



KIJANI PEMBA:

Strengthening Urban Eco-resilience in Chake Chake and Mkoani EuropeAid/176583/DD/ACT/TZ NDICI_AFRICA/2023/447-205

CALL FOR PROPOSALS FOR BUSINESS OPPORTUNITIES AND MARKET STUDY FOR THE ORGANIC FRACTION OF MUNICIPAL SOLID WASTE (OFMSW)

Activity: 3.2. Business Opportunities and Market Study for Organic fraction of Municipal Solid Waste

Project ref: LVIA/NDICI_AFRICA/2023/447-205/04_2025

1. Introduction

Lay Volunteers International Association (LVIA) is an Italian NGO working in ten African Countries including Tanzania with Headquarters in Cuneo Italy while in Tanzania our offices are in Kongwa District of Dodoma Region (P.O.BOX 160, Kongwa). LVIA has been working in Tanzania for more than 30 years in supporting community development especially on agriculture, health, and the improvement of access to potable water and hygiene. Under the framework of the EU funded project, LVIA implemented the ***“Kijani Pemba – Strengthening Urban Eco-Resilience in Chake Chake and Mkoani”***. The specific objective of the project is to promote inclusive and sustainable growth in Chake Chake and Mkoani areas, South Pemba, by increasing climate urban resilience and access to basic services, socio-economic opportunities and decision making, especially for women and youth in the urban poor communities.

In order to achieve socio-economic inclusion and economic empowerment of young people, girls and women through environmentally sensitive waste management services and green small local businesses, LVIA intends to build and equip a solid waste collection, separation and treatment center and organizing/ strengthen waste pickers groups. Through RSK Environment (East Africa) LTD, LVIA has conducted a Waste Characterization and Management study with the objective of understanding the production of municipal solid waste in Chake Chake and Mkoani, providing key information such as composition, consistency, treatment possibilities and other important parameters for reduction, valorization or disposal.

According to the Waste management study conducted in February 2025, the organic fraction of Municipal Solid Waste (OFMSW), comprising food scraps, yard trimmings, and other biodegradable materials, represents a significant portion of urban waste stream in both Chake Chake and Mkoani. It constitutes more than 80% of the total municipal waste generated. This presents both a challenge and an opportunity: while improper disposal leads to environmental issues, proper management can yield valuable resources such as biogas, compost, animal feed and briquettes. To harness these opportunities, we invite proposals for a comprehensive business and market study focused on the OFMSW sector in Tanzania. This initiative aims to identify viable business models, assess market potential, and develop strategies for sustainable resource recovery.

2. Objectives of the study

2.1 Main Objective: To assess and develop viable business models in organic waste recycling that are economically sustainable, socially inclusive, and environmentally beneficial.

2.2 Specific Objectives:

- i. Identify key organic waste streams suitable for recycling.



- ii. Evaluate market demand for recycled products such as compost, biogas, charcoal briquettes and Black soldier flies.
- iii. Assess technological and infrastructural requirements for above mentioned recycling processes.
- iv. Analyze regulatory frameworks and compliance requirements.
- v. Develop business models and financial projections.
- vi. Propose strategies for community engagement and capacity building.

3. Scope of Work

3.1 Research and Analysis:

- i. Perform a market analysis to identify potential customers and competitors both inside Pemba island and outside (i.e Unguja, Dar es salaam, Tanga etc).
 - Hotels, resorts, pet shops, poultry farmers etc
- ii. Analyze existing waste management policies and regulations.

3.2 Business Model Development:

- i. Design scalable and replicable business models for organic waste recycling.
- ii. Develop financial models including cost-benefit analysis and funding strategies.

3.3 Implementation Strategy:

- i. Identify suitable technologies for organic waste processing.
- ii. Develop a phased implementation plan with timelines and milestones.
- iii. Propose monitoring and evaluation frameworks.

4. Deliverables

The consultant is expected to deliver the following.

