



Wake Up and Support Others Organisation (WASO)

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## PRE-QUALIFICATION SUPPLIERS REGISTRATION QUESTIONNAIRE

10<sup>th</sup> October 2023 – 20<sup>st</sup> october 2023

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## PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

WASO is a Non-profit and Non-Governmental Organisation (NGO) that primarily focuses on Key and Vulnerable Populations' (KVPs) rights to access health services, education, and economic opportunities. The commitment of the organization is to promote, support and advocate for KVPs to ensure they access the services irrespective of gender, age, and other whatsoever status.

WASO headquarters is located at Yombo Vituka ward in Temeke, Dar Es Salaam, Tanzania. Initially the organisation started operations as Community Based Organisation (CBO) in 2009; thereafter in 2015 it got registered to operate in Tanzania Mainland as a Non-Governmental Organization (registration No. ooNGO/oooo7773) under NGO ACT of 2002.

Current WASO implemented project, the "EpiC project" with USAID funds following an agreement with the FHI360 to strategically work in collaboration with the Council Health Management Teams (CHMT), Community Health Providers (CHPs) and Peer Educators (PEs) to improve the lives of Key Populations (KPs) by providing continuum HIV care to the KPs in Facility and in the community. The project was implemented in Temeke district in eight (8) wards that include Kilungure, Keko, Kibondemaji, Mbagala Kuu, Toangoma, Mibulani, Kijichi, and kurasini. In FY24, WASO will expand the coverage to Kigamboni MC covering nine wards: Tungi, Kisarawe2, Vijibweni, Somangila, Kibada, Kimbiji, Pemba Mnazi, Mji Mwema, and Kigamboni.

WASO seeks to invite interested and eligible organizations to submit applications for the pre-qualification of suppliers.

### DETAILS FOR SUBMISSIONS OF THE PRE-QUALIFICATION DOCUMENTS

The pre-qualification documents must be attached in an email and subject line indicating clearly the appropriate **reference number(s)** and **category name (s)** being applied for, and sent through the email before the deadline.

Bids containing any other external markings that can identify the vendor or that are addressed to individuals will be **disqualified**. For any clarifications, please contact us on the above respective numbers and **email us on [waso.orgtz@gmail.com](mailto:waso.orgtz@gmail.com) or [info@waso.or.tz](mailto:info@waso.or.tz)**

### CATEGORIES FOR SUPPLY OF GOODS AND SERVICES

Reference Number	CATEGORY A: SUPPLY OF GOODS
PI/21/2023	Supply of Office Furniture's and Fixtures
PI/22/2023	Supply of Branded Items and Promotional Materials
	CATEGORY B: PROVISION OF SERVICES
PI/23/2023	Provision of catering services and conference venue



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PI/24/2023	Provision of Audit reports, filling audit and Tax services
PI/25/2023	Provision of Car Hire and Taxi Services
PI/26/2023	Provision of General Stationaries, Office Machines, utilities and Sanitary
PI/27/2023	Provision of Maintenances services of office Machines. Eg scanners laptops photocopiers computers software UPS toners and accessories
PI/28/2023	Provision of internet services
PI/29/2023	Provision of Legal services
PI/30/2023	Provision of insurance services
PI/31/2023	Provision of security services

WASO reserves the right to accept or reject any application either in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**Only successful organizations will be contacted.**

**Please complete the form below and submit with the requested attachments.**

#### PRE-QUALIFICATION INSTRUCTIONS

1. WASO herein referred to as the organization, requests applicants/candidates who meet the criteria set out by the organization to apply for registration of pre-qualification.
2. The pre-qualification objective is to supply and deliver assorted items and also provide services under the relevant tenders/quotations to WASO on and as when required during the stated period.
3. Registered suppliers of goods and services under the Laws of Tanzania are invited to submit their pre-qualification documents to WASO that they may be pre-qualified for submission of quotations. The prospective suppliers are required to supply mandatory information for pre-qualification.
4. Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to NGOs/Corporations/Institutions/Government of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.
5. This invitation of application for pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.



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6. This document includes questionnaire forms and documents required of prospective suppliers.
7. The successful applicants will be registered on WASO suppliers list for the period of one or two years from the date of contract commencement and the organization will only deal with the firms that are registered.
8. Applicants must submit a *duly* completed and signed Confidential Business Questionnaire provided herein as Appendix 'A'.
9. WASO reserves the right to request the submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
10. The organization will ensure information that is received from companies is treated with the utmost confidentiality and shall be for the sole use of the organization.
11. The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
12. Failure to submit any of the mandatory requirements will lead to automatic disqualification from the exercise.

