
AZANIA BANK PLC.



AZANIA BANK
Banking Beyond Ordinary

Prequalification Document for Building Contractors

for the

Design and Build of Bank Branches Projects

TENDER NO. ABL/2023/W/RM/01

March, 2024

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 non-compliant and rejected:

No.	Particulars of Completed Tender Documents	Status of Submission (Tick)	Ref. Page No.
1	Proof of Document Purchase		
2	Letter of Application		
3	Copy of Certificate of Registration/Incorporation of Business Name		
4	Copy of certificate of registration by Contractor's Registration Body (CRB) as a Building Works Contractor		
5	Copy of valid business license from Authority		
6	Copy of Valid Tax Clearance Certificate from the tender opening date		
7	Dully signed Power of attorney		
8	Self-declaration on Company's letter head that bidder is not blacklisted/debarred by any Government at the time of bidding		
9	Sworn Affidavit/undertaking indicating that at the time of bidding, the bidder has no any pending litigation or any legal dispute in the last two (2) years before any court of law.		
10	Qualification and Experience of Technical Staffs in the company relevant to the building construction industry.		
11	List of at least five (5) clients with references to which the company has undertaken building construction, Remodeling, Refurbishment, Renovation and Office Partitioning for Government or Institutions or Banks each valued at a minimum of Tshs. 200,000,000 and above in the last 5 years.		
12	Audited Financial Statements for the last two (2) consecutive years (2022 and 2023) certified by an auditor.		
13	List of key equipment		

SECTION I - INVITATION FOR PRE-QUALIFICATION

AZANIA BANK PLC.



PRE-QUALIFICATION OF DESIGN-BUILD BUILDING CONTRACTORS

TENDER NO. ABL/2023/W/RM/01

Date: 25th March 2024

1. This invitation for prequalification follows the General Procurement Notice for this project that appeared in the DailyNews newspaper of 27th December, 2023 and Mwananchi newspaper of 23rd December, 2023.
2. The Azania Bank Plc has set aside some funds and it intends to apply part of the proceeds of this fund to cover eligible payments under the **contract for Provision of Design and Build services for bank branch projects**.
3. The Azania Bank Plc now invites applications from eligible **National** firms for **Provision of Design and Build services for bank branch projects**.
4. Tendering will be conducted through the National Competitive Tendering method specified in the Public Procurement Regulations.
5. A complete set of Tendering Documents in English language and additional sets may be obtained by Tenderers through Azania Bank website www.azaniabank.co.tz select "**Tenders**" OR www.azaniabank.co.tz/azania-tenders upon payment of non-refundable participation fee of **Tshs 100,000.00** payable to **Account number: LI145065; Account Name: Miscellaneous Credit** at any Azania Bank branch.
6. Interested eligible applicants may obtain further information from and inspect the Prequalification Documents (uploaded in the Azania Bank website) or at the office of the Procurement Management Unit, Azania Bank Plc, 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.

7. Completed applications **“Original and copy”** enclosed in plain sealed envelope, marked with the Tender Number shall be addressed to: -

**Procurement Management Unit,
Azania Bank Plc.
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 Monday, 15th April, 2024 at 02:00 p.m.**

8. 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 Monday, 15th April, 2024 at 02:00 p.m.**
9. Late Applications, portion of Applications, Applications not received, Applications not opened at the opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

**The Managing Director
Azania Bank Plc.
P.O Box 32089
Dar es Salaam, Tanzania**

SECTION II - INSTRUCTIONS TO APPLICANTS

Instruction to Applicants to be used for this Pre-qualification process shall be the Instruction to Applicants (ITA) for the Standard Prequalification Document for Goods prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION III - PREQUALIFICATION DATA SHEET (PDS)

The following specific data for pre-qualification of Suppliers for Goods shall complement, supplement, or amend the provisions in the Instructions to Applicants (ITA). Whenever there is a conflict, the provisions herein shall prevail over those in ITA.