- i. Comprehensive report detailing findings, analyses, and recommendations.
- ii. Business models and financial projections.
- iii. Implementation plan with clear timelines and responsibilities.
- iv. Training materials and community engagement strategies.
- v. Policy briefs for stakeholders and decision-makers.

5. Eligibility Criteria

Proposals are invited from:

- i. Consulting firms/individuals with experience in waste management, circular economy, and market studies.



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- ii. Academic institutions with expertise in environmental science, economics, and sustainable development.
- iii. Non-governmental organizations with a focus on environmental sustainability and community development.

For more information refer to Annex 1-ToR Section 5.

6. Proposal Submission

Interested parties should submit:

- i. A technical proposal outlining the approach, methodology, and timeline.
- ii. A financial proposal detailing the budget and resource allocation.
- iii. Profiles of the project team, including relevant qualifications and experience.
- iv. Examples of previous similar projects or studies conducted.

7. Evaluation Criteria

Proposals will be evaluated based on:

- i. Relevance and clarity of the proposed methodology.
- ii. Demonstrated understanding of the local context and challenges.
- iii. Experience and qualifications of the project team.
- iv. Cost-effectiveness and value for money.
- v. Innovation and potential impact of the proposed solutions.

8. Duration of the assignment

The consultancy is expected to last for a period of 45 days from the date of signing of the contract.

9. Submission Deadline

The Proposal must be sent through the following email address: lvia.pemba@gmail.com no later than the 02 June 2025, 23:59 EAT. Late submission will not be considered. Refer to Annex II- Information to Consultants

10. Contact Information

For further inquiries or clarifications, please contact:

Project Manager

lvia.pemba@gmail.com





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INFORMATION TO CONSULTANTS

May,2025





KIJANI PEMBA:

Strengthening Urban Eco-resilience in Chake Chake and Mkoani EuropeAid/176583/DD/ACT/TZ NDICI_AFRICA/2023/447-205

CALL FOR PROPOSALS FOR BUSINESS OPPORTUNITIES AND MARKET STUDY FOR THE ORGANIC FRACTION OF MUNICIPAL SOLID WASTE (OFMSW)

Activity: 3.2. Business Opportunities and Market Study for Organic fraction of Municipal Solid Waste

Project ref: LVIA/NDICI_AFRICA/2023/447-205/04_2025

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Lay Volunteers International Association (LVIA) is an Italian NGO working in ten African Countries including Tanzania with Headquarters in Cuneo Italy while in Tanzania our offices are in Kongwa District of Dodoma Region (P.O.BOX 160, Kongwa). LVIA has been working in Tanzania for more than 30 years in supporting community development especially on agriculture, health, and the improvement of access to potable water and hygiene. Under the framework of the EU funded project, LVIA implements the ***“Kijani Pemba – Strengthening Urban Eco-Resilience in Chake Chake and Mkoani”***. The specific objective of the project is to promote inclusive and sustainable growth in Chake Chake and Mkoani areas, South Pemba, by increasing climate urban resilience and access to basic services, socio-economic opportunities and decision making, especially for women and youth in the urban poor communities.

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2. Information to Consultants

The subject of this Call is a simple procedure for the provision of **“Consultancy service for business opportunities and market study for the organic fraction of municipal solid waste (OFMSW) in Chake Chake and Mkoani”**.

2.1 Assignment Overview

Lay Volunteers International Association intends to engage a qualified consulting firm to conduct a comprehensive business opportunities and market study for the Organic Fraction of Municipal Solid



Waste (OFMSW) in the specified areas. The primary objective is to assess the potential for establishing sustainable and economically viable systems for the collection, processing, and utilization of OFMSW.

