

BIDDING DOCUMENT

**SUPPLY AND INSTALLATION OF THREE (3) COFFEE PULPING
MACHINES [ECOLOGICAL COFFEE WET MILLS COMPACT UNITS
(UCBES)] IN MBOZI DISTRICT, SONGWE REGION**

TENDER NUMBER: GNTZ/MPO/T/2025/003

SECTION I: INVITATION FOR TENDERS



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**[TENDER FOR
SUPPLY AND INSTALLATION OF THREE (3) COFFEE PULPING MACHINES
(Ecological Coffee Wet Mills Compact Units (UCBES) IN MBOZI DISTRICT, SONGWE
REGION]**

A. BACKGROUND

Good Neighbors International is an international humanitarian development NGO, founded in South Korea in 1991 and currently operates in 40 countries around the world to promote and protect child rights, strengthen global partnerships, and advocate the rights of the most vulnerable in a respectful and effective way. Good Neighbors Tanzania (GNTZ) has been present in Tanzania since 2005 and has been complimenting the government efforts in the areas of Health, Nutrition and WASH, Education, Livelihood Enhancement, Sponsorship Service and Child Protection.

This tender is part of the KOICA Coffee Project implemented in Mbozi District, Songwe Region under the support of Korea International Cooperation Agency (KOICA). The project serves Three AMCOS located in three different wards: Itumpi Mix AMCOS in Itumpi ward, Masangula AMCOS in Nyimbili ward and Milando AMCOS in Idiwili ward, Mbozi district, Songwe region. The total number of members of those AMCOS is 1,062 people.

Through this tender, GNTZ seeks qualified suppliers to supply and install Three (3) coffee pulping machines in Mbozi district, Songwe region.

This aims at improving coffee quality and productivity among farmers and AMCOS.

B. SCOPE OF WORK

The selected supplier shall supply pulping machines:

- I. Deliver, install and train board members on the functioning of Coffee Pulping Machines in three AMCOS (Itumpi Mix, Mbilidno and Masangula AMCOS) located in Mbozi district, Songwe Region.
- II. Ensure that the supplied items are certified by relevant authorities in Tanzania.

SECTION I – LETTER OF INVITATION

Date: August 07, 2025

Dear Sir/ Madam,

RE: TENDER FOR SUPPLY AND INSTALLATION OF COFFEE PULPING MACHINES FOR THREE (3) AMCOS IN MBOZI DISTRICT, SONGWE REGION.

Good Neighbors Tanzania invites sealed bids from qualified and experienced suppliers for the supply and delivery of coffee pulping machines. This includes supply, installation and trainings of CPU operators for three AMCOS in Mbozi

I. Eligibility requirement

To qualify for the supply of Coffee Pulping Machines, bidders must submit the following:

- Agro-dealer or machinery/tools license
- Certificate of incorporation
- Valid business license
- Tax clearance certificate
- Tax Identification Number (TIN) certificate
- VAT registration certificate (if applicable)
- Company profile (Including information on past experience, key personnel, and relevant projects)
- Bank statement for the past 6 months (stamped)

II. Specification

The Coffee Pulping Machine to be supplied must meet the following minimum technical specifications:

- Type: Ecological Pulping Machine (Eco-pulper)
- Processing Capacity: Capable of processing up to 2,500 kg of coffee cherries per hour
- Power Consumption: Within the range of 4 kW to 15 kW
- Water Usage: Less than 1 liter of water per 1 kg of coffee cherries processed
- Size: Approximately 3 meters x 3 meters
- Material: Constructed from stainless steel or mild steel
- Key Features:
 - Integrated demucilager unit
 - Operable using an engine (diesel or petrol)

III. Detailed technical and operational report

As part of the bid submission, each bidder is required to submit a detailed technical and operational report addressing the following aspects:

- Warranty Coverage and Duration

Clearly specify the scope of warranty, including components covered, and the duration of the warranty period.

- Preventive Maintenance Plan

Provide a proposed schedule and plan for preventive maintenance, including frequency and responsibilities.

- Response time for on-site repairs

Indicate the expected response time for attending to on-site repairs after receiving a service request.

- Availability of Spare Parts and Consumables

Confirm the availability of essential spare parts and consumables, and provide details on lead times for supply.

- Local Technical Support Presence

Provide information on the availability and location of local technical support teams, including contact details and capacity.

Failure to adequately address the above issues may result in disqualification or reduced evaluation scores during the technical assessment stage.