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
A. GENERAL			
1.	Name of the PE	ITA 1.1 & ITA 2.1	The PE is: Azania Bank Plc. P.O Box 32089 Dar es Salaam
2.	Lots	ITA 1.1 & ITA 1.2	The Application is for; Prequalification of Building Contractors for the Design and Build of Bank Branches Projects for a term of One (1) year from contract signing date that is subject to extension for another term based on satisfactory performance. Performance appraisal will be done within the contractual period and satisfactory performance will be judged by a pass mark of 70% and above. Tender No. ABL/2023/W/RM/01
3.	Expected Date of Invitation to Tender	ITA 1.3	<u>Expected date of Invitation for Tenders:</u> During Contractual Period i.e Between June 2024 and May 2025
4.	Name of the project	ITA 2.1	Name of Project is: Prequalification of Building Contractors for the Design and Build of Bank Branches Projects. Tender #: ABL/2023/W/RM/01.
5.	Source of Funds - Financial year	ITA 2.1	Financial Year: 2024
6.	Source of Funds - Financing Institution	ITA 2.1 & 2.2	Name of financing institution is: Azania Bank Plc.
7.	Source of Funds - The loan /credit number	ITA 2.1& 2.2	The loan/ credit number is: N/A
8.	JVCA Members	ITA 4.1	Prequalification is open to eligible firms and voluntarily formed joint ventures who are building works contractors with valid registration certificates and license issued by

PDS. No	Required Information/Data	ITA Clause	Information/Data to be filled by the PE
			relevant authorities. In case of joint ventures, the lead partner and the other partners should comply with this requirement.
9.	Pre- Application Meeting	ITA 6.2	Pre-Application Meeting will be held: NO
10.	Language of Application	ITA 9.1	This Prequalification document has been issued in the English language.
11.	Additional Document	ITA 10.1 (d)	The Applicant shall submit with its Application, the following additional documents: Any other documents deemed necessary in this prequalification.
12.	Submission of Application		The deadline for application submission is: Date: 15th April, 2024 Time: 02:00 p.m. Day: Monday For application submission purposes only, The Procuring Entity's Address is; Procurement Management Unit, Azania Bank Plc, Mawasiliano Tower Building along Sam Nujoma Road, P.O Box 32089, Dar es Salaam
13.	Application Authorization documents	ITA 14.2	Authorization document(s) shall be duly notarized Power of Attorney in the format provided in Section V.
14.	Margin of Preference	ITA 22.1	A margin of domestic preference shall not apply
15.	Address to submit Copy of complaints	ITA 33.1	The address to submit copies of complaints: Managing Director, Azania Bank Plc. P.O Box 32089, Dar es Salaam

SECTION IV- QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Bank shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

The received tenders will be evaluated in three stages as detailed below:

- Stage 1: Compliance with Mandatory Requirements;
- Stage 2: Technical Evaluation on Capacity to Deliver;
- Stage 3: Due Diligence

Stage 1: Compliance with the Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents;

No.	Mandatory Requirements	Compliant/Non-Compliant
MR1	Proof of Document Purchase	
MR2	Letter of Application	
MR3	Copy of Certificate of Registration/Incorporation of Business Name	
MR4	Copy of Certificate of Registration by Contractor's Registration Body (CRB) as a Building Works Contractor.	
MR5	Copy of Valid business license from Authority	
MR6	Copy of Valid Tax Clearance Certificate from the tender opening date	
MR7	Dully signed Power of attorney	
MR8	Submit Self-declaration on Company's letter head that bidder is not blacklisted/debarred by the Government at the time of bidding	
MR9	Submit Sworn Affidavit/undertaking indicating that at the time of bidding, the bidder has no any pending litigation or any legal dispute in the last two (2) years before any court of law.	

Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Evaluation (Capacity to Deliver the Service).

