

AZANIA BANK LIMITED



MAWASILIANO TOWERS
P.O.Box 32089
Dar es Salaam, Tanzania
Tel: 2412028 / 26 / 27
Fax: 2412028
Email: info@azaniabank.co.tz
www.azaniabank.co.tz

INVITATION FOR TENDERS

FOR

SUPPLY OF OFFICE STATIONARIES USING FRAMEWORK AGREEMENT

TENDER NO. ABL/2023/G/13, LOT 1

FEBRUARY, 2023

**TENDER CHECKLIST TO BE ATTACHED WITH THE TENDER
DOCUMENT**

The following documents should be provided for a bid to be valid. Bidders are asked to supply and tick off the following information. Failure to provide any of the stated documents may result in the bid being considered noncompliant and rejected:

No.	Particulars of Completed Tender Documents	Status of Submission (Tick)	Ref. Page No.
1	Proof of document purchase		
2	Form of Tender		
3	Power of Attorney		
4	Tender securing declaration		
5	Certificate of Company incorporation/registration		
6	Valid TIN and VRN Certificate		
7	Tax Clearance Certificate from TRA valid to 31st December 2022		
8	Valid and Relevant Business license		
9	List and reference letters of similar contract performed recently (past 3 years- 2020, 2021, and 2022)		
10	Audited financial statement for the past three years (2019,2020 and 2021)		
11	Dully signed statement of compliance to statement of requirement		
12	Price Schedule		

Signature of Bidder:-

Name:-

Telephone No.:-

SECTION I: INVITATION FOR TENDERS

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Tender No. ABL/2023/G/13, LOT 1

For

SUPPLY OF OFFICE STATIONARIES USING FRAMEWORK AGREEMENT

Invitation for Tenders

Date: 22nd February 2023

1. This Invitation for Tenders follows the General Procurement Notice for this project that appeared in the DailyNews newspaper of 15th February, 2023 and Mwananchi newspaper of 15th February, 2023.
2. The Azania Bank Limited has set aside some funds and it intends to apply part of the proceeds of this fund to cover eligible payment under the contract for the **Supply of Office Stationaries Using Framework Agreement**.
3. Azania Bank Limited now invites sealed Tenders from eligible service providers for the **Supply of Office Stationaries Using Framework Agreement**
4. Tendering will be conducted through the National Competitive Tendering method specified in the Procurement Regulations, 2013 – Government Notice No.446
5. Interested eligible tenderers may obtain further information from and inspect the Bidding Documents (uploaded in the Azania Bank website) or at the office of the **Procurement Management Unit, Azania Bank Limited, P. O Box 32089 at Mawasiliano Tower Building- Ubungo, Ground floor** Office from 08:30 am to 4:00 pm on Mondays to Fridays inclusive except on public holidays.
6. Interested eligible tenderers may obtain complete set of Tender Documents by downloading through Azania Bank Limited website www.azaniabank.co.tz select **“Tenders”** OR www.azaniabannk.co.tz/azania-tenders.
7. A complete set of Tendering Documents in English language and additional sets may be obtained by Tenderers though Azania Bank Limited website

www.azaniabank.co.tz select “Tenders” OR www.azaniabannk.co.tz/azania-tenders upon payment of non-refundable participation fee of Tshs 100,000.00 for each tender/Lot being applied payable to account number LI145065; Account Name: **Miscellaneous Credit** at any Azania Bank Limited branch.

8. All tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.
9. Completed Tender Document, “**Original and copy**” enclosed in plain sealed envelope, marked with the Tender Number and Lot Number shall be addressed to: -

**Procurement Management Unit,
Azania Bank Limited
P.O Box 32089, Dar es Salaam**

and be submitted at Mawasiliano Tower, Ground Floor along Sam Nujoma Road, Dar es Salaam, so as to be received on or before **Tuesday 07th March, 2023 at 02:00 p.m.**

10. Applications will be opened immediately thereafter in the presence of the applicants or their representatives who choose to attend the opening at **Mawasiliano Tower, 3rd Floor, Board Room on Tuesday 07th March, 2023 at 02:00 p.m.**
11. Late Tenders portion of Tenders, Tenders not received, Tenders not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE MANAGING DIRECTOR