#### **ESSENTIAL CRITERIA FOR PRE-QUALIFICATION**

##### **Experience**

- a. Prospective Bidders shall have at least three (3) years' experience in the supply of goods and services.
- b. WASO reserves the right to request additional qualification information as the tender/quotation stage to suit particular procurement.
- c. Share contracts of previous works done and/or recommendation letters.

##### **Capacity to deliver in the expected duration and Convenient**

- a. Prospective suppliers require special experience and capability to organize supply and delivery of items or services at short notice and on time.
- b. Prospective suppliers require be convenient, easy, or very useful or suitable for particular purpose.
- c.

##### **Price and Quality**

- a. Maintain high standards while still charging reasonable prices.
- b. Fair and reasonable price for goods and service for both parties.



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- c. The amount based upon the agreed conditions, promised quality and timelines of contract performance.

#### **Financial Capability**

- a. The supplier's financial capability will be determined by the latest financial statement submitted with the pre-qualification document as well as letters of reference from their bankers regarding suppliers/contractor's credit position if applicable.
- b. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.
- c. Special consideration will be given to the financial capability to execute orders.

#### **Personnel**

- a. The suppliers/contractors/consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment.
- b. Curriculum Vitae (CVs) of the key personnel for individuals or groups that will execute the contract must be indicated in Part I if applicable for service.

#### **Past Performance**

- a. Past performance will be given due consideration for any pre-qualifying bidders.
- b. Letters of reference/recommendation from past customers should be attached.

#### **Premise**

The Firm must have a **registered** and **fixed** business premise in Tanzania, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

#### **Statutory Obligations**

The firm must show proof that it has paid statutory obligations and has a valid Tax compliance certificate from the Tanzania Revenue Authority (TRA).

## **PRE-QUALIFICATION EVALUATION CRITERIA**

### **REQUIREMENTS**



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No.	Requirement	Score
1.	Certified Copy of Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	Quotation/proposal Price for Products and Service applied	Optional
4.	Single Business Permit From County/Municipal Council or certificate/letter of exemption for professional services from the municipal authorities.	Mandatory
5.	Evidence Of physical Registered office	Optional
6.	Annual Financial statement or Income Statement of the current or prior year.	Optional
7.	A minimum of three reference letters from current clients i.e. For the period 2020 – 2022.	Optional

### TECHNICAL EVALUATION

No.	Requirements (Submit evidence)	Score (%)
1.	Registration documentation e.g. Certificate of Incorporation, Valid Tax Compliance Certificate and Pin/Value Added Tax (VAT)	25
2.	Evidence Of physical Registered office	10
3.	Other certification e.g. LATRA, OSHA	5
4.	Man Power/Staffing	10
5.	Technical Capability	15
6.	Past Performance & Experience e.g. provide contracts/Local Purchase Orders (LPOs)/Recommendation letters	15
7.	Financial capability e.g. recent audit report, income and expenditure report	20
	<b>TOTAL</b>	<b>100</b>
	<b>PASS MARK</b>	<b>75</b>



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PART I. SUPPLIER REGISTRATION QUESTIONNAIRE

**1. Business Name**

.....

Tin No. .... VAT Reg. No. ....

(Attach Copy Registration Certificate)

**2. Category applied for.....**

Item Description: .....

**3. Experience:**

State the number of years the company has been in similar business

.....

**4** Have you previously dealt with WASO? If yes, state nature of business.

.....

**5. Financial Strength**

Provide copies of the company's audited account for the prior year's **.If Applicable**

**6. Delivery & Logistics**

a) State location of registered office, warehouse and space whether owned/rented indicating:

i. Building.....

.....

ii. Street/Road.....

.....

iii. City/Town.....

.....



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7. Specify the amount of business you can handle at any one time  
.....

8. Give any other information that you feel is relevant for purpose of  
Pre-qualification as a supplier.....

ADDITIONAL INFORMATION

1. **Bank details:**

Bank Name	Account Number	Bank Address

**PAST EXPERIENCE/REFERENCE CLIENT DETAILS**

Please provide at least three major supplies/projects/assignments you have undertaken relevant to the good/services you are bidding for, performed over the last three years. The referees can both sign and stamp below.

