



**HJF Medical Research International, Inc.  
Tanzania**

## **Request for Quotations (RFQ)**

**RFQ Number: 8567**

**RFQ Issuance Date: 13-09-2021**

**RFQ Due Date: 14-09-2021**

## **Background**

HJF Medical Research International, Inc Tanzania (HJFMRI-T) is a local non-profit that has supported these efforts since 2004 for the Walter Reed Army Institute of Research (WRAIR). PEPFAR activities are conducted in close collaboration with the Tanzania Ministry of Health, Community Development, Gender, Elderly and Children; and the President's Office of the Regional Administration and Local Government (PORALG), through the Regional and Council Health Management Teams.

HJFMRI-Tanzania provides care and treatment to people affected by HIV/AIDS and has been actively involved in HIV and AIDS programming, providing resources, personnel, and services to the Southern Highlands Zone. The program has expanded from supporting the Mbeya Zonal Referral Hospital to becoming a hub for antiretroviral treatment in the Zone; to community support through decentralized services, with the overall objective of implementing research, clinical HIV, prevention, care, and treatment services. HJFMRI-T currently focuses specifically on four regions in the Southern Highlands Zone, namely Mbeya, Rukwa, Katavi, and Songwe, and supports TPDF to implement comprehensive HIV prevention care and treatment program in 21 sites throughout the country.

## **Submission of Quotations**

Quotations will be delivered by e-mail to [bids@wrp-t.org](mailto:bids@wrp-t.org), mentioning "RFQ No: --8567--" for **PROCUREMENT OF MEGAPHONES** in the subject line of email.

The Quoter shall bear all costs associated with the preparation and submission of its quotation. HJFMRI-T will in no case be responsible or liable for those costs regardless of the conduct or outcome of the evaluation process.

## **Validity**

Quotations shall remain valid for **[90 or actual number of days desired]** calendar days from the deadline for receipt of quotations.

### **Description of goods**

S/No	Product Description	Specification/Reference Catalog #	UOM	RFQ Qty
<b><i>PROCUREMENT OF MEGAPHONES</i></b>				
1	MEGAPHONES		PCS	50

### **Questions**

A prospective Quoter having any questions regarding this RFQ shall send an email prior to the due date and time for submission of Quotes at; [bids@wrp-t.org](mailto:bids@wrp-t.org).

### **Deadline for Receipt of Quotations:**

The deadline for the receipt of quotations by HJFMRI-T is [11:00AM], [14-09-2021]. HJFMRI-T reserves the right not to consider a quotation received after the deadline.

### **Prices**

Quoted prices should be in Tshs, DDP Mbeya Warehouse and transport charges must be specified separately.

## **Evaluation and Award Criteria**

HJF Medical Research International, Inc Tanzania (HJFMRI-T) intends to issue a Purchase Order(s) to one or more vendors of part or all of the listed items as a result of this solicitation, but reserves the right to make no award. Any award(s) will be made to the most advantageous quoter, price and other factors not limited to:

- 1) Certificate of Business Registration.
- 2) Taxpayer Identification Number (TIN) certificate.
- 3) Current and valid business licenses/permits.
- 4) VAT Registration Certificate from Tanzania Revenue Authority.
- 5) Current VAT clearance certificate
- 6) For Medical supplies, equipment and Pharmaceuticals should provide the certificates from TMDA (Tanzania Medicines and Medical Devices Authority), that it has been duly authorized to conduct such business, in the United Republic of Tanzania.
- 7) Quotation duly completed on official letterhead and signed by authorized person, addressing service or item required from section above. Please be sure to mention the reference number in the subject line as stated in this solicitation; as quotation received without reference number will not be considered.
- 8) Estimated delivery time after placement of order (Number of days/weeks).
- 9) Warranty/Guarantee Terms (minimum of one year if applicable).
- 10) Company's experience and past performance handling similar jobs and evidence of past jobs accomplished with other reputable organizations.
- 11) Appropriate documentation as evidence of your company's capacity for after-sale service.
- 12) Add additional information as needed.

## **Contract**

The Purchase Order, when accepted by the quoter, becomes the contract.

## **Invoicing and Payment**

Invoices and payments shall be in Tanzanian Shillings, and unless otherwise stated in the RFQ, invoices shall be sent to and paid by:

HJF Medical Research International (HJFMRI)  
Attn:  
Plot No. 14A, Block "O" Uhindini Street,  
P.O. Box 1176, Mbeya, Tanzania,

**Number of Quotations per Quoter**

If so desired, firms may submit one or more alternative quotations.

**Language**

The quotation, as well as all related correspondence and documents shall be in English.

## Attachment 1: Quotation Form

Page \_\_\_\_ of \_\_\_\_

RFQ Number: \_\_\_\_\_ Validity of Quote: \_\_\_\_\_ calendar days from deadline

Quoter Name and address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Please note:

1. Prices are to be stated in Tanzanian Shillings (TZS).
2. Payment Terms: 100% upon delivery and payment will be made not later 30
3. All goods offered must be suitable for use in Tanzania and the Supplier shall ensure that requested items are not tampered with during delivery, as the damaged items will be rejected during delivery.
4. In case of discrepancy between unit price and total, the unit price shall prevail.
5. Goods, such as pharmaceuticals and test kits with a shelf life, supplied must be freshly manufactured, and thus have maximum possible shelf life. Goods with a maximum possible shelf life of less than 24 months shall have at least 85% of shelf life remaining when delivered. Goods with a maximum possible shelf life of more than 24 months shall have at least 24 months, or 85%, of shelf life remaining whichever is longer, when delivered. No Goods will be accepted which do not comply with these strict requirements unless there has been a prior written agreement issued by Buyer following representations by the Vendor. In that case the Shelf Life remaining, for each and every item being supplied must match that in Vendor's offer or quotation.
6. All funding awarded under this quotation will be subjected to the funding agency terms and conditions available upon request.
7. HJFMRI adheres to Government of Tanzania tax law.
8. We also adhere to the Tanzania tax law on withholding tax. Any award resulting from this RFQ will be subjected to Withholding Tax deductions, which will be remitted to tax authorities and a tax credit note will be issued to you in lieu. Applicable to both local and international vendors.
9. HJFMRI reserves the right to award a single award or multiple awards from this solicitation if it is determined to be in the best interest of HJFMRI and/or its customer.
10. Issuance of this RFQ is does not constitute a commitment by HJFMRI to award a Contract or issue a Purchase Order.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_