SECTION II: INSTRUCTION TO TENDERERS (ITT)

Instruction to Tenderers to be used for this Tender shall be the Instructions to Tenderers (ITT) for the Standard Tender Document for Procurement of Goods prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz

SECTION III: TENDER DATA SHEET

Tender Data Sheet

The following specific data for the supplies to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. Introduction		
1.	1.1	<p>Name of Procuring Entity: Azania Bank Limited</p> <p>The subject of procurement is: Supply of Office Stationaries Using Framework Agreement.</p> <p>Tender No. ABL/2023/G/13, LOT 1</p>
2.	1.2	<p>Period for supplies: FY 2023</p> <p>Commencement date for supply: Immediately after signing the contract</p> <p>Completion date for supply: One (1) year from contract signing date that is subject to extension for another two terms based on satisfactory performance. Each term will be determined by quarterly performance evaluation from which the annual pass mark will be 70% and above.</p>
3.	2.1	<p>Financial year for the operations of the Procuring Entity: 2023</p> <p>Name and identification number of the Contract: Supply of Office Stationaries Using Framework Agreement. Tender No.: ABL/2023/G/13, LOT 1</p> <p>Name of Project Supply of Office Stationaries Using Framework Agreement.</p> <p>Name of financing institution: Azania Bank Limited</p>
4.	2.2	Payments shall be made directly by Azania Bank Limited to the supplier for each call-order.
5.	3.1	Maximum number of members in the Joint Venture, consortium or association shall be: N/A
		Ineligible countries are: as per PPRA website
6.	4.5	Demonstration of authorization by manufacturer Not Required

TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
B. Tendering Documents		
7.	7.2	The number of copies to be returned is one original and one copy
8.	8.1	The address for clarification of tendering documents is tenders@azaniabank.co.tz Period to respond to request for clarification is three days
C. Preparation of Tenders		
9	10.1	The Language of all correspondences and documents related to the tender is: English
10.	11.1 (b)	Form of Sample(s) to be submitted with the Tenderer are : N/A
11.	11.1 (i)	In addition to the documents stated in ITB Clause 11, the following documents must be included with the Tender 1. Power of Attorney 2. Form of Tender 3. Tender securing declaration 4. Certificate of Company incorporation/registration 5. TIN and VRN Certificate Tax Clearance Certificate from TRA valid to 31st December 2022 6. Valid and Relevant Business license 7. List of similar contract performed recently (past 3 years-2020, 2021, and 2022) on a corporate institution including names and address of the Employer for Verification. (banking contracts highly preferred) 8. Audited financial statement for the past three years (2019,2020 and 2021)
12.	11.2 (b)	Characteristics to be evaluated in the sample are N/A
13.	12.3 (c)	Other procurement specific information required from Tenderers in ITT Clause 12.3(c) is as follows: N/A
TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
14.	15.7	the price shall be fixed during the contract period.
15.	16.1 (a)	a) For supplies and related services originating in the United Republic of Tanzania the currency of the Tender shall be

		Tanzanian Shillings; b) For supplies and related services originating outside the United Republic of Tanzania, the Tenderer shall express its Tender in any convertible currency. N/A
16.	16.2	The rates of exchange to be used by the Tenderer shall be those established by the Bank of Tanzania N/A
17.	17.1	The Tender validity period shall be 90 days.
TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
18.	18.1	A Tender Securing Declaration form shall be filled by the Tenderer.
19.	18.3 (c)	Other forms of security are N/A
20.	19.1	Alternative tenders to the requirements of the tendering documents will not be permitted.
21.	20.1	The number of copies of the tender to be completed and returned shall be one original and one copy
22.	20.2	Written confirmation of authorization are: Power of Attorney
D. Submission of Tender		
23.	21.2 (a)	For Bid submission purposes only, the Procuring Entity's address is: Azania Bank Limited Procurement Management Unit Mawsiliano Tower Building, Ground Floor, Ubungo - Sam Nujoma Road P.o. Box 32089 Dar es Salaam
24.	21.2 (b)	Project name: Supply of Office Stationaries Using Framework Agreement. Tender No: ABL/2023/G/13, LOT 1 Time and date for submission: 07th March, 2023 at 02:00 p.m.
TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
25.	22.1	The deadline for Tender submission is a) Day: Tuesday b) Date: 07th March, 2023 c) Time: 02:00 p.m.

