

AZANIA BANK



INVITATION TO TENDER

FOR

SUPPLY AND PERSONALIZATION OF VISA CLASSIC CARDS

TENDER NO.: ABL/2023/G/VCC/01

The address of the Requestor is:

**MANAGING DIRECTOR,
AZANIA BANK
GROUND FLOOR MAWASILIANO TOWER BUILDING,
ALONG SAM NUJOMA ROAD,
P.O. BOX 32089,
DAR ES SALAAM, TANZANIA**

AUGUST, 2023

1. THE TENDER

1.1 Date of Tender Issuance/Release Date:

31st August 2023

1.2 Cost of Tender Document:

TZS 100,000/= non-refundable fee.

1.3 The Project: Supply and Personalization of VISA Classic Cards with the quantity of 100,000 pcs.

1.4 Invitation:

Your company is hereby invited to submit a Tender for **“Supply and Personalization of VISA Classic Cards** to Azania Bank Plc. We will use this Tender as a basis for a decision regarding the “Supply and Personalization of VISA Classic Cards”

1.5 Last Date of receiving request for queries / clarifications:

06th September 2023

1.6 Schedule for decision making

The **closing/opening time and date** of the Tender is on **Wednesday 13th September, 2023 at 1400 hours EAT**, by that time your Tender must be marked on top of the envelope: **SUPPLY AND PERSONALIZATION OF VISA CLASSIC CARDS FOR AZANIA BANK PLC** delivered to the Bank through either of the following ways:-

- Hard Copy delivery in sealed envelopes and submitted to Mawasiliano Tower Building, Azania Bank Plc, PMU Office at located on ground floor of Azania Bank Head Office, along Sam Nujoma Road Road; **OR**
- Email delivery to – tenders@azaniabank.co.tz – ensure you protect your document with password which should be shared by the date of submission at exactly **1400 HRS EAT** via the email ltenesi@azaniabank.co.tz

The Bank shall be entitled to reject any Tender received after the due date and time.

1.7 Period of Validity:

Tender shall remain valid for 120 days from the last date of tender submission. A tender valid for shorter period shall be rejected by the bank as non-responsive.

1.8 Tender Security:

Must fill and submit the Tender Securing Declaration Form in Annexure 3.

1.9 Pre-tender Meeting Date and Venue Details:

Not Applicable (N/A)

1.10 Language:

You are requested to submit your Tender in English.

1.11 Number of copies:

You are requested to submit one copy in PDF format for online submission whereas for hardcopy delivery, you will be required to submit one original and one copy complete sets of your Tender.

1.12 Format of Tender:

You are requested to submit your Tender in A4 format, with printing on one side of a page only. The tender not limited to however should provide the following:

- i. Technical Part covering technical requirements and relevant competency and expertise required
- ii. Tenderer's response
- iii. Financial Part indicating all the details of pricing for the supply and Personalization of VISA Classic Cards.

1.13 Misrepresentation:

Azania Bank, decision-making process, will to a large extent be reliant upon the information supplied by you. Should it be found that aspects of such information are incomplete, untrue or misleading, Azania Bank reserves the right to terminate negotiations with you.

1.14 Access to Azania Bank PLC:

You may require access to persons, departments, or building of Azania PLC in order to acquire further information for the preparation of your response to this Request for Proposal. You are requested to arrange such appointments through Procurement office.

1.15 Completeness of Tender:

You are expected to provide to Azania PLC an accurate and complete Tender as requested in more detail hereunder. Should you find the said requests incomplete or ambiguous, and then the onus rests upon you to obtain clarification from the Requestor.

Azania Bank Plc will require that any omissions by you or mistakes on your part in this regard be rectified within a time scale agreed to by Azania Bank Plc.

You are expected to make an unequivocal statement to this effect in your Tender, since Azania Bank Plc. will require that such an undertaking be included in any contractual agreement, which may result from the selection process.

1.16 Tender Official Contact:

Upon release of this Tender Document, all supplier communications concerning this Tender request should be directed to the Tender Requestor via the email tenders@azaniabank.co.tz. Unauthorized contact regarding this Tender with other Azania Bank Plc employees may result

in disqualification. Any oral communications will be considered unofficial and non-binding to Azania Bank Plc. You are to rely only on written statements issued by the Tender Requestor.

1.17 Influencing:

It is specifically brought to your attention that any attempts at influencing Azania Bank Plc decision-making process may lead to disqualification.