IV. Experience

Amount in TZS ‘000,000’

Two Contracts over [TZS 30,000,000] within the last 5 years per contract				
Purchaser	Value	Year	Type of machine supplied	Region of Destination

Requirement

- (Provide Two projects implemented within the last five years for procurement and installment of Pulping machine

Support document

Each contract add the following specific procurement documentation required and other support documents as listed below

1. One reference letter given by client (purchaser)

2. Copy of Manufacturer's warranty certificate
3. Technician (1) CV and certificate
4. procurement and inspection support documents for the machine

V. Price Schedule Form (Bid Price)

[The Tenderer shall fill in these Price Schedule Forms in accordance with the instructions indicated and shall be sealed in a separate envelope enclosed]

List	Supply, Installation, and Technical Compliance of Coffee Pulping Machine	Qty	Unit Price	Total Price (TZS)
1		3		
	VAT			
	TOTAL			

Total price in word
(Signed and tamped)

VI. Forms of Tender

Bidders are required to complete and submit all Forms of Tender in full and in the manner prescribed. Incomplete or improperly filled forms may lead to disqualification.

Sealed application documents should be delivered *at Goodneighbors Tanzania Office located in Mbozi District, Vwawa city, near the Regional offices (along Tazam road), Nselewa halmet, Mbozi District, Songwe region.*

The interested tenderer may obtain further information from Good Neighbors Tanzania- Mbozi Project office, Administration Department during normal working hours 0800-1600hrs excluding public holidays through Mbozi@goodneighbors.or.tz with copy to Procurement@goodneighbors.or.tz

Proposals will be open immediately thereafter in the presence of suppliers who choose to attend at Good Neighbors Mbozi Project Office 25th August 2025 at 11:30hrs. This advertisement is found at Mabumbe advertisement website.

Submission address:

Project Manager
Good Neighbors Tanzania – Mbozi Area Office
P.O BOX 292
Mbozi.

To be received on or before 25th August 2025 at 11:30 hrs

SECTION II -INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the invitation to Tender.

2.1.2 Good Neighbors Tanzania will evaluate and select successful tenderer among the firms submitted completed tender documents based on the criteria and requirement of qualification

2.1.3 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

2.2 Eligible Goods

2.2.1 All goods to be supplied under the contract shall have their origin in eligible source countries.

2.2.2 For purposes of this clause, “origin” means the place where the goods are produced. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components

2.2.3 The origin of goods is distinct from the nationality of the tenderer.

2.3 Cost of Tendering

2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

2.4 Tenderers eligibility

2.4.1 The tender document comprises the required documents listed for tenderers to be eligible for this tender

N/B: - Full compliance by the tenderers shall be required to proceed to the next stage of evaluation. Failure to provide any of the listed requirements shall lead to disqualification.

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents.

Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will result in the rejection of its tender.

2.5 Clarification of Documents

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity’s address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than two (2) days prior to the deadline for the submission of tenders, prescribed by the procuring entity.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 2 days except for the last two days up to the deadline of receiving the request to enable the tenderer to make timely submission of its tender.

2.6 Amendment of Documents

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

2.7 Language of Tender

2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in the English language.

2.8 Documents Comprising of Tender

The tender prepared by the tenderers shall comprise components as indicated in the tender document

2.9 Tender Forms

2.9.1 The tenderer shall complete the Tender Form appropriately based on the format and requirement as indicated in the tender documents.

2.10 Tender Prices

2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods (three pulping machine)

2.11 Tender Currencies

2.11.1 Prices shall be quoted in Tanzanian Shillings

2.12 Format and Signing of Tender

2.12.1 The tenderer shall prepare document and mark one as **ORIGINAL** and one as **COPY for** the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.12.2 The original and copy of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.12.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.13 Sealing and Marking of Tenders

2.13.1 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” The envelopes shall then be sealed in an outer envelope.

2.13 The inner and outer envelopes shall:

be addressed to the Procuring entity at the address given in the Invitation to Tender:

Bear the tender number and name in the Invitation for Tenders and the words, “**DO NOT OPEN BEFORE,**” on **25th August 2025 at, at 11.30 a.m.**

The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

If the outer envelope is not sealed and marked as required by paragraph 2.13, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening

2.14 Preliminary Examination

2.14.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.14.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amounting words will prevail.

2.15.3 Tender shall be valid for 60 calendar days after opening.

2.15 Award of Contract

Post-qualification

2.15.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated and having quality items responsive tender is qualified to perform the contract satisfactorily.