E. Opening and Evaluation of Tenders		
26.	25.1	<p>The tender opening shall take place at:</p> <p>Street address: Ubungo – Sam Nujoma Road,</p> <p>Building/Plot No. Mawasiliano Tower</p> <p>Floor/Room No. 03rd Floor</p> <p>Country: Tanzania</p> <p>Day: Tuesday</p> <p>Date: 07th March, 2023</p> <p>Time : 02:00 p.m.</p>
27.	31.2	<p>The currency that shall be used for tender evaluation and comparison purposes to convert all tender prices expressed in various currencies is : Tanzania Shillings</p> <p>The source of exchange rate shall be: N/A</p> <p>The date of exchange rate shall be: N/A</p>
28.	33	a) Margin of Preference N/A
29.	32.6	<p>Criteria for Tender evaluation shall be;</p> <p>1. Preliminary Evaluation</p> <p>During preliminary evaluation PE will check the eligibility criteria by looking on the following;</p> <ul style="list-style-type: none"> i. Proof of document purchase ii. Power of Attorney iii. Form of Tender iv. Tender securing declaration v. Certificate of Company incorporation/registration vi. Valid TIN and VRN Certificate vii. Tax Clearance Certificate from TRA valid to 31st December 2022 viii. Valid and Relevant Business license <p>2. Technical Evaluation</p> <ul style="list-style-type: none"> i. List and reference letters of similar contract performed recently (past 3 years-2020, 2021, and 2022) at least two letters on a corporate institution including names and address of the Employer for Verification. (banking contracts highly preferred) ii. Audited financial statement for the past three years (2019,2020 and 2021) iii. Dully signed statement of compliance to statement of requirement <p>3. Financial Evaluation</p> <p>The responsive bidders shall be subjected to price comparison</p>

30.	35.1	<p>Post-qualification shall be carried out using the following requirements:</p> <p>(a) Financial Capability</p> <p>The Tenderer shall furnish documentary evidence that it meets the following financial requirement(s): N/A</p> <p>(b) Experience and Technical Capacity</p> <p>The Tenderer shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s): N/A</p> <p>(c) The Tenderer shall furnish documentary evidence to demonstrate that the Goods it offers meet the following usage requirement N/A</p> <p>d) <u>Nonperforming Contracts</u>: The Tenderer shall furnish documentary evidence to demonstrate that non-performance of a contract did not occur within the last five years prior to the deadline for submission of Tenders. N/A</p> <p>e) <u>The</u> Tenderer shall furnish documentary evidence to demonstrate that litigation did not occur within the last five years prior to the deadline for submission of Tenders. All pending litigation shall in total not exceed 10% of the Tenderer's net worth. N/A</p>
TDS Clause Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
F. Contract Award		
31.	39.1	Percentage for quantity increase or decrease is 15%
32.	42.1	The Performance Security shall be 0%
33.	43.1	The Advance Payment shall be limited to N/A
34.	43.2	Maximum amount of Advance payment shall be N/A
35.	44.1	<p>The Adjudicator proposed by the Procuring Entity is Court of Law</p> <p>The hourly fee for this proposed Adjudicator shall be N/A</p>
G. Review of Procurement Decisions		
36.	48.1	<p>The Address to submit a copy of complaints:</p> <p>Managing Director Azania Bank Limited P.O Box 32089 Dar es Salaam</p>

