

BUSINESS ENVIRONMENT GROWTH AND INNOVATION (BEGIN) PROJECT
SUPPLY AND DELIVERY OF ONE (1) NEW 4WD STATION WAGON VEHICLE AND THREE (3) NEW
4WD PICKUP DOUBLE CABIN VEHICLES FED/2020/430-034/Supp/08

CLARIFICATION MEETING

MINUTES

DATE: 27 SEPTEMBER 2024

PLACE: MINISTRY OF FINANCE
OFFICE DAR ES SALAAM

PARTICIPANTS

S/N	NAME	ORGANIZATION	TITLE IN COMMITTEE
1	Edda Manyanda	Office of the National Authorizing Officer for EDF	CHAIRPERSON
2	Natasha Ngowi	President's Office Planning and Investment	SECRETARY
3	James Medard	EU Delegation in the United Republic of Tanzania	MEMBER
4	Upeo Sanga	President's Office Planning and Investment	MEMBER
5	Jackson D. Jared	Toyota Tanzania LTD	SUPPLIER
6	Sharifa Ally	Diamond Motors	SUPPLIER
7	Salumu Mohamed Jafari	CMC Automobiles	SUPPLIER

AGENDA OF THE MEETING

1. Opening of the meeting and Introduction.
2. Brief of the Project and Tender Dossier
3. Supplier Questions and Clarifications
4. Any Other Business (AOB)
5. Closing of the Meeting

1.0 OPENING OF THE MEETING

The chairperson opened the meeting at 10:15 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), Office of National Authorizing Officer for EDF representative-(Ministry of Finance), and the European Union (EU) Delegation in the United Republic of Tanzania 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 explained the main objective of the meeting and

welcomed the team from the Contracting Authority to give a brief explanation 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. 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.

It was also noted that the tender dossier was published on 19th September 2024 on the President's Office Planning and Investment website and in 3 newspapers (Daily News, Mwananchi and Citizen Newspapers of the same date) with the deadline for submission dated 18th October 2024.

The suppliers 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 (27/09/2024) and they understood that the contracting authority has until 10/10/2024 to respond to any questions posed.

It was emphasized to the tenderer to understand published tender dossier and to follow the instruction to the Tender as indicated in **Article 10 and 11** and various documents required during tender submission.

3.0 SUPPLIERS'/ TENDERERS' QUESTIONS AND CLARIFICATIONS

Question 1: What is the location of the delivery of the vehicles?

Answer: It was clarified that delivery of vehicles will be in Dodoma at President's Office, Planning and Investment as described on Article 29 of the Draft contract Special Condition included in the tender documents.

Question 2: During submission of tender dossier what are the address they are supposed to address on the tender submission?

Answer: It was clarified basing to instruction to Tenderer Article 10 that tender submission envelop should be addressed to BEGIN Imprest Administrator, President's Office Planning and Investment, P.O. Box 104 Dodoma, United Republic of Tanzania
Telephone: +255 (026) 2962384
E-mail: beginproject@planninginvestment.go.tz

If the tenders are hand delivered, they should be delivered to the following address during working hours i.e., from 09:00 am to 15:00 pm:

President's Office Planning and Investment
BEGIN Support Unit
Mkandarasi Place (CRB), Third Floor, Conference Room
DODOMA - TANZANIA

Question 3: A supplier representative asked for the delivery period of the supplies after signing of the contract.

Answer: It was clarified basing to article 19.1 of the Draft Contract special condition, the delivery period of implementation of tasks will be 90 calendar days from commencement date.

Question 4: A supplier representative needed clarification of Instruction to Tender under Article 20.7 on Documentary evidence if all documents should be attached as the tender is being submitted or If the supplier should wait for an email from the evaluation committee to attach evidence of what is required.

Answer: It was clarified that all Instructions to Tender should be followed diligently as per each sections requirement without fail. It was insisted to make use of the various templates provided and it was allowed that attached evidence for each response including pictures, brochures and any other relevant documents may be provided in the tender submission.

Question 5: why it takes too long time to notified tenderers on the tender submission results, who has won the tender and reason for winning compared to other tenderers?

Answer: It was clarified that this tender is as per EU procurement procedures which regards fairness and equal opportunity to all suppliers. Sometimes evaluation team needs to request some clarification from suppliers when documents are not clear. Therefore it was advised tenderers to follow instruction carefully as instructed in the tender documents. It was also advised that the tenderers should check the provided calendar (article 10 and 11of the Instruction to Tender document of the published tender dossier

The concern of the delays will be taken into account during the evaluation process.

Question 6: Supplier representative asked why the tender opening date is different from the date for the submission deadline:

Answer: The tender process provides fairness to all bidder, therefore the period differ from deadline to provide allowable time to receive tenders which have been sent by post. It was also explained the deadline for submission is the same for all deliveries, hand delivery or by post.

4.0 ANY OTHER BUSINESS

There was no any other business during the clarification meeting.

5.0 CLOSING OF THE MEETING

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