

NGOME SACCOS LIMITED



REQUEST FOR PROPOSAL

1. NGOME SACCOS LIMITED has set aside funds for the operation of Ngome SACCOS Limited office during the financial year 2022. It is intended that, part of proceeds of the fund will be used to cover eligible payment for provision of various services.
2. Therefore, **Ngome SACCOS** Limited now invites sealed proposals from reputable and capable bidders for provision of services mentioned here below;

LOT NO.	DESCRIPTION	QUANTITY
NGOMESC/2022/G/C/16	RUNNING OF CANTEEN SERVICES AT NGOME SACCOS HQ BUILDING	VARIOUS
NGOMESC/2022/O/C/17	MAINTENANCE AND RENOVATION OF NGOME SACCOS HQ	VARIOUS

3. Interested eligible Tenderers are required to submit the following documents for pre qualification processes;
 - i. Application letter
 - ii. Company profile (Detail information about products/services provided by the company, list of contracts the company had/has with clients with relevant evidence)
 - iii. Copy of Certificate of Registration
 - iv. Copy of Valid Business Licence
 - v. Copy of TIN Certificate
 - vi. Copy of VAT Registration Certificate
 - vii. Copy of Tax Clearance Certificate
 - viii. Contact address, Telephone number, Email, Fax and Physical location
4. Interested bidders should submit documents physically in PLAIN WAX SEALED ENVELOPE at the **offices of Ngome SACCOS Limited located along New Bagamoyo Road at Mwenge Mlalakuwa opposite SUMAJKT Matrikta Offices from 8.00am to 3.30p.m. Local time, on Mondays to Fridays inclusive except on Public Holidays.**
5. The bidding Document in one original must be submitted with all necessary required attachment/supporting documents at or before Tuesday, 8th March 2022 at 1500hours local time. The outer cover shall be clearly marked "Proposal No....." "for"....."
6. Address for submission of pre qualification is as follows:
**CHAIR PERSON,
NGOME SACCOS LIMITED,
P.O.BOX 35923,
DAR ES SALAAM**
7. For more information please contact us through **info@ngomesaccos.co.tz**
8. Only shortlisted bidders will be contacted for further processes.

**CHAIR PERSON,
NGOME SACCOS LIMITED,
P.O BOX 35923, DAR ES SALAAM
TEL: +255 739 999 797, +255 739 999 798, +255 22 292 3862
FAX: +255 21 222 923 861
E-MAIL: info@ngomesaccos.co.tz**

NGOME SACCOS LIMITED



INVITATION FOR BIDS

1. NGOME SACCOS LIMITED has set aside funds for the operation of Ngome SACCOS Limited office during the financial year 2022. It is intended that, part of the proceeds of fund will be used to cover eligible payment for provision of various services.
2. Therefore, Ngome SACCOS Limited now invites sealed bids from reputable and capable bidders for the supply of various goods and services mentioned here below;

LOT NO.	DESCRIPTION	QUANTITY
NGOMESC/2022/Q/G/01	SUPPLY OF STATIONARY AND OFFICE CONSUMABLES	VARIOUS
NGOMESC/2022/Q/G/02	SUPPLY OF FUEL	VARIOUS
NGOMESC/2022/Q/G/03	SUPPLY OF CLEANING AND SANITARY MATERIALS	VARIOUS
NGOMESC/2022/Q/G/04	PROVISION OF INTERNET SERVICES	VARIOUS
NGOMESC/2022/Q/N/05	PROVISION OF SERVICE AND MAINTENANCE OF GENERATOR TOGETHER WITH ASSOCIATE ELECTRICAL PARTS	VARIOUS
NGOMESC/2022/Q/G/06	SUPPLY AND MAINTENANCE OF ICT EQUIPMENT	VARIOUS
NGOMESC/2022/Q/G/07	SUPPLY OF FURNITURE AND FITTINGS	VARIOUS
NGOMESC/2022/Q/N/08	PROVISION OF SERVICE AND MAINTENANCE OF AIR CONDITIONING SYSTEM	VARIOUS
NGOMESC/2022/Q/G/09	SUPPLY OF UNIFORM	VARIOUS
NGOMESC/2022/Q/N/10	PROVISION OF SOFTWARE AND PROGRAM INSTALLATION SERVICES	VARIOUS
NGOMESC/2022/Q/G/11	SUPPLY OF SOFT DRINKS	VARIOUS
NGOMESC/2022/Q/G/12	SUPPLY AND SERVICE OF FIRE FIGHTING EQUIPMENT	VARIOUS
NGOMESC/2022/Q/G/13	PROVISION OF FUMIGATION SERVICES	VARIOUS
NGOMESC/2022/Q/N/14	PROVISION OF ELECTRICITY (LUKU) TOKEN SERVICES	VARIOUS
NGOMESC/2022/Q/G/15	SUPPLY OF HARDWARE MATERIALS	VARIOUS

Each Tender will be treated independently. Bidders may bid for a single tender or a combination of tenders but in each case bidders must quote for all items and quantities in each tender. Bidders not quoting for all items and quantities in a tender will be considered non-responsive.