SECTION IV: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract to be used for this Tender shall be the General Conditions of Contract for the Standard Tender Document for Procurement of Goods prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION V: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	Definitions (GCC Clause 1)	
1.	1.1(i)	The Procuring Entity is: Azania Bank Limited
2.	1.1(j)	The Supplier is: To be Known later
3.	1.1(k)	The Project Site is: Various
	Nature of Contract and Governing Language (GCC Clause 3 and 4)	
4.	3.1	The Framework Contract period is One (1) year from contract signing date that is subject to extension for another two terms based on satisfactory performance. Each term will be determined by quarterly performance evaluation from which the annual pass mark will be 70% and above. The Contract commences from date of signing the contract
5.	4.1	The Governing Language shall be: English
	Applicable Law (GCC Clause 5)	
6.	5.1	The Applicable Law shall be: Laws of the URT
	Country of Origin (GCC Clause 6)	
7.	6.1	Country of Origin is URT
	Performance Security (GCC Clause 10)	
8.	10.1	The amount of performance security, as a percentage of the Contract Price, shall be: N/A
9.	10.4	After delivery and acceptance of the Goods, the performance security shall be reduced to two (2) percent of the Contract Price to cover the Supplier's warranty obligations in accordance with Clause GCC 17.2. N/A
	Review Meetings, Reports, Inspections and Tests (GCC Clause 11)	
10.	11.1	Inspection and tests prior to shipment of Goods and at final acceptance are as follows: Quality and quantity inspection shall be carried out prior to shipment of Goods by the manufacturer(s) at the supplier's own expense and responsibility in terms of the items specified in the specifications. The supplier shall submit the inspection certificate

		issued by himself which should be attached with the certificate(s) of the manufacturer(s) to the Procuring Entity in order to ensure that the goods are manufactured in compliance with the contract. N/A
	Packing (GCC Clause 12)	
11.	12.2	<p>The following SCC shall supplement GCC Clause 11.2:</p> <p>The Goods shall be packed properly in accordance with standard export packing specified by the Procuring Entity in the Technical Specification. N/A</p>
	Delivery and Documents (GCC Clause 13)	
12.	13.4, 13.6	<p>For Goods supplied from abroad:</p> <p>Upon shipment, the Supplier shall notify the Procuring Entity and the Insurance Company by cable the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Procuring Entity, with a copy to the Insurance Company:</p> <ul style="list-style-type: none"> (i.) One original plus one copy of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii.) original and four copies of the negotiable, clean, on-board bill of lading marked "freight prepaid" and four copies of nonnegotiable bill of lading; (iii.) One original plus four copies of the packing list identifying contents of each package; (iv.) insurance certificate; (v.) Manufacturer's or Supplier's warranty certificate; (vi.) inspection certificate, issued by the nominated inspection agency, and the Supplier's factory inspection report; and (vii.) certificate of country of origin issued by the chamber of commerce and industry or equivalent authority in the country of origin in duplicate.. <p>The above documents shall be received by the Procuring Entity at least one week before arrival of the Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses. N/A</p>

		<p>For Goods from within the United Republic of Tanzania:</p> <p>Upon delivery of the Goods to the transporter, the Supplier shall notify the Procuring Entity and mail the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> (i.) one original plus one copy of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount; (ii.) delivery note, railway receipt, or truck receipt; (iii.) Manufacturer's or Supplier's warranty certificate; (iv.) inspection certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and (v.) certificate of country of origin issued by the Tanzania Chamber of Commerce, Industry and Agriculture or equivalent authority in the country of origin in duplicate. <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses. N/A</p>
		Insurance (GCC Clause 14)
13.	14.1	The Insurance shall be in an amount equal to 110 percent of the CIF or CIP value of the Goods from "warehouse" to "warehouse" on "All Risks" basis, including War Risks and Strikes. N/A
		Incidental Services (GCC Clause 16)
14.	16.1	Incidental services to be provided are: N/A
15.	17.1	<p>Additional spare parts requirements are:</p> <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the Goods. Other spare parts and components shall be supplied as promptly as possible, but in any case within six (6) months of placing the order and opening the letter of credit. N/A</p>
		Warranty (GCC Clause 18)
16.	18.2	GCC 18.2—In partial modification of the provisions, the warranty period shall be N/A hours of operation or N/A months from date of acceptance of the Goods or (N/A) months from the date of shipment, whichever occurs earlier. The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