Award Criteria

2.15.3 The Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

Procuring entity’s Right to Vary quantities

2.15.4 The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

2.16 Notification of Award

2.16.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

SECTION III -FORMS OF TENDER

3.1 Form of Tender

Date: *[insert date of Tender]*

[Tender No.: [specify number]]

[Insert: name of Contract]

To: **[PE:** *insert Name and address of PE]*

Having examined the Tendering Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver [three] *[description of goods and services]* in conformity with the said Tendering 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.

We declare that our tendering price did not involve agreements with other tenderers for the purpose of tender suppression.

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

If our Tender is accepted, we undertake to provide a Performance Security in the form, in the amounts, and within the times specified in the Tendering Documents.

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

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

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

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

We certify/confirm that we comply with the eligibility requirements of the Tendering Documents

Dated this _____ day of _____ 20____.

(Name)

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

3.2 Special Power of Attorney

I the undersigned *[insert name]* being *[insert designation]* of *[insert name of the company]* of *[insert company address]* having its registered office at *[insert physical address of company]*;

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE, I *[insert name]* by virtue of authority conferred to me by the Board Resolution No *[insert Board Resolution Number]* of *[insert day]* day of *[insert Board Resolution month and year]*, do hereby ordain, nominate, authorize, empower and appoint *[insert name]* 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. *[insert tender number]* that is to say;

To act on my behalf or 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 duly 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 place]* for and on behalf of *[insert name of the company]*

.....

SIGNED AND DELIVERED by the said
[*insert name of Donor*] Identified to me
by[*insert name*]
The latter being known to me personally

}
this [*insert date, month and year*]
}

.....
DONOR

BEFORE ME:

Name:.....

Address:.....

Qualification:.....

Signature:
COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name*] 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 being known to me personally this
[*insert date, month and year*],

}
}
}

DONEE

BEFORE ME

Name:.....

Address.....

Qualification:.....

Signature:
COMMISSIONER FOR OATHS

3.3 Tenderer Information Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Tender Submission]*

Tender No.: *[insert number of Tender]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JVCA, legal name of each member: <i>[insert legal name of each member in JVCA]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>

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3.4 Financial documents

The Tenderer to provide copies of financial statements for *the last 2 years*. The financial statements shall:

- (a) reflect the financial situation of the Tenderer
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.

3.5 Litigation Status

Bidders must disclose all litigation history from the past five (5) years, including case details, parties involved, nature of the dispute, status/outcome, and any potential impact on contract performance. Non-disclosure or false information may lead to disqualification.

3.6 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 tendering process]*

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

To: *[insert complete name of PE]*

We, the undersigned, declare that:

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

We accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender; or
- (c) having been notified of the acceptance of our Tender by the PE during the period of tender validity, (i) failure to sign the contract if required by PE 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.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (60) days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the tender for and on behalf of: *[insert complete name of Tenderer]*

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

[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.]

3.7 Anti-Bribery Policy

Each Tenderer must submit a statement, as part of the tender documents, in the given format which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the tendering company and, where relevant, of its subsidiary in the United Republic of Tanzania.

(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446 of 2013)

This company _____ (*name of company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of our Anti-Bribery Policy/Code of Conduct and Compliance Program are attached

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

3.8 Eligible Countries

Tender No.: *[insert Tender Number and Particulars]*

All countries are eligible except countries subject to the following provisions. A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Tanzania prohibits commercial relations with that country, provided that the Government of Tanzania is satisfied that such exclusion does not preclude effective competition for the provision of goods or related services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Tanzania prohibits any import of goods from that country or any payments to persons or entities in that country.

34.			
Review of Procurement Decisions			
35.	PPRA's Address	47.1	<p>The Address of PPRA to submit a copy of complaints:</p> <p>The Chief Executive Officer, Public Procurement Regulatory Authority Kambarage Tower, 9th Floor, PSPF Road, P.O. Box 2865, 41104 Dodoma, TANZANIA. Tel: +255 26 2963854 E-mail: ceo@ppra.go.tz Web: www.ppra.go.tz</p>
36.	PPAA Address	49.1	The address for Appeals to PPAA:

Ser. No.	Required Information/Data	ITT Clause	Information/Data to be Filled by the PE
			<p>The Executive Secretary, Public Procurement Appeals Authority, Ministry of Finance and Planning, 1 Madaraka Street, P.o.Box 9310,11468 Dar es Salaam. Telephone +255 22 2120451 Mobile:+255743505505 Fax + 255 022 2120460 Email: info@ppaa.go.tz or es@ppaa.go.tz Website www.ppaa.go.tz</p>