Stage 2: Technical Evaluation (capacity to deliver the service)

Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on capacity to deliver the service based on the technical parameters given below:

T1: Qualification and Experience of Technical Staffs in the company relevant to the building construction industry. (30 marks)

Team	Qualification	Weight	Score awarded
Quantity Surveyor	Registered firm	3 marks	
	At least 3 years' experience in quantity Surveying.	3 marks	
Architect	Registered firm	3marks	
	At least 3 years' experience in Architecture.	3 marks	
Electrical Engineer	Registered firm	3 marks	
	At least 3 years' experience in Electrical Engineering works	3 marks	
Mechanical Engineer	Registered firm	3 marks	
	At least 3 years' experience in Mechanical Engineering works	3 marks	
ICT Engineer	Registered firm	3 marks	
	At least 3 years' experience in Telecommunication, electronics or similar profession	3 marks	

NB: Bidders MUST provide evidence of registration and experience by attaching copies of registration certificates for the firms subcontracted/partnership/association/joint venture/consortium.

T2: General Firms Experience (10 marks)

General Firm Experience:	Weight	Score awarded
Number of years in the business of building construction.		
5 years and above	10 marks	
4 years	8 marks	
3 years	6 marks	
2 years	4 marks	
1 years	2 marks	
0 year	0marks	

T3: Specific Firms Experience (40 marks)

Specific Firm Experience:	Weight	Score awarded
<p>Provide a list of at least five (5) clients with references to which the company has undertaken/ is undertaking building construction, Remodeling, Refurbishment, Renovation and Office Partitioning for Government or Institutions or Banks projects each valued at a minimum of Tshs. 200,000,000 and above in the last 5 years.</p> <p>(Each reference client will earn 8marks to a maximum of 5 client)</p> <p>Note: Bidder to provide any of the following; Copies of contracts/completion certificates/letter of award from the clients with amounts as proof of having undertaken the works.</p>		
5 projects and above	40 marks	
4 projects	30 marks	
3 projects	20 marks	
2 project	10 marks	
1 project and below	0 marks	

T4: Financial Capability (15 Marks)

Financial Capability	Weight	Score awarded
<p>Audited Financial Statements for the last two (2) years consecutive years (2022 and 2023) certified by a certified auditor. The evaluation committee will consider annual turnover.</p>	<p>i. 15 marks for average annual turnover of 1Billion and above.</p> <p>ii. 10 marks for average annual turnover of below 1 Billion and 500Million.</p> <p>iii. 5 marks for average annual turnover of 300Million and below 500Million.</p> <p>iv. 0 mark for average annual turnover of below 300Million</p>	

T5: Key Equipment (5 marks)

Key Equipment:	Weight	Score awarded
Major items of construction equipment proposed to carry out the contract and an undertaking that will be available for contract (Attach evidence) <ul style="list-style-type: none"> • Means of transport (Vehicle) -----2 • Concrete mixer -----1 • Compactor -----1 • Drilling Machine -----1 	5 Marks	

Note: Tenderers will be required to score 60% and above on the above Technical Evaluation to be subjected to due diligence. **A maximum of ten (10)** candidates ranked from the candidate with the highest technical score will be subjected to the due diligence.

Stage 3: Due Diligence

The candidates attaining the highest score ranked from the one with the highest score candidates will be subjected to due diligence. The exercise will involve visiting/or obtaining verifiable information on at least one or two previous projects among the projects listed in compliance with Technical Requirement No. T3 in stage two above to verify the bidder's qualification information submitted. This will be in addition to any other information submitted by the candidate(s) that the Tender Evaluation Committee will consider necessary to be verified in compliance with the mandatory requirements and or on technical requirements, in confirmation of the bidder's ability and capability to execute the contract.

The feed-back from the firms/clients visited on the quality of the works provided by the respective candidate will be used to assess the candidate's ability to be selected as the main contractor. In the event that the respective candidate is found to have provided false information in regard to the bidder's qualifications or adverse report is provided by the previous candidate's clients on the quality of the works provided to the client(s), then the candidate will be disqualified at this stage and will not be shortlisted.