3. Interested eligible bidders may obtain further information from and inspect the Bidding Documents at the Office of the **NGOME SACCOS Limited located along New Bagamoyo Road at Mwenje Malakuwa opposite SUMAJKT Matrekta Offices, P.O Box 35923, Dar es Salaam, Tel: +255 22 292 3862, +255 739 999 797, +255 739 999 798, Fax: +255 21 222 923 861 E-mail: info@ngomesaccos.co.tz from 8.00am to 3.30p.m. Local time, on Mondays to Fridays inclusive except on Public Holidays.**
4. A complete set of Bidding Documents and additional sets may be purchased by interested bidders upon payment of a Non Refundable Fee of **TSHS. 100,000/= (One Hundred Thousand Only)**. Payment should be made to Account No. **20506600225 of NGOME SACCOS LIMITED operating at NMB Bank PLC**
5. All bids, prepared in English, properly filled in, quoted in Tanzania Shillings enclosed in plain envelope containing one original plus two copies should be addressed to the **CHAIRPERSON, NGOME SACCOS LIMITED, P.O BOX 35923 DAR ES SALAAM**. All bids must either be delivered by hand or sent by registered post so as to reach the **CHAIRPERSON, NGOME SACCOS LIMITED** before the deadline of submission of bids.
6. The deadline for submission of bids is 1500Hours' local time on **Tuesday 8th March, 2022**. Bids will be opened in public and in presence of bidders or representatives who choose to attend the offices of Ngome SACCOS Limited located along New Bagamoyo Road at Mwenje Malakuwa opposite SUMAJKT Matrekta **Offices at 1500hours local time on Tuesday, 8th March 2022**. The outer cover shall be clearly marked "Quotation No..... for.....".
7. Tender prices should be valid for a period of 45 days.
8. Ngome SACCOS Limited reserves the right to accept or reject any tender, without being bound to give the reasons thereof.
9. Telegraphic, telefax and late non-telegraphic tenders will not be accepted. Bids not received and not opened in public at the bid opening ceremony, shall not be accepted for evaluation irrespective of the circumstances.

CHAIR PERSON,
NGOME SACCOS LIMITED,
P.O BOX 35923
DAR ES SALAAM

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FAX: +255 21 222 923 861

E-MAIL: info@ngomesaccos.co.tz

NGOME SAVINGS AND CREDIT COOPERATIVE SOCIETY LTD

Tel: +255739999797/98
Email: info@ngomesaccos.co.tz



S.L.P. 35923
DAR ES SALAAM

MNADA WA HADHARA

- Ngome SACCOS Limited ni Chama cha Akiba na Mikopo kilichoanzishwa na kupata usajili tarehe 30 Aprili 2007 na kupewa namba ya usajili DSR 991. Makao Makuu ya Chama yapo eneo la Mwenge Mlalakua karibu na ofisi za SUMAJKT - Matrekta
- Ngome SACCOS Limited inatarajia kuondosha Mali/Vifaa Chakavu vifuatavyo kwa njia ya Mnada wa hadhara;

Aina ya Mali/Kifaa	Idadi	Mwaka	Ushuru
Gari, SUZUKI VITARA, CBA - TID 54W T357 DDQ	1	2005	Imelipiwa
Jenereta, KVA 13	1	2010	Imelipiwa
Kompyuta na viambata vyake	Kadhaa	-	Imelipiwa
Vifaa vya ofisi	Kadhaa	-	Imelipiwa
Samani	Kadhaa	-	Imelipiwa

- Mnada huo wa hadhara utafanyika Makao Makuu ya Chama yaliyopo eneo la Mwenge Mlalakua karibu na ofisi za SUMAJKT - Matrekta
- Tarehe ya Mnada ni 12 Machi 2022. Wanunuzi wanaruhusiwa kufika Ngome SACCOS Limited kwaajili ya kukagua vifaa siku tatu (3) kabla ya tarehe ya mnada

MASHARTI YA MNADA

- Mali/Kifaa kitauzwa kama kilivyo na mahali kilipo
- Atakayetaja bei ya juu kabla ya nyundo kugongwa ndiye atakayeuziwa mali/kifaa
- Atakayetaja bei ya juu siyo lazima auziwe kama bei hiyo haijafikia bei elekezi
- Kwa vifaa na samani, mnunuzi atatakiwa kulipa papo hapo asilimia mia moja (100%) ya thamani ya kifaa alichonunua. Mnunuzi akishindwa kutimiza sharti hili atakosa haki zote za ununuzi wa kifaa husika
- Kwa gari na jenereta, mnunuzi wa gari atatakiwa kulipa asilimia Ishirini na Tano (25%) ya bei na mnunuzi wa jenereta atatakiwa kulipa asilimia Sabini na Tano (75%) ya bei na fedha zilizosalia zinatakiwa kulipwa ndani ya siku 14. Aidha, atakayeweza kulipa asilimia 100 (100%) anaruhusiwa.
- Mnunuzi ataruhusiwa kuchukua mali/vifaa vyake kutoka eneo la Chama baada ya kukamilisha malipo yote.


Mwenyekiti wa Bodi
Ngome SACCOS Limited
S.L.P 35923
DARE ES SALAAM