		<p>(a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4,</p> <p>or</p> <p>(b) pay liquidated damages to the Procuring Entity with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.20 per cent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.</p>
17.	18.4& 18.5	The period for correction of defects in the warranty period is: One Day
	Payment (GCC Clause 19)	
18.	19.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>Payment for Goods supplied from abroad:</p> <p>Payment of foreign currency portion shall be made in (_____)</p> <p>(i) Advance Payment: N/A..... percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract, and upon submission of claim and a bank guarantee for equivalent amount valid until the Goods are delivered and in the form provided in the tendering documents or another form acceptable to the Procuring Entity.</p> <p>(ii) On Shipment: N/A----- percent of the Contract Price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favor of the Supplier in a bank in its country, upon submission of documents specified in GCC Clause 10.</p> <p>(iii) On Acceptance: N/A..... percent of the Contract Price of Goods received shall be paid within thirty (30) days of receipt of the Goods upon submission of claim supported by the acceptance certificate issued by the Procuring Entity.</p> <p>Payment of local currency portion shall be made in Tanzania Shillings within thirty (30) days of presentation of claim supported by a certificate from the Procuring Entity declaring that the Goods have been delivered and that all other contracted Services have been</p>

		performed.
		<p>Payment for Goods and Services supplied from within the United Republic of Tanzania:</p> <p>Payment for Goods and Services supplied from within the United Republic of Tanzania shall be made in Tanzanian Shillings, as follows:</p> <p>(i) Advance Payment: N/A percent of the Contract Price shall be paid within thirty (30) days of signing of the Contract against a simple receipt and a bank guarantee for the equivalent amount and in the form provided in the tendering documents or another form acceptable to the Procuring Entity.</p> <p>(ii) On Delivery: N/A percent of the Contract Price shall be paid on receipt of the Goods and upon submission of the documents specified in GCC Clause 10.</p> <p>(iii) On Acceptance: The 100% of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>
19.	19.3	Rate to be used for paying the Supplier interest on the late payment made by Purchaser shall be N/A
	Prices (GCC Clause 20)	
20.	20.2	Prices shall be adjusted in accordance with provisions in the Attachment to SCC. <i>[To be inserted only if price is subject to adjustment.]</i>
	Liquidated Damages (GCC Clause 26)	
21.	26.1	Applicable rate: 0.1 - 0.2 per cent per day of undelivered materials/good's value.
	Procedures for Disputes (GCC Clause 32)	
22.	32.1	The Adjudicator shall be the Court of Law
23.	32.2	Rate of the Adjudicator fees shall be N/A
24.	32.3	Arbitration institution shall be Court of Law Place for carrying out Arbitration Dar es Salaam
25.	33.1	Appointing Authority for the Adjudicator N/A
	Notices (GCC Clause 35)	
26.	35.1	<p>– Procuring Entity's address for notice purposes: Tender Data Sheet (TDS)</p> <p>– Supplier's address for notice purposes: TDS</p>

SECTION VI: SCHEDULE OF REQUIREMENTS

Table of Content

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1.	List of Supplies and Related Services.....	1
2.	Delivery and Completion Schedule.....	2
3.	Specification and Compliance Sheet.....	3

List of Goods to be supplied

Note that Price quoted shall be applicable throughout the contract Period without any Increase.