Shortlisting of Qualified Candidates to be invited to Tender

Upon successful completion of due diligence, the Tender Evaluation Committee will shortlist the successful candidates ranked from the candidate attaining the highest score.

SECTION V - LETTER OF APPLICATION

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION V

- LETTER OF APPLICATION

Date

To

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all of the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
Tender No. ABL/2023/W/RM/01	Tender for prequalification for Provision of Design and Build services for bank branch projects.

2. Attached to this letter are copies of original documents defining
- the Applicant's legal status
 - the principal place of business and
 - the place of incorporation or the place of registration
3. The Bank and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. The Bank and its authorized representatives may contact the following persons for further information.

General and Managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
 - (b) The Bank reserves the right to:
 - amend the scope of any bid under this project.
 - reject or accept any application, cancel the prequalification process, and reject all applications.
6. We confirm that if we bid, that bid, as well as any resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
7. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or Main Contractor or lead partner of a joint	For and on behalf of (name of partner/subcontractor)

venture/association/consortium)	
---------------------------------	--

Signed	Signed
Name	Name
For and on behalf (name of Partner/subcontractor)	For and on behalf of (name of partner/subcontractor)

Signed	Signed
Name	Name
For and on behalf (name of Partner/subcontractor)	For and on behalf of (name of partner/subcontractor)

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.....ofday 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

SECTION IV - STANDARD FORMS**Notes on completion of Standard Forms Application****Form 1-****General information**

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form.

Application Form 2 -**General Experience Record**

This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.

Application Form 2A -**Joint Venture Summary**

This form is to be completed by joint venture applicants only.

Application Form 3 -**Particular Experience Record**

This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.

Application Form 3A-**Details of Contracts of similar nature and complexity**

This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture

**Application Form 4 -
progress****Summary sheet. Contract commitments/work in**

This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Application Form 5 -**Equipment Capability**

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form 6 -**Financial Capability**

This form shall be completed by every applicant and each member of a joint venture. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

Letter of Notification of award:

This form shall not be completed by the candidates but will be used by the Bank to communicate the result to the candidates.

APPLICATION FORM (1): GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	E-mail	
5.	Place of incorporation/registration	Year of incorporation/registration

APPLICATION FORM (2): GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture:

Annual turnover data (Construction only)	
Year	Turnover in Tshs.
2022	
2023	

**APPLICATION FORM (2A): JOINT VENTURE SUMMARY - To be filled by
Joint Ventures applicants only**

Names of all partners of a joint venture
1. Lead partner
2. Partner/Subcontractor
3. Partner/Subcontractor
4. Partner/Subcontractor

Total value of annual construction turnover, in terms of work billed to clients, in Tshs.

Annual turnover data (construction only): Tshs.			
Partner	Form 2 Page no.	Year 1	Year 2
1. Lead Partner/Main Contractor			
2. Partner/Subcontractor			
3. Partner/Subcontractor			
4. Partner/Subcontractor			
	Totals		

APPLICATION FORM (3): PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A): DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture	
1.	Number of contract
	Name of Contract
	Country
2.	Name of employer
3.	Employer address
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify
5.	Contract role (check one) * Sole contract * Management contract* Subcontract * Partner in a joint venture
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)
7.	Date of award
8.	Date of completion
9.	Contract/subcontract duration (years and months) - years - months
10.	Specified requirements

Use a separate sheet for each contract.

APPLICATION FORM (4): SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS

Name of Applicant or partner of a joint venture		
Name of contract	Value of outstanding work Tshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5): EQUIPMENT CAPABILITIES

Description	Owned	Leased

APPLICATION FORM (6): FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture	
Banker	Name of banker _____
	Address of banker
	Telephone _____ Contact name and title _____

	E mail _____

Financial information in Tshs.	Year 1	Year 2
1. Total assets		
2. Current assets		
3. Total liabilities		
4. Currentliabilities		

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the you have been shortlisted to be invited to participate in the tender for refurbishment of various bank branches projects.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR MANAGING DIRECTOR