1.18 Costs and Selection:

All costs incurred by you in preparing the Tender and providing any additional information to Azania Bank Plc, shall be borne by you. The issuance of this Tender does not obligate Azania Bank to accept any of the resulting Proposals. Azania Bank Plc makes no commitments, implied or otherwise, that this Tender process will result in a business transaction with one or more of the suppliers.

1.19 Contracts:

Azania Bank Plc reserves the right to draft the Contract Agreement for this purchase.

1.20 Tender Responses:

Azania Bank Plc is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a tender contains conflicting information, Azania Bank Plc at its option may either request clarification or may consider the information unresponsive.

1.21 Period for supply of goods:

Option 1: One year time frame after signing of contract.

Option 2: Two years' time frame after signing of contract.

1.22 Commencement date for supply of Goods:

The Date of Signing the Contract

1.23 Contract Award

Azania Bank reserves the right to appoint more than one Supplier for supply of the requested goods. In the event that this contract is split the pricing offered in your tender will expect to be maintained. Should there be pricing differences in line with business awarded; this must be clearly stated in your tender.

1.24 Contract Duration:

Option 1: One (1) year

Option 2: Two (2) years.

1.25 Payment Conditions:

Azania Bank Plc. prefers to pay all its local registered vendors through Bank transfer to their Azania Account. Therefore, we are encouraging vendors to open account with the Bank to facilitate payment process.

1.26 Liquidated Damages:

Applicable rate: 0.2 per cent per day of undelivered material's/good's value.

2.0 STATEMENT OF REQUIREMENT

2.1 Background

Azania Bank Azania Bank Limited is a full-fledged commercial bank offering a range of banking services whereby their customers can open current (Business/ personal) accounts and various savings accounts for SMEs, children, and students. It offers a wide range of loan products, such as business loans, consumer loans and mortgage facilities; it further operates in local and international funds transfers through TISS, Telegraphic Transfers, Western union, Africash and Money.

2.2 Purpose

Currently the Bank is seeking to engage an eligible vendor that will supply and personalize **100,000 cards** per the below requirements and specifications:

S/No.	Card Criteria	Card Specification	Tenderer's Response	
			Compliant	Non-Compliant
1	Product Description	Manufacture and Personalize VISA dual interface DEBIT AZANIA BANK CLASSIC CARDS and co-brands (Black/Blue design)		
2	Card Size	ISO: 85.6 x 53.98mm		
3	Thickness	0.80+/-0.04mm		
4	Overlay	Normal		
5	VISA Classic cards Core Material	Front: Silver Rainbow Hololam Normal PVC + Spot UV + Hololam backside horizontal + Black color + White preso Back: PVC Normal Normal PVC + Spot UV +Metallic backside horizontal + Blue preso		
6	Match Color with	Laser Proof		
8	Coat	Laminate; Front: Matt, Back: Matt		

9	Signature Panel (Silk Screen Printing	Front		
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Note: Artwork is available.

2.3 Scope of Work

Supply and personalization of 100,000pcs VISA Classic cards.

3.0 SUPPLIER SPECIFIC INFORMATION

3.1 Vendor Background

Please give details, which specifically relate to your Company and not to the whole of the group if your Company forms part of that group.

3.1.1 Please describe the vendor's background including how long it has been in business.

Date of Incorporation:	
Country of Registration:	
Registration Number:	
Current Physical Location	

4.0 EVALUATION CRITERIA

4.1. The bidder will be evaluated based on the following criteria:

- Administrative Requirements
- Technical Capacity
- Price

NB: The Tender will be evaluated based on administrative requirements, technical capacity and quoted price. This is to mean the bidder will be evaluated with all the three criteria listed.

4.1.1: ADMINISTRATIVE REQUIREMENTS (AR)

No.	Requirements	Tenderer's Response
AR1	Copy of Certificate of Registration/Incorporation	
AR2	Valid Business License	
AR3	TIN & VAT (Tax Payer Identification) Registration Certificate	
AR4	Certified Power of Attorney	
AR5	Certified declaration on Litigation information regarding your firm	
AR6	Submit Self-declaration on Company's letter head that bidder is not blacklisted/debarred by any Government at the time of bidding	
AR7	Dully filled, signed and stamped Tender Securing Declaration	
AR8	Demonstration of authorization by manufacturer	

4.1.2: TECHNICAL CAPACITY

4.1.2.1 Experience

Provide at least three references (copies of contract/LPOs) from previous/current clients who have similar arrangements relating to supplying of VISA cards **(30 Marks)**

