atatakiwa amlipe muuzaji kwa hundi au pesa taslimu bei ya vifaa alivyopokea kutoka kwa muuzaji katika kipindi kisichozidi wiki moja baada ya kupokea vifaa hivyo.</li> <li>Wajibu wa uharibifu au upotevu wa mali ile unahamia kwa mnunuzi mara tu baada ya mununuzi kupokea mali hiyo na kukubali kwamba mali hiyo inakidhi viwango vilivyohitajika.</li> <li>Vitu vifuatavyo vitakuwa sehemu ya mkataba huu, yaani:         <ul> <li>(a). Fomu ya kuombea bei ya vifaa</li> <li>(b). Maelezo yanayoeleza viwango vya vifaa</li> </ul> </li> </ol>				
KAMA ILIVYOSHUHUDIWA na pande zote:				
Imetiwa saini pamoja na mhuri kwa niaba ya "Mnunuzi"				
SAINI: TAREHE:				
Jina Kamili:				
Imetiwa sahihi pamoja na muhuri na Muuzaji/au kwa niaba yake				

Annex No. 7: Guidelines for Filling the Project Procurement Planning (PPP) Templates

### A. Guidelines for Filling the Project Procurement Planning (PPP) Templates

B. PPP Template for Goods, Works and Services (Internal Use)

C. PPP Template for Goods, Works and Services (External Use)

PRICE QUOTATION FORM					
Price request for the following goods/Services.					
SN.	Description of Goods	Unit of measure	Quantity	Unit Price	Extended Value
TOTAL PRICE					
Bidder's VAT Registration No; Tin No: -					
1.Validity of price quoted					
3.Terms of delivery 4.Payment terms					
5.Discounts if any					
CMC Name, Address and Signature.					
Supplier Address Stamp and signature.					

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