2.2 Timeline

	DATE	TIME
Deadline for requesting clarifications	2 days before deadline	1700 hrs
Last date on which clarifications are issued	1 day before deadline	1700 hrs
Deadline for submission of Proposals	02 June 2025	2359 hrs
Proposal opening session	03 June 2025	1700 hrs
Notification of award to the successful Consultant	From 03 up to 05 June 2025	1700 hrs
Signature of the contract	9 June 2025	1000 hrs

2.3 Proposal Submission Details

2.3.1 Consulting Firms may only submit one proposal. If a Consulting Firm submits or participates in more than one proposal such proposal shall be disqualified.

2.3.2 Submission Address: Completed request for proposal (RFP) are to be submitted electronically PDF format through lvia.pemba@gmail.com, with subject **“CONSULTANCY SERVICES FOR BUSINESS OPPORTUNITIES AND MARKET STUDY FOR THE ORGANIC FRACTION OF MUNICIPAL SOLID WASTE (OFMSW) IN CHAKE CHAKE AND MKOANI”**

2.3.3 Submission Format: Proposals should be submitted in two separate sealed envelopes/documents (attachments):

- Technical Proposal (Attachment 1)
- Financial Proposal (Attachment 2)

Interested consultants may obtain further information from LVIA- Chake Chake office during normal working hours **0830 – 1730 hrs** excluding weekends and public holidays through lvia.pemba@gmail.com

2.3.4 Clarification and Amendment of RFP documents

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Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this tender, the meaning and interpretation attributed to that word or term by LVIA will be final. LVIA will not accept responsibility for any misunderstanding of this document or any others relating to this CFP. Requests for additional information or clarifications can be made before the deadline noted in section 2.2.1 above, and no later. Any queries about this CFP should be addressed in writing to LVIA via email at lvia.pemba@gmail.com CC lvia.envengineer@gmail.com with the reference "LVIA/NDICI_AFRICA/2023/447-205/04_2025". **Any clarification of the CFP will be communicated simultaneously in writing to all applicants before the deadline for submitting tenders.**

2.3.4 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of LVIA Office up to the time for public opening of Financial Proposals.

3. Preparation of the Proposal

3.1 A Consulting Firm Proposal shall have two (2) components:

- The Technical Proposal, and
- The Financial Proposal.

3.2 The Proposal, and all related correspondence exchanged by the Consulting Firms and LVIA, shall be in *English*. All reports prepared by the contracted Consulting Firm shall be in *English*.

3.3 The Consulting Firms are expected to examine in detail the documents constituting this Call for Proposal. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.4 Technical Proposal

3.4.1 When preparing the Technical Proposal, Consulting Firms must give particular attention to the following:

- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/ or other firms or entities in a joint venture, consortium or sub-consultancy as appropriate. Firms shall not associate with the other firms competing for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.
- iii. Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Tanzania.

3.4.2 The Technical Proposal shall provide the following information using the attached Standard Forms (refer to Annex III-Standard Forms);

- i. A brief description of the firm's organization (if it is a joint venture, for each partner) and an outline of recent experience on assignments of a similar nature.
- ii. Any comment or suggestions on this call, a list of services and facilities to be provided by LVIA
- iii. A description of methodology, approach and work plan for performing the assignment.
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include the number of years working for the firm/entity and degree of responsibility held in various assignments during the last five (5) years.
- vi. A time schedule (bar chart) showing the time proposed to undertake the activities indicated in the work plan.
- vii. Any additional information requested in this call

3.5 Financial Proposal

- i. In preparation of the financial proposal, firms are expected to take into account the requirements and conditions outlined in the call for proposal documents. The Financial Proposal should follow Standard Forms as specified in this call. It lists all cost associated with the assignment including;
 - Summary of Costs
 - Detailed Costs of other activity
- ii. The financial Proposal should clearly identify as a separate amount, taxes, duties, fees, levies and other charges imposed under the law on the firms, the sub-consultants and their personnel, unless specified otherwise.
- iii. Bidders shall express their services in Tanzania Shillings.
- iv. Commission and gratuities, if any, paid or to be paid by firms and related to the assignment will be listed in the Financial Proposal submission Form.
- v. The proposal must remain valid for 56 days after the submission date. During this period the firm is expected to keep available at his own cost, the professional staff proposed for the assignment. LVIA will make his best effort to complete negotiations within this period. If LVIA wishes to extend the validity period of the proposals, the bidders shall agree to the extension.

