

BUSINESS ENVIRONMENT GROWTH AND INNOVATION (BEGIN) PROJECT

SUPPLY AND DELIVERY OF; I) ICT EQUIPMENT, II) CAMERA EQUIPMENT AND ACCESSORIES AS WELL AS THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF; III) VIDEO CONFERENCE EQUIPMENT FOR THE PRESIDENT'S OFFICE PLANNING AND INVESTMENT FED/2020/430-034/SUPP/06

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

DATE: 18 DECEMBER 2023

PARTICIPANTS

S/N	NAME	ORGANIZATION	TITLE COMMITTEE IN
1	Ibrahim Muhazi	National Authorizing Officer's Office-ONAO	Chairman
2	Natasha Ngowi	President's Office Planning and Investment	Member
3	Janet Mortoo	EU Delegation	Observer
4	Alphonse Malibiche	President's Office Planning and Investment	Member
5	Jesse Chonde	President's Office Planning and Investment	Member
6	Upeo Sanga	President's Office Planning and Investment	Secretary
7	Edda Manyanda	National Authorizing Officer's Office Office- ONAO	Member
8	Ezra Ogutu	M/s. Darworth LTD	Tenderer
9	Evelyne Meede	M/s. Cats LTD	Tenderer
10	Mahmood Khatu	M/s. Cats LTD	Tenderer
11	Alex Raphael	M/s. Paones	Tenderer
12	David Muhode	M/s. Softnet Technologies LTD	Tenderer
13	Imelda Gaudence	M/s. Nehos General	Tenderer
14	Christopher Mbise	M/s. Mars Communication	Tenderer
15	Muyabi Joseph	M/s. Infosys IPS(T) LTD	Tenderer
16	Exaud N. Mlay	M/s. IJED INC LTD	Tenderer
17	Iman Mbwaga	M/s. MC AND IS Company LTD	Tenderer
18	Vanessa S. Satu	M/s. Alkanet(T) Limited	Tenderer
19	Sojo S.M	M/s. Alkanet(T) Limited	Tenderer

20	David Cosmas	M/s. Iceen Comms LTD	Tenderer
21	Sara Kihomwe	M/s. Jemo Investment	Tenderer
22	Sarafina Nyakamwe	M/s. Aplite Consulting Company	Tenderer
23	David Mosha	M/s. Computer Center Tz	Tenderer
24	Dennis Elisha	M/s. Inventions Technologies	Tenderer
25	Stanley Amazuku	M/s. Active Technology	Tenderer
26	Phinias Mutta	M/s. Tera Technology	Tenderer
27	Eva Charles	M/s. Tera Technology	Tenderer
28	Shaib Hassan	M/s. Firebrand Tech. LTD	Tenderer
29	Neema Kamwela	M/s. MFC Documents Solution	Tenderer
30	ILham Mwema	M/s. Dolphin Professional Service Limited (DPSL)	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 10:00 am local time by welcoming all the members to the clarification meeting and introducing the clarification tripartite panel. The panel consists of the President's Office - Planning and Investment (Contracting Authority), Tanzania Office of National Authorizing officer's office for EDF representation, and the European Union (EU) representative - (Financier). The chairperson also allowed all other members to introduce themselves by mentioning their names and the companies they represent. After the 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 THE 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, several 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 for supply of ICT equipment was published on 05th December, 2023 on the President's Office Planning and Investment website and in three local newspapers, namely Mwananchi, Daily News and Citizen, all dated the same day, with the deadline for submission of 8th January, 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.

Tenderers who attended the clarification meeting confirmed that they have seen the advertisement and received the electronic tender dossier.

3.0 TENDERER QUESTIONS AND ANSWERS CLARIFICATIONS

Question 1: Will the tender documents be submitted in hardcopy or soft copy?

Answer: Submission of the tender documents should be by hard copy and not soft copy and before the deadline as indicated in Article 10 of the instructions to the tenderers document to the following address:

BEGIN Imprest Administrator
President's Office Planning and Investment
P.O. Box 104
Dodoma, United Republic of Tanzania

If the tenders are hand delivered, they should be delivered to the following address during working hours i.e., from 9.00 am to 12:00 noon:
President's Office Planning and Investment, BEGIN Support Unit
Mkandarasi Place (CRB) Third Floor Conference Room
DODOMA - TANZANIA

Question 2: The tender form is a bit complicated, could you please explain how to fill it?

Answer: The tender form and other forms are available online on the following link <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesC> (CH.4): Supplies. The tender dossier document is designed to guide tenderers on how to fill the required information.

Question 3: What currency will be used?

Answer: The currency to be used for the financial offer should be in local currency (TZS).

Question 4: Point 4 of the Instructions to Tenderers on the Rules of Origin: Which countries are allowed and not allowed to supply from?

Answer: Goods may originate from the eligible countries listed under Part II of this document: https://wikis.ec.europa.eu/download/attachments/44168960/a2a_ecprogramm es_eligibility2014_2020_en.docx. Also refer to point 4 of the instructions to the tenderers, for further clarification.

Question 5: Can the supplier submit tenders for different Lots or just for one Lot?

Answer: As indicated on point 7 of the instructions to the tenderers, the tenderer may submit a tender for one lot, several or all lots. Each lot will form a separate contract and the quantities indicated for different lots will be indivisible. The tenderer must offer the whole of the quantity or quantities indicated for each lot. Under no circumstances must tenders be considered for part of the quantities required.

If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

It shall be noted that each lot will require a full set of tender documents including the required number of copies.

Discounts can be offered, as described in point 7 of the instructions to tenderers.

Question 6: What documents should be filled by the supplier?

Answer: The various documents to be filled by the tenderer are listed under point 11 of the instructions to tenderers. Tenderers are invited to read all tender documents very carefully.

Question 7: Item 1.2 and 1.3.2 of the technical specifications identifies the minimum number of sheets required, what is the maximum number?

Answer: Tenderers have to comply with the minimum requirements specified in the procurement documents. Any offered technical specifications above the minimum requirements will be considered equally.

Question 8: Request for extension of deadline due to the holiday seasons and most offices being closed?

Answer: This request was noted and will be submitted to the decision makers as requested. Therefore, the current timeline remains as indicated in the tender documents. Should any changes occur, information will be published in due time.

Question 9: Technical Specification Item 1.5 UPS, what exact UPS's are needed is it online or offline UPS's?

Answer: The UPS's offered could either be online or offline provided that the UPS's offered by the tenderer meets the minimum requirements of the technical specifications.

Question 10: For Lot 3; what is the size of the conference room and if there are any data points?

Answer: The devices required for Lot 3 will be moved across different conference rooms therefore, it will not be necessary for the contracting authority to disclose the size of the conference room; all conference rooms have multiple data points.

4.0 CLOSING OF THE MEETING

The Chairperson emphasized tenderer's to fill in clearly the technical specification as indicated in the template, instead of saying comply or copy and paste the description. Tenderers are supposed to mention precisely what they will offer, pictures or brochures can be added to further clarify. The chairperson reminded attendees that the EU procurement procedures have been used in the country for many years and various local entities were able benefited from this mode of operations.

The chairperson closed the clarification meeting at 11:15am local time by thanking all the participating parties for showing interest and for the questions raised and hoped to receive well prepared tenders even before the deadline.