1. Client name(Organization) .....

Address.....

Tel No.....

Contact person.....

Position in the organization.....

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client .....

(Attach Documentary Evidence of Existence of Contract)

2. Client name(Organization) .....

Address.....

Tel. No.....

Contact person.....

Position in the organization.....

Value of Contract .....

Duration of Contract (date).....

Signature and stamp of client .....

(Attach Documentary Evidence of Existence of Contract)





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**PART II. CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**NB:**

Appendix "A", Declaration Form Appendix "B" and Conflict of Interest Form Appendix "C"

**APPENDIX "A" CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give particulars indicated in part 1 whichever applies to your type of business.

**You are advised that it is a serious offence to give false information on this Form.**

**Part 1 General**

Business Name.....

Location of business premises; Country/Town.....

.....

Plot No.....Street/Road.....

Postal Address.....Tel .....

No.....

Fax No.....

E-mail.....

Nature of Business.....

Current Trade License No.....Expiring date.....

Maximum value of business, which you can handle at any time:

Tshs...

Name of your bankers.....

Branch.....

Date.....Signature of Applicant.....



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\*If Tanzania Citizen, indicate under "Citizenship Details" whether by Birth or Registration.

### APPENDIX "B" DECLARATION FORM

I/We.....hereby declare:

- ✓ That the information given above is true and further state that I/We also understand the purchase of this form does not guarantee registration.
- ✓ That I/We are not insolvent/in receivership, bankrupt or being wound up, business activities not suspended/not subject to legal proceedings.
- ✓ That I/We have legal capacity to enter into contract.
- ✓ That I/We have fulfilled obligations to pay taxes/social security contributions.
- ✓ That if the legal, technical, financial position, or the contractual capacity of the firm changes, we commit ourselves to inform you and acknowledge your sole right to review the pre-qualification made.
- ✓ That I/We understand that I/We shall be disqualified should the information submitted here for purpose of seeking qualification be materially inaccurate or materially incomplete.
- ✓ That I/We give WASO, authority to seek any other references concerning my/Our Company from whatever sources deemed relevant.
- ✓ That if pre-qualified, I/we undertake to participate in submission of a tender or quotation when called upon to do so.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....



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**APPENDIX "C" CODE OF ETHICS AND CONFLICT OF INTEREST DISCLOSURE FORM**

WASO Procurement guidelines stipulate that WASO should not permit reciprocity in any purchase transactions. Any reciprocal financial transactions between a supplier and an employee, whether before or after pre-qualification, are prohibited. It does not matter that the transaction is at arm's length or not.

In view of the above, outlined below are the guidelines on code of ethics and conflict of interest.

**Code of Ethics**

Except for casual benefits such as hospitality, or gifts worth less than Tshs 50,000 equivalent, employees of WASO are not allowed to accept or agree to accept any money, gifts, or other benefit on behalf of themselves or anyone else, from a person or institution having dealings with the Organization. No gift may be accepted in cases where it is obvious that the gift will result in an expected reciprocal action from the Organization.

The standard of conduct for all potential suppliers include the following:

- 1) Potential suppliers are required to refrain from offering, directly or indirectly, any gratuity, gifts, favors, entertainment or any promise of future employment to employees of WASO who may be in a position to influence the procurement decision.
- 2) Potential suppliers and/or their agents are not expected to deal with an employee who has a financial interest in their business.
- 3) During the pre-solicitation phase, potential supplier(s) should avoid soliciting information on a particular acquisition before such information is available to the business community at large.
- 4) Potential suppliers should declare relationships, if any, that could be termed as conflict of interest.

**Conflict of Interest**

Please give details of any conflict of interest that may exist between yourself and employee(s) of the WASO as indicated below, and confirm that you have read the code of ethics and is in agreement with it.

Has any employee of WASO been your employee in the past one year?

If yes, please give details

.....  
.....



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Do you have any family ties with any WASO employee(s) through spouse or immediate family?

If so, please explain: .....  
.....

Have you had past business dealings with any employee?

If yes, please give details: .....  
.....

Do you have other social or political relationships with an employee in procurement, which may impede his/her independence or objectivity? .....

I confirm that all the information given above is true. I understand that failure to comply with the code of ethics and conflict of interest policy will lead to disqualification of my application.

Name.....

Designation.....

Signature.....

Official rubber stamp.....

Date.....