Procurement Reference Number: ABL/2023/G/13, LOT 1

S/No.	Description of Goods	per	Yearly Estimated Qty	Unit Price	Total Price
1	CELLOTAPE 1" L/S	Roll	750.00		
2	CELLOTAPE 2" X80YDS	Roll	750.00		
3	FILE FOLDER MANILA FOLDER FILE	Pcs	300.00		
4	BINDING TRANSPARENT SHEETS A4 150 MICRONS	Rms	100.00		
5	FILE DIVIDER 10PARTS MANILA A4	Set	100.00		
6	FILE DIVIDER A-Z PLASTIC A4	Set	100.00		
7	FILE DIVIDER JAN-DEC PVC A4 SIZE	Set	100.00		
8	ANALYSIS BOOK 14COLUMNS 1QR	Pcs	100.00		
9	ANALYSIS BOOK 14COLUMNS 2QR	Pcs	100.00		
10	SUSPENSION FILES F/S ALBA GREEN	Pcs	100.00		
11	MANILA A4 240GSM HARD MANILA A4 SIZE BLUE COLOUR 240-GSM 1-REAM*100SHTS	Rms	100.00		
12	PAPER CLIPS EXTRA LASRGE-78MM	pkt	1,500.00		
13	PAPER CLIPS JUMBO SIZE - 51MM	pkt	1,500.00		
14	PAPER CLIPS STANDARD SIZE PC-31MM	pkt	1,500.00		
15	L-FOLDER A4 NORMAL (PCS) L-SHAPE CLEAR FOLDER	Pcs	100.00		
16	MY CLEAR BAG THICK QUALITY CLEAR FOLDER WITH BUTTON	Pcs	3,000.00		
17	LEDGER PAPER A4-TIGER BRAND 100SHEETS/REAM LIGHT BLUE TIGER BRAND	Rms	100.00		
18	CALCULATOR CITIZEN 14-DIGIT CALCULATOR	Pcs	84.00		
19	DISPATCH BOOK	Pcs	144.00		
20	VEHICLE LOG BOOK	Pcs	100.00		
21	SHORTHAND NOTEBOOK 8X5 CLAREX 70-SHTS TOP OPENING	Pcs	100.00		
22	WRITING PAD WHITE A4 SIZE	Pcs	100.00		

23	CARBON PAPER FLAMINGO BLACK	pkt	150.00		
24	DAMPING SPONGE OMEGA	Pcs			
25	Supply of KANGAROO PUNCH MACHINE DP-480 SMALL SIZE	Pcs	240.00		
26	SCISSORS S/S 7278 (6") 7" LIBRA	Pcs	12.00		
27	COUNTER BOOK 4QR WHITE	Pcs	300.00		
28	PHOTOCOPY PAPER A4 WHITE 80GSM EX. SOUTH AFRICA MONDI NO.1	Rms	22,500.00		
29	Ball Pen Cello Fine Grip CELLO JOYSTICK BALL PENS BLUE	Pcs	300.00		
30	Ball Pen Cello Fine Grip CELLO JOYSTICK BALL PENS BLACK	Pcs	300.00		
31	Ball Pen Cello Fine Grip CELLO JOYSTICK BALL PENS RED	Pcs	300.00		
32	WHITE BOARD MARKER	Pcs	300.00		
33	PERMANENT MARKER SHOWMAN BRAND	Pcs	300.00		
34	UNIBALL PENS EYE UB-157 GREEN	Pcs	100		
35	WHITE BOARD DUSTER	Pcs	300.00		
36	COMPUTER CD MARKER PEN DELI	Pcs	300.00		
37	NOTE IT PAD 3x3	Pcs	300.00		
38	NOTE IT PAD 3x4	Pcs	300.00		
39	NOTE IT PAD 3x5	Pcs	300.00		
40	NOTE IT PAD 3x3- COLOURED (4 TO 5 COLORS IN PKT)	pkt	300.00		
41	PENCIL HB	Pcs	600.00		
42	RULLER 12' PVC CELLO	Pcs	300.00		
43	UNIBALL PEN UM1535 GEL IMPACT BLUE	Pcs	300.00		
44	HIGHLIGHTERS	Pcs	200.00		
45	STAMP PAD NO.3	Pcs	300.00		
46	GLUE STICK 15GSM	Pcs	600.00		
47	STAMP PAD INK BLACK INK	Btl	600.00		
48	BULL DOG CLIPS 3/4"-19MM	Pcs	100.00		

