

**BUSINESS ENVIRONMENT GROWTH AND INNOVATION (BEGIN) PROJECT
SUPPLY AND DELIVERY OF FURNITURE TENDER FED/2020/430-034/Supp/05 AND
SUPPLY AND DELIVERY OF VEHICLES FED/2020/430-034/Supp/07**

**MINUTES OF THE CLARIFICATION MEETING HELD IN DAR ES SALAAM AT THE
MINISTRY OF FINANCE DAR ES SALAAM OFFICE**

DATE: 7 DECEMBER 2023

PARTICIPANTS

S/N	NAME	ORGANIZATION	TITLE IN COMMITTEE
1	Ibrahim Muhazi	Office of the National Authorizing Officer for EDF - ONAO	CHAIRMAN
2	Natasha Ngowi	President's Office Planning and Investment	SECRETARY
3	Raniero Leto	EU Delegation	OBSERVER
4	Janet Mortoo	EU Delegation	OBSERVER
5	Jean De Coster	EU Delegation	OBSERVER
6	Alphonse Malibiche	President's Office Planning and Investment	MEMBER
7	Upeo Sanga	President's Office Planning and Investment	MEMBER
8	QS. Kelvin Temba	Jaffery Ind. Saini Ltd	TENDERER
9	Jackson D. Jared	Toyota Tz LTD	TENDERER
10	Samih Salum	Darworth Ltd	TENDERER
11	Amina Urassa	Empress Furniture	TENDERER
12	Rahm Chohan	Furniture Centre	TENDERER
13	Sheila Hemed	Furniture Centre	TENDERER
14	Alfred Minja	AMC Tanzania	TENDERER
15	Salumu M. Jafari	CMC Automobiles	TENDERER
16	Emakulata J. Tarimo	CMC Automobiles	TENDERER

AGENDA OF THE MEETING

1. Opening of the meeting and Introduction.
2. Brief of the Project and Tender Dossier
3. Questions and Clarifications
4. Closing of the Meeting

1.0 OPENING OF THE MEETING

The chairperson opened the meeting at 10:00am local time by welcoming all the members to the clarification meeting and by introducing the clarification tripartite panel consisting of the President's Office - Planning and Investment (Contracting Authority), Tanzania EDF National Authorizing office representation and the European Union (EU) (Financier). The chairperson also allowed all other members to introduce themselves by mentioning their names and the company they represent. After introductions, the chairperson welcomed the team from the contracting authority to give a brief history of the project and the tender dossier.

2.0 BRIEF OF THE PROJECT AND TENDER DOSSIER

It was explained that, the Government has been implementing the Blueprint for Regulatory Reforms in Tanzania since its approval in 2018 and the approval of the Blueprint Action Plan (BAP) in 2019. In this time frame to-date, there are a number of reforms that have been implemented including the simplification of business processes such as registration, certificates and licenses; harmonization of institutions mandates; Establishment online services by various government institutions and many more.

It was also noted that the Blueprint for Regulatory reforms is currently being implemented through the Business Environment Growth and Innovation (BEGIN) project funded by the European Union and implemented by the President's Office Planning and Investment. Due to the various needs of the aforementioned project, a tender dossier was published on 28th November 2023 on the President's Office Planning and Investment website and in 3 local newspapers (Mwananchi, Daily News and Citizen of the same date) with the deadline for submission dated 28th December 2023.

A brief overview of the entailed documents available in the tender dossier was provided and with reference to previous tenders more clarification was given on how best to describe the proposed supply / what is offered in the Technical Specifications. It was emphasised that the tenderer would need to clearly spell out what specification their items have in the column provided for it. In addition, the attention was drawn to the selection criteria, to comply with providing all requested information.

Also, the Instruction to Tenderer **Article 11** on Content for Tenders was explained with emphasis on the Technical Offer, Financial Offer and various Documentations required to be submitted.

The tenderers that attended the clarification meeting confirmed to have seen the advert and received the electronic tender dossier hence they were aware of the deadline of submission of questions (7/12/2023) and they understood that the contracting authority has until 20/12/2023 to respond to any questions posed.

3.0 TENDERER QUESTIONS AND ANSWERS CLARIFICATIONS

Question 1: What is the type of hardwood that is required by the contracting authority in the tender dossier under technical specification?

Answer: Any type of hard wood material is acceptable. Further to this, it was emphasized that (i) the specifications required in the Annex II + III: Technical Specifications + Technical Offer are minimum requirements and that (ii) the supplier must detail what the offered supply/specifications offered instead of writing “comply”.

Question 2: Can the contracting authority provide pictures or samples of what they need?

Answer: No pictures or samples will be provided by the contracting authority, rather the tenderers are strongly encouraged to provide pictures, brochures or any elaborations of the offered items in together with their tender.

Question 3: Where is the location and time of opening of the tender to take place?

Answer: The Location of Opening of the Tender for Furniture will be in Dodoma at Mkandarasi Place, Third floor at the Conference Room at 13:00 pm; and

The Location of Opening of the Tender for Vehicles will be in Dodoma at Mkandarasi Place, Third floor at the Conference Room at 11:00 am.

Question 4: Clarification on the size of chair on item 2.2 of the technical specifications, Size: Minimum (length x width x height) 102 x 50 x 52 cms; Most specifically what 102 means?

Answer: The size of the chair are as follows Length is 102 cms, Width is 50cms and Height is 52 cms.

Question 5: Do the Rules of Origin apply to all Lots?

Answer: The supplier will provide the proof of Origin of the product depending on the Lot provided that the cost is equal to EUR 100,000 or above. Also under item 4 of the instructions to the tender document clearly elaborated more on the rules of Origin and also available on the link below:- https://wikis.ec.europa.eu/download/attachments/44168960/a2a_ecprogramm es_eligibility2014_2020_en.docx.

Question 6: Where will the two sided storage draws be located on the tables Item 1.3 of Technical Specifications?

Answer: It is not specified on the location of the two sided storage draws hence it will depend on the suppliers design as long as the supplier meets the minimum required specifications indicated in the Annex II + III: Technical Specifications + Technical Offer of the tender dossier.

Question 7: Will the two sided storage draws be fixed or mobile?

Answer: The design of the two sided draws will depend on the design of the tables provided by the supplier as long as the supplier meets the minimum required specifications indicated in the Annex II + III: Technical Specifications + Technical Offer of the tender dossier.

Question 8: Can tenderers of motor vehicles offer both manual and automatic gearbox under Technical Specifications item 2.4.2?

Answer: Tenderers are not allowed to submit more than one tender for the same lot.

Further clarifications were given on the possibility of the supplier to provide discounts. This was referred to Instruction to Tenderer item 7.

Question 9: Where is the location of the delivery of tables and chairs?

Answer: Delivery of tables and chairs will be in Dodoma at National Electoral Commission (NEC), Uchaguzi Road, Njedengwa Uchaguzi House as described on Article 29 of the Special Condition of the tender dossier.

Also it was clarified that the delivery of the vehicles will be in Dodoma at the President's Office, Planning and Investment as described on Article 29 of the Special Condition of the tender dossier.

Question 10: What are the purpose of the furniture?

Answer: All furniture procured is for office use.

4.0 CLOSING OF THE MEETING

The Chairperson closed the clarification meeting at 11:25am local time by thanking all the participating parties for showing interest and for the questions posed and hoped to receive well prepared tenders before the deadline.