



**SHDEPHA+ NETWORK FOR PLHA, KAHAMA BRANCH, P.O BOX 564, KAHAMA., TEL: 028-2710730, MOB: +255 785 820 330 Email: [shdephakahama@yahoo.com](mailto:shdephakahama@yahoo.com)**

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6/5/2022

**RFP Ref No: Shd/NFT/2022/002**

## **TENDER NOTICE**

### **PART A: ORGANISATION BACKGROUND**

Service, Health and Development for people living with HIV /AIDS (SHDEPHA+) is a national non-governmental organization, established to mobilize resources to help people living with HIV/AIDS and to fight the spread of the disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS with over 5 branches countrywide. Each branch of SHDEPHA+ works independently, developing, managing, and implementing its projects, though all branches share one constitution and registration.

SHDEPHA+ Kahama invites your submission of a tender for the pre-qualification of suppliers to provide laptops in accordance with the conditions detailed in the attached documents. We include the following information for your review:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- Part 3: Terms and Conditions of Purchase (which will be signed by the successful bidder)
- Part 4: Child Safeguarding Policy
- Part 5: Children's Anti-Bribery and Corruption Policy

Your tender response must be received in the following format and conditions:

1. Full completion of the "Tender Response" document in order that it is regarded as compliant. Those tenders returned not completed may be treated as void.
2. Bids to be submitted in a sealed envelope, addressed to the **TENDER COMMITEE** at the below address;

**Service, Health, Development for people living positively with HIV/AIDS (SHDEPHA+) – KAHAMA ZONAL OFFICE  
IGOMELO, 546 KAHAMA MC, Shinyanga**

3. The envelope should indicate the RFP Ref No: **Shd/NFT/2022/002**) but have no other details relating to the bid.
4. Your return tender must be received at the address above not later than **1pm on 04<sup>th</sup> June 2022**. Failure to meet the Closing Date may result in the tender being void.

Should you require further information or clarification regarding this process please contact us at email address on the top (cover) of this notice –([shdephakahama@yahoo.com](mailto:shdephakahama@yahoo.com))



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We look forward to receiving a tender from you and thank you for your interest in our account.

Yours Faithfully,  
SHDEPHA+

**SHDEPHA+  
REQUEST FOR PROPOSAL  
LAPTOP SUPPLIES**

**PART 1: TENDER INFORMATION**

**1. Our Intentions and Goals of the RFP**

To accomplish our goals and objectives, it is anticipated that SHDEPHA+ may enter into agreement with Supplier.

During the Tender period, business will continue as normal from a SHDEPHA+ perspective and it is expected that existing agreements, pricing and service levels will be maintained by existing suppliers.

**2.1. Goals:**

1. To partner with Supplier across the Country
2. To partner with a supplier with highly trained and effective customer service representatives
3. To partner with a supplier that is focused on the timely delivery of customer requests
4. To achieve the most competitive rates possible, while receiving the highest level of quality
5. To agree, set, and manage the account through a series of standard Key Performance Indicators

**2.2. Provisional timetable**

Activity	Date
Issue Tender Notice and Invitation to Tender	06/5/2022
Return of tenders (Closing Date)	4/6/2022
Tender opening	6/6/2022
Tender Review Committee	8/6/2022
Compliance Checks /Assessment /Negotiations	9/6/2022
Award & "Go-Live" with Supplier	10/06/2022

**2. Description**

**2.1. Title: LAPTOP(S)**

**following specifications:**



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- (i) Dell inspiron 13 700, two in one
- (ii) 10<sup>th</sup> generation intel ®core™ i5-10210U processor (6MB) CACHE 4.2 GHz
- (iii) 13.3 inch FHD (192X1080) true-life
- (iv) Touch Narrow border IPS display with active pen support.
- (v) 8GB on board LPDDR3 2133MHz
- (vi) 512 GB, M2PCLeNVMe Solid state drive
- (vii) Power cord (UK)
- (viii) 65 Watt AC adapter
- (ix) 4- cell Battery 45 whr integrated
- (x) Intel R UHD graphics 620 with shared graphic memory
- (xi) 802.11ac+ Bluetooth 6.0 dual band
- (xii) 2.4&5 GHz, MU-MIMO/ 160Mhz, 2x2
- (xiii) English international backlit
- (xiv) Keyboard silver
- (xv) Window 10

**2.2. Objective:** Provide Laptops to shdepha+ office

### 3. Scope of Work

3.1. Supply of laptops as requested within 7 days /

3.2. The Supplier will be expected to adhere to the following:

- The successful supplier must ensure enough supplies
- Shdepha+ reserves the right to request the successful supplier to undergo a security and supplier vetting process.
- The contract will be entered into subject to the signing of the Contract by both parties.

### 3.3. Output:

A timely delivery.

### 3.4. Specific Task /activity

3.4.1. Supply on request (as per attached list)

## 4. Award criteria

Award of the contract will be based on the following criteria:

### a) ESSENTIAL CRITERIA

Bidders must meet the following criteria:

- Bidder meets required specification for the products in this category.
- Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy and Child Safeguarding Policy
- Bidder's registration in country (Certificate of registration /incorporation, Tax compliance, VAT, Business Permit ).



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#### b) PREFERRED CRITERIA

The following criteria are considered very important in the evaluation of this tender:

- Bidder's prices demonstrate an economically advantageous position for SHDEPHA+
- Quality and certification of Bidder's products (e.g. ISO certification).
- Bidder's capacity to supply Shdepha+ particularly in terms of stock levels.

### **PART 2: CONDITIONS FOR TENDERING**

#### **1. Late tenders**

Tenders received after the Closing Date will not be considered, unless there are in SHDEPHA+'s sole discretion exceptional circumstances which have caused the delay.

#### **2. Correspondence**

All communications from Bidders to Shdepha+ relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 3 days before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by SHDEPHA+ to all Bidders to ensure fairness in the process.

#### **3. Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

#### **4. No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

#### **5. Non-Disclosure and Confidentiality**

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SHDEPHA+'s employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;



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- respect the confidence placed in the Bidder by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SHDEPHA+'s prior written consent, for any purpose except that of tendering for business from SHDEPHA+;

#### **6. Award Procedure**

Tender Review Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

#### **7. Anti-Bribery and Corruption**

All Bidders are required to comply fully with SHDEPHA+'s Anti-Bribery and Corruption Policy (attached to these Conditions).

#### **8. Child Protection**

All Bidders are required to comply fully with Shdepha+ Child Safeguarding Policy (attached to these Conditions).

#### **9. Conflict of Interest / Non Collusion**

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SHDEPHA+ which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their



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## SHDEPHA+'S CHILD SAFEGUARDING POLICY

### Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with SHDEPHA+ are committed to safeguard children whom they are in contact with.

### What we do

WE are committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Shdepha+ which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.



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6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.
9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.



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## ANTI-BRIBERY AND CORRUPTION POLICY

### Our values and principles

SHDEPHA+ does not allow any partner, supplier, sub-contractor, agent or any individual engaged by SHDEPHA+ to behave in a corrupt manner while carrying out SHDEPHA+'s work.

### What we do

SHDEPHA+ is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with SHEPHA+ minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with SHDEPHA+ are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

**Responding:** Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.



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- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
- f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.
- g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
- h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of SHDEPHA+ from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the SHDEPHA+ senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact SHDEPHA+.



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