49	BULL DOG CLIPS 1"-25MM	Pcs	100.00		
50	BULL DOG CLIPS 1.5"-32MM	Pcs	100.00		
51	BULL DOG CLIPS 1.75"-41MM	Pcs	100.00		
52	BULL DOG CLIPS 2"-51MM	Pcs	100.00		
53	STAMP PAD INK GREEN INK	Btl	600.00		
54	OFFICE PINS	Pcs	100.00		
55	CORRECTION FLUID-PEN TYPE	Pcs	100.00		
56	CORRECTION FLUID- BOTTLE	Btl	100 .00		
57	STAMP PAD INK BLUE INK	Btl	100.00		
58	STAPLER PINS 23/10 KANGAROO 23/10	Pkt	1,500.00		
59	STAPLER MACHINE KANGAROO HEAVY DUTY DS23S13	Pcs	300.00		
60	PUNCH MACHINE HEAVY DUTY KANGAROO DP900	Pcs	300.00		
61	PUNCH MACHINE 4HOLE Kw-Trio #09640	Pcs	300.00		
62	STAPLER MACHINE KANGAROO DS45NR	Pcs	1,500.00		
63	STAPLER PIN 24/6 KANGAROO Kangaroo 24/6 1000's	Pkt	1,500.00		
64	BOXFILE WITH LID NGALAWA	Pcs	6,000.00		
65	SIGN HERE STICKERS	Pcs	100.00		
66	BOXFILE ALBARADO F/S BROAD No.1 Rado	Pcs	6,000.00		
67	SPIRALS 14MM Box*100pcs	Pcs	100.00		
68	SPIRALS 16MM Box*100pcs	Pcs	100.00		
69	SPIRALS 18MM Box*100pcs	Pcs	100.00		
70	SPIRALS 20MM Box*100pcs	Pcs	100.00		
71	SPIRALS 10MM Box*100pcs	Pcs	100.00		
72	SPIRALS 6MM Box*100pcs	Pcs	100.00		
73	SPRING FILE Manila	Pcs	3,000.00		
74	SPRING FILE Plastic Material Tulip	Pcs	3,000.00		

75	EFD ROLLS WITH TRA LOGO 80x80	Roll	3,000.00		
76	THERMAL ROLL 80X80X0.5 With Out Tra Logo Plain	Roll	6,000.00		
77	PHOTOCOPY PAPER A3 WHITE 80GSM EX SOUTH AFRICA	Rms	5.00		
78	Office Tray 1*3pcs PVC Cello Omega Brand 1x3 Material	Set	1,200.00		
79	FLIP CHART PAD -25SHEETS	Pcs	300.00		
80	Supply of PAPER MONEY ROLLS 30MM	Rolls	3,000.00		
81	Supply of PAPER MONEY ROLLS 40MM	Rolls	300.00		
82	COTTON TWINE 1-KGS	Roll	300.00		
83	RUBBER BAND GOOD QUALITY GRADE A STC 100GSM	pkt	600.00		
84	ENVELOPE MANILA A3 SIZE LOCAL	pcs	-		
85	ENVELOPE MANILA A3 SIZE TX	pcs	2,160.00		
86	ENVELOPE MANILA A4 SIZE LOCAL	pcs	-		
87	ENVELOPE MANILA A4 SIZE TX	pcs	2,160.00		
88	ENVELOPE MANILA A5 SIZE LOCAL	pcs	-		
89	ENVELOPE MANILA A5 SIZE TX	pcs	2,160.00		
90	ENVELOPE MANILA 9x4 LOCAL	pcs	-		
91	ENVELOPE WHITE 9x4 WINDOW	pcs	-		

2. Delivery and Completion Schedule

Procurement Reference Number: ABL/2023/G/13, LOT 1

The response time shall commence from the date of each Purchase order. The Service Provider shall meet the response times for any Purchase order, subject to the limitations in the contract.

Purchase orders may be issued at any time during a period of: _____.