4. General Proposal Evaluation

4.1 The evaluation committee appointed by LVIA shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows: -

S/N	EVALUATION CATEGORY	TOTAL POINT
1.	Technical proposal	60%
	Understanding of the assignment and methodology.	20%
	Approach to stakeholder engagement and data collection	15%
	Quality and clarity of the work plan and timeline.	15%
	Qualifications and experience of the proposed team.	10%
2.	Financial Proposal	40%



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	Cost-effectiveness and justification of the proposed budget.	25%
	Alignment of the financial proposal with the technical approach.	15%
Total Score		100%

4.2 Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference and fails to attain the 70 points.

1. DATA SHEET

	A. General		
	Name of the Client LAY VOLUNTEERS INTERNATIONAL ASSOCIATION		
	Financial proposal to be submitted together with Technical proposal: NO		
	The name of the assignment is: Consultancy service for business opportunities and market study for the organic fraction of municipal solid waste (OFMSW) in Chake Chake and Mkoani.		
	A pre-proposal conference will be held: No		
	The client will provide the consultants with the following documents: <ul style="list-style-type: none"> • Terms of reference as part of this Call • Waste study Report 		
	B. Preparation of Proposal		
	This RFP has been issued in the English language		
	Proposal shall be submitted in English language All correspondence exchange shall be in English language		
	Participation of Sub-consultants and Non-key Experts in more than one proposal is permissible: No		
	Proposal must remain valid for 120 calendar days after the proposal submission deadline.		
	Clarifications may be requested not later than 7 days prior to the submission deadline. The contract for requesting clarification is: Project Coordinator Lay Volunteers international Association Mkungu Malofa-Tibirinzi, Chake Chake-Pemba OR Lvia.pemba@gmail.com CC lvia.envengineer@gmail.com		
	C. Submission, Opening and Evaluation		
	The consultants shall have the option of submitting their Proposals electronically. Yes		
	The Proposal must be submitted not later than: Date: Time:		
	The opening of the Proposal shall take place at LVIA-Chake Chake Office		
S/N	OTHER CRITERIA		
1	Technical Proposal: one (1) original and (1) copy	√	
2	Certificate of registration/incorporation	√	
3	Valid Tax Compliance Certificate	√	
4	Audited Accounts for the last two years	√	



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2. TECHNICAL PROPOSAL SUBMISSION FORM

.....Date

To: PROJECT COORDINATOR

KIJANI PEMBA PROJECT

LAY VOLUNTEERS INTERNATIONAL ASSOCIATION

MKUNGU MALOFA-TIBIRINZI

CHAKE CHAKE, PEMBA.

Dear Sir/Madam

We, the undersigned, offer to provide the consulting service for (Title of consulting service) in accordance with your Request for Proposal dated..... (Date) and our proposal, we hereby submit our proposal which includes this Technical Proposal, (and a financial proposal sealed under a separate envelope).

We understand you are not bound to accept and Proposal that you receive.

We remain,

Yours sincerely,

..... (Authorized Signature)

..... (Name and Title of Signatory)

..... (Name of firm)

..... (Address)





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3. DOCUMENT FOR PROFESSIONAL CAPACITY

Identification of the supplier

Company Name: _____

Legal /Physical Address: _____

Phone: _____

Email: _____

Legal Representative: _____

Registration Details

Type of Registration	Check	Attachments details
Business Licence		Attach a copy
Registration with TRA		Attach copy of TIN Certificate
Tax Compliance Certificate		Attach copy of Tax clearance
Bank Details		Attach a copy of Financial Identity Form

Previous Experience-Similar Works

Description of experience of a similar nature and the monetary value of the supply and installation for each of the last three years, and names and contacts of Customers who may be contacted for further reference.