S/No.	Details	Reference 1	Reference 2	Reference 3
1	Name			
2	Country			
3	Contact's Title			
4	Phone			

4.1.2.2 Quality

Please provide details of any quality assurance certification that your company holds e.g. ISO 9000 or equivalent standard. Please include a copy of any certificate. If no accreditation held, please attach an outline of your quality assurance policy. **(20 Marks)**

4.1.2.3 Conformity to specifications

Please provide duly signed Statement of Compliance to specifications as provided in the Tender Document in item 2.2 **(20 marks)**

4.1.2.4 Methodology

Please describe your project management methodology/framework including the recommended project organizational structure and governance framework **(10 marks)**

4.1.2.5 Card Delivery Timelines

The lowest time will score **10 marks**. Others will be prorated

S/No.		Business Days
1	Number of days it will take to deliver the order of 20,000 cards from the date of order confirmation	

4.1.2.6 Non-Performing Contracts

Please furnish documentary evidence to demonstrate that non-performance of a contract did not occur within the last three years – **(10 marks)**

NB: *Technical Capacity will carry a weight of 70%*

4.1.3: COMMERCIAL REQUIREMENTS

4.13.1 A detailed indicative financial proposal should be enclosed and should clearly indicate the following:

OPTION 1: Supply of VISA Classic Cards in a one year frame contract

S/No.		Unit Price (TZS)
1	Supply and delivery of embossed VISA Dual Interface Debit Cards as per given artwork (Classic)	
2	Card Personalization and Fulfillment (Pin Mailer)	
TOTAL PRICE		

OPTION 2: Supply of VISA Classic Cards in a two years frame contract

S/No.		Unit Price (TZS)
1	Supply and delivery of embossed VISA Dual Interface Debit Cards as per given artwork (Classic)	
2	Card Personalization and Fulfillment (Pin Mailer)	
TOTAL PRICE		

NB: Bidder should note and indicate the following;

- **Bidder must quote for both options**
- The unit price of the card and card type as per the specifications
- Price must be inclusive of all relevant taxes applicable
- Payment terms

4.1.3.2 Financial Score:

Financial Proposal Evaluation (Weightage 30%): Evaluation Committee will determine whether the Financial Proposals are complete, i.e. whether the tenderer has included all components as per the tender document. If not, the Committee may report the observation. Financial bids shall be compared for the complete scope of work as per the Price Proposal Schedule, inclusive of all taxes and duties.

$$\text{Fs} = (\text{C low} / \text{C}) \times 0.3$$

Where:

Fs = Financial Score

C low = Lowest Price Proposal

C = Price of Current bid in question

Overall Ranking:

The combined result of the technical and financial proposals will determine the final overall ranking.

$$\text{Final Score} = \text{Ts} + \text{Fs}$$

5.0 ANNEXURES:

Annexure 1: Form of Tender

Date: _____

Tender No. _____

To:
Managing Director
Azania Bank Limited
P.O. Box 32089
Dar es Salaam

Gentlemen and/or Ladies:

Having examined the tender documents including Addenda Nos..... the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said Tendering Documents for the sum of Tanzania Shillings: *[Amount in figures]*..... *[In words]*.....

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We declare that, as tenderer(s) we do not have conflict of interest.

We agree to abide by this Tender for the Tender Validity Period specified and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Tenderers, in more than one Tender in this tendering process, other than alternative offers in accordance with the Tendering Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of the United Republic of Tanzania under Tanzania's laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this..... day of 20.....

[Signature]..... *[In the capacity of]*

Duly authorized to sign tender for an on behalf of

Annexure 2: Manufacturer's Authorization Form

To:
Managing Director,
Azania Bank Limited,
P.O Box 32089
Dar es Salaam.

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a Tender, and subsequently negotiate and sign the Contract with you against IFT No. *[reference of the Invitation to Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per GCC 17 for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of Manufacturer]

Note: *This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Tenderer in its Tender.*

Annexure 3: Tender Securing Declaration Form

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

Date: *[insert **date** (as day, month and year)]*
RFP No.: *[insert **number of tendering process**]*

To:

Managing Director,
Azania Bank Limited,
P.O Box 32089
Dar es Salaam.

We, the undersigned, declare that:

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

We accept that we will automatically be suspended from being eligible for tendering in any contract with the Procuring Entity 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 our Tender during the period of Tender validity specified in the Form of Tender;
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers.
- (c) having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security as instructed.

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 (28) 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 the Tender 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)