Item number	Brief Description of Supplies or Related Services	Response Time (days/wks/mths)	Delivery Point/ Site
	List of Goods to be supplied above	Within seven (7) days from the date of order confirmation	Dar es Salaam Branches
		Within seven (7) days from the date of order confirmation	Morogoro branch - Morogoro
		Within seven (7) days from the date of order confirmation	Sokoine branch - Dodoma
		Within seven (7) days from the date of order confirmation	Rock City branch - Mwanza
		Within seven (7) days from the date of order confirmation	Mwaloni branch - Mwanza
		Within seven (7) days from the date of order confirmation	Rwagasore branch - Mwanza
		Within seven (7) days from the date of order confirmation	Lamadi branch - Simiyu
		Within seven (7) days from the date of order confirmation	Geita branch - Geita
		Within seven (7) days from the date of order confirmation	Katoro branch - Geita
		Within seven (7) days from the date of order confirmation	Kahama Branch - Shinyanga
		Within seven (7) days from the date of order confirmation	Kagongwa branch - Shinyanga
		Within seven (7) days from the date of order confirmation	Arusha city branch - Arusha
		Within seven (7) days from the date of order confirmation	Arusha Business Center - Arusha
		Within seven (7) days from the date of order confirmation	Tanga branch - Tanga
		Within seven (7) days from the date of order confirmation	Mbeya branch - Mbeya
		Within seven (7) days from the date of order confirmation	Tunduma branch - Songwe
		Within seven (7) days from the date of order confirmation	Zanzibar Branch - Zanzibar

3. Specification and Compliance Sheet

Procurement Reference Number:

Column b states the minimum technical specification of the item(s) required by the Procuring Entity. The Tenderer is to complete column c with the technical specification of the item(s) offered and to state "comply" or "not comply" and give details of the areas of non-compliance.

Item No.	Technical Specification required including applicable standards	Compliance of specification offered
<i>a</i>	<i>b</i>	<i>c</i>
1	Kindly refer the statement of requirement	
2		

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Tenderers must complete column c or the tender will be rejected. **Tenderers are required to include technical literature to support the details provided in column c.**

SECTION VII: FORMS OF TENDER

Table of Forms

Sec. VIII

1.	Form of Tender	1
2	Standard Power of Attorney	2
3.	Sample Agreement.....	3

1. Form of Tender

Date_____

Tender No._____

To: Azania Bank Limited,
[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. [Insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and..... (insert goods description) in conformity with the said tender documents for the sum of (total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this Tender for a period of..... [number] days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to signing of the Contract by the parties.
5. 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_____

2. STANDARD POWER OF ATTORNEY TO ALL IT MAY CONCERN

THAT BY THIS POWER OF ATTORNEY given on the *[insert date, month and year]*, WE the undersigned *[insert name of the company/donor]* of *[insert address of the company/donor]*, by virtue of authority conferred to us by the Board Resolution No of day of *[insert year]*, do hereby ordain nominate and appoint *[insert name of donee]* of *[insert address of the donee]* to be our true lawful Attorney and Agent, with full power and authority, for us and in our names, and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. that is to say;

To act for the company and do any other thing or things incidental for *[insert tender Number]* of *[insert description of procurement]* for the *[insert name of the procuring entity]*;

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future power of attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said *[[insert name of the company]* and delivered in the presence of us this *[insert date]* day of *[insert month]* *[insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month]* *[insert year]* at *[insert region]* for and on behalf of *[insert name of the company]*
.....

SEALED and DELIVERED by the
Common Seal of *[insert name of the donor/coy]*
This *[insert date, month and year]* }

.....
DONOR

BEFORE ME:

.....
COMMISSIONER FOR OATHS

ACKNOWLEDGEMENT

I [*insert name of donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the terms and conditions contained in this POWER OF ATTORNEY and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
 [*insert name of donee*] Identified to me
 by [*insert name*]
 The latter known to me personally
 This [*insert date, month and year*],

}

.....
 DONEE

BEFORE ME

.....
COMMISSIONER FOR OATHS

3. Sample Agreement

The Contract Forms to be used for this Tender shall be the Contract Forms prepared by the Azania Bank Legal Department for review by both parties.

SECTION VIII: FORMS OF SECURITY

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Sec. IX

1.	Tender Securing Declaration.....	1
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1. Tender-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 bidding process**]*

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

To: *[insert **complete name of the Procuring Entity**]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids 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 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;
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers (ITT); or
- (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, failure to sign the contract if required by Procuring Entity to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents., in accordance with the ITT.

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 Bidder; 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 bid for and on behalf of: *[insert **complete name of Tenderer**]*

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

[Note: In case of a Joint Venture, the Tender Securing Declaration must be in the name of all partners to the Joint Venture that submits the tender.]