Name of Client	Type of similar contract	Contact of the client	Value of the contract



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Technical Capacity	Check	Attachments details
Previous experience		Attach at least two completion certificates.

Signed by _____

In capacity of (*position*) _____

Date and place: _____, the ____/ ____ /202...

Stamp of the firm/company:



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**4. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND
ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.**

On the Request for proposal:

- 1
- 2
- 3
- 4
- 5

On the data, services and facilities to be provided by the Client

- 1
- 2
- 3
- 4
- 5



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**5. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE
ASSIGNMENT**

- (Please write here)



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6. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task



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7. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm:Nationality:

Membership in Professional Societies:

Detailed Task Assigned:

.....
.....

Key Qualification:

(Give an outline of staff member's experience and training most pertinent to the task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations)

Education:

(Summarize college/university and other specialized education of staff members, giving names of schools, dates attended and degree(s) obtained.)

Employment Record:

(Starting with the present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.)

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

..... Date:

(Signature of staff member)

.....Date:.....

(Signature of authorized representative of the firm)

Full name of staff member:

Full name of authorized representative:



8. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

Activity	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th
1										
2										
3										
4										

(1st, 2nd, etc., are weeks from the start of assignment)

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	



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9 FINANCIAL PROPOSAL SUBMISSION FORM

..... Date

To: PROJECT COORDINATOR

KIJANI PEMBA PROJECT

LAY VULONTEERS INTERNATIONAL ASSOCIATION

MKUNGU MALOFA-TIBIRINZI

CHAKE CHAKE, PEMBA.

Dear Sir/Madam

We, the undersigned, offer to provide the consulting services for

..... *(Title of consulting services)* in accordance

With your Request for Proposal dated (.....) [Date] and our Proposal. Our attached Financial Proposal in terms of percentage of total project cost will be

(.....) *(Amount in percentage of the total construction cost) inclusive of the taxes*

We remain

Yours sincerely,

_____ *(Authorized Signature)*

_____ *(Name and Title of Signature)*

_____ *(Name of Firm)*

_____ *(Address)*



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10 CONSULTANT DECLARATION FORM

Reference	
-----------	--

In response to your call for proposal we, the undersigned, hereby declare that:

1 We have examined and accepted in full the content of the call for proposal _____.
We hereby accept its provisions in their entirety, without reservation or restriction.

2 Our firm/company has/have the following nationality: _____

3 We will inform the Client immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts.

4 We note that the Client is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

5 We accept the terms of payment indicated in the article 4. of the Tender Dossier (General conditions)

☐ YES

☐ NO

If NO, the terms of payment that we propose are

1 In case payment is anticipated, we are able to cover the amount of the advance with a bank guarantee.

☐ YES

☐ NO

If NO, can you please justify your position?

Place and date:

Name and First name:

Signature:

Duly authorized to sign this tender on behalf of: _____

Stamp:





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11. TENDER GUARANTEE FORM

To be completed on paper bearing the letterhead of the financial institution

For the attention of LVIA – **Lay Volunteer International Organization** referred to below as the
'Client.'

Date: _____

Title of contract: Consultancy service of Business Opportunities and Market Study for the Organic Fraction of Municipal Solid Waste (OFMSW) Chake Chake and Mkoani, Pemba.

Identification number: AID012590/08/9/2022/TZ/19

We, the undersigned, _____ (name and address of Financial Institution), hereby irrevocably declare that we will guarantee as primary obligor, and not merely as a surety on behalf of _____ (Tenderer's name and address) the payment to the contracting authority of TZS _____ (amount of the tender guarantee), this amount representing the guarantee referred to in article 11 of the contract notice.

Payment shall be made without objection or legal proceedings of any kind, upon receipt of your first written claim (sent by registered letter with confirmation of receipt) if the tenderer does not fulfil all obligations stated in its tender. We shall not delay the payment, nor shall we oppose it for any reason whatsoever. We shall not under any circumstances benefit from the defenses of the security. We shall inform you in writing as soon as payment has been made.

We note that the guarantee will be released at the latest within 45 days of the expiry of the tender validity period, including any extensions, in accordance with the Instructions to tenderers.

The law applicable to this guarantee shall be that of Tanzania. Any dispute arising out of or in connection with this guarantee shall be referred to the courts of Tanzania.

The guarantee will come into force and take effect from the submission deadline of the tender.

Name: Position:

Signature: Date:



ADMINISTRATIVE COMPLIANCE GRID

Activity: 3.2. Business Opportunities and Market Study for Organic fraction of Municipal Solid Waste

Project ref: LVIA/NDICI_AFRICA/2023/447-205/04_2025

Contract title:		Publication reference:							
Tenderer number	Name of tenderer	Is tenderer (consortium) nationality ¹ eligible? (Y/N)	Is documentation complete ? (Y/N)	Is language as required? (Y/N)	Is tender submission form complete? (Y/N)	Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable)	Declaration(s) of honour included? (Yes/No)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1									
2									
3									
Chairperson's name									
Chairperson's signature									
Date									

¹ If the tender has been submitted by a consortium, the nationalities of **all** the consortium members must be eligible.



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①

ACCOUNT NAME ②

IBAN/ACCOUNT NUMBER ③

CURRENCY

BIC/SWIFT CODE

BRANCH CODE ④

BANK NAME

ADDRESS OF BANK BRANCH

STREET & NUMBER

TOWN/CITY

POSTCODE

COUNTRY

ACCOUNT HOLDER'S DATA

AS DECLARED TO THE BANK

ACCOUNT HOLDER

STREET & NUMBER

TOWN/CITY

POSTCODE

COUNTRY

REMARK

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤

DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (Obligatory)

① Enter the final bank data and not the data of the intermediary bank.

② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.

③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.

⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.



PLEASE COMPLETE AND SIGN THIS FORM AND ATTACH COPIES OF OFFICIAL SUPPORTING DOCUMENTS (REGISTER(S) OF COMPANIES, OFFICIAL GAZETTE, VAT REGISTRATION, ETC.)

LEGAL ENTITY

PRIVACY STATEMENT

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

OFFICIAL NAME ①	<input type="text"/> <input type="text"/> <input type="text"/>		
BUSINESS NAME (if different)	<input type="text"/> <input type="text"/>		
ABBREVIATION	<input type="text"/>		
LEGAL FORM	<input type="text"/>		
ORGANISATION TYPE	FOR PROFIT <input type="checkbox"/> NON FOR PROFIT <input type="checkbox"/> NGO ② YES <input type="checkbox"/> NO <input type="checkbox"/>		
MAIN REGISTRATION NUMBER ③	<input type="text"/>		
SECONDARY REGISTRATION NUMBER (if applicable)	<input type="text"/>		
PLACE OF MAIN REGISTRATION	CITY	<input type="text"/>	
	COUNTRY	<input type="text"/>	
DATE OF MAIN REGISTRATION	<input type="text"/> DD	<input type="text"/> MM	<input type="text"/> YYYY
VAT NUMBER	<input type="text"/>		
ADDRESS OF HEAD OFFICE	<input type="text"/> <input type="text"/>		
POSTCODE	<input type="text"/>	P.O. BOX	<input type="text"/>
COUNTRY	<input type="text"/>	CITY	<input type="text"/>
PHONE	<input type="text"/>		
E-MAIL	<input type="text"/>		

DATE

STAMP

SIGNATURE OF AUTHORISED REPRESENTATIVE

① National denomination and its translation in EN or FR if existing.

② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.