



“Deloitte Consulting Limited.” Request For Prequalification (RFPQ)



Tender NO. DCL / RFPQ /07/Transportation Services/2025 for Prequalification for Provision of Transportation and Sample Transportation Services to regions that are supported by Projects Managed by Deloitte Consulting Limited. (Dar es Salaam, Lindi, Mtwara, Morogoro, Iringa, Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar)

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Section 1: Introduction

1.1 Deloitte Consulting Limited would like to invite interested company/individuals who must qualify by meeting the set criteria as provided by the project to be amongst list of preferred suppliers for Deloitte Consulting limited for Provision of transportation services for various goods. See Section 3

1.2 General Instructions

- Carefully read the instructions before submission. Note that submission of false information will lead to automatic disqualification and/or blacklisting.
- Responses to the pre-qualification questionnaire must be presented in accordance with the requirements for information document.
- Participants should clearly indicate the goods, services or works you would want to be considered for listing.
- All answers should be relevant to the goods, services or works applied for and should be as clear and concise as possible.
- Submission of tenders: The application for prequalification should be submitted in sealed envelope properly labeled with the item description as applied for.
- In selection of suppliers, Deloitte consulting Limited will short-list only those bids from firms that are able to demonstrate their competence to supply the listed products or undertake listed works and services. Registered service providers, contractors, manufactures, as well as retailers and dealers are encouraged to apply within the lines of their registered business.
- The application document should be signed by the authorized representative of the organization under Company Seal / Stamp and submitted with relevant supporting documents such as relevant licenses, references, certificates, and any other information that applicants may wish to be considered.
- Applicants to kindly note that this does not amount to any contractual obligation.
- Applicants will meet all cost associated with preparation and submission of their applications.
- Canvassing of any kind will lead to automatic disqualification of the applicant.
- Late submission will not be acceptable. Any applications received after the date of closure will be considered as late and disqualified.

1.3 Mandatory Data Instructions

- All the required documents must be completed and attached by prospective suppliers / contractors who wish to be pre-qualified for the specific supply tender.
- It is understood and agreed that the mandatory data on prospective bidders is to be used by Deloitte Consulting Limited in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to supply category as described by the Project.
- Prospective bidders will not be considered qualified unless in the judgment of the Project they possess capability, experience, capacity, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the supply for goods/services.

- Experience: Prospective bidders shall have at least 3 years' experience in the supply of goods or services and allied items and in case of potential supplier should show competence, willingness and capacity to service the contract.
- The candidate's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding supplier / contractors' credit position. Potential suppliers / contractors will be selected to the next stage on the satisfactory information given.
- Past performance will be given consideration in selecting bidders for the next stage. Letter of reference from past customers should be included in the form.
- Applicants must include a sworn statement form by the bidder ensuring the accuracy of the information given.
- Should a condition arise between the time the firm submitting a bid for pre-qualification and the bid opening date which in the opinion of the bank could substantially change performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, Deloitte Consulting Limited reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.
- The firm must have fixed Business Premises and must be registered in Tanzania, with certificate of Registration, Incorporation / Memorandum and Articles of Association, copies of which must be attached. **Mandatory**- copy of current business license, and registration. The firm must show proof that it has paid all its statutory obligations and have current Tax Clearance Certificate.

Section 2: Instructions to Applicants

2.1 Clarification of Documents

- 2.1.1 A bidder requiring any clarification may send an inquiry in writing via email to the Procurement Committee; procurements@deloitte.co.tz who will respond in writing to any request for clarification, which is received not later than **12 noon of 04th December 2024**.
- 2.1.2 Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all applicants who have been invited to bid.
- 2.1.3 The Procurement Committee /Coordination Team/Technical Officer shall reply to any clarifications sought by the applicant/consultant within 3 working days of receiving the request to enable the applicant to make timely submission of its bid/proposal.

2.2 Amendment of Documents

- 2.2.1 At any time prior to the deadline for bid submission, the Firm may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify this RFPQ by amendment. Amendments could include modification of project scope or requirements, project timeline expectations or extension of the closing date for submission.
- 2.2.2 All prospective applicants/consultants that have received this RFPQ will be notified of the amendment in writing by e-mail and this amendment will be binding on them.

2.3 Language of the RFPQ

- 2.3.1 All correspondence and documents relating to this RFPQ exchanged by the applicant and the Firm shall be written in English language.

2.4 Bid Prices

- 2.4.1 The applicant shall indicate under the financial proposal, the unit price / rate / premium percentage applicable, amounts / Premiums payable (and excess limits) that will be continuously applied throughout the contract period.
- 2.4.2 Government levies indicated in the financial proposal shall be shown separately.
- 2.4.3 The applicant should hold prices / rates / premiums payable constant for a period of 12 months if they are awarded the contract.
- 2.4.4 Amounts / premiums payable shall be quoted in **Tanzania Shillings** unless otherwise specified.

2.5 Bid Submission

- 2.5.1 For hard copy deliveries, the applicant shall put both the original & copy bid in a plain envelope, properly closed and mark; **“TENDER NO. DCL / RFPQ /07 For Prequalification Provision of Transportation and Sample Transportation Services to regions that are supported by Projects Managed by Deloitte Consulting Limited. (Dar es Salaam, Lindi, Mtwara, Morogoro, Iringa,**

Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar) on top of the envelope and address to: -

*The Procurement Function,
Deloitte Consulting Limited,
3rd Floor, Aris House, Plot 152, Haile Selassie Road,
P.O. Box 1559, Oyster Bay,
Dar es Salaam, Tanzania*

Then deliver to Deloitte Consulting Limited office at 3rd Floor, Aris House, Plot 152, Haile Selassie Road, P.O. Box 1559, Oyster Bay, Dar es Salaam, Tanzania **12 noon, 11th December 2024**. Please sign our delivery book/tender register at the reception as you deliver your bid.

- 2.5.2 Soft copy of bid submissions can be made on or before **12 noon, 11th December 2024** via e-mail to procurements@deloitte.co.tz with subject **TENDER NO. DCL / RFPQ /07 For Prequalification Provision of Transportation and Sample Transportation Services to regions that are supported by Projects Managed by Deloitte Consulting Limited. (Dar es Salaam, Lindi, Mtwara, Morogoro, Iringa, Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar)**". Soft copy bid submissions must be scanned copies of duly filled, signed and stamped applicants and vendor due diligence form. (Electronic submission is mandatory on top of physical submission)

2.6 Modification, Substitution and Withdrawal of applicants

- 2.6.1 The applicant may modify or withdraw its bid provided that written notice and the modification, including substitution or withdrawal of the applicants is received by the Firm prior to the bid submission deadline.
- 2.6.2 No tender may be modified or withdrawn after the deadline for submission of tenders.
- 2.6.3 Modification after the bid submission deadline shall only be acceptable where Deloitte's technical committee requires alterations in writing.

2.7 Bid Opening

- 2.7.1 All bids, whether submitted by email or hard copy, must be opened at the same time in the presence of the firm's procurement and user teams, where they will be registered, countersigned, and serialized.
- 2.7.2 Applicants submitted after the submission deadline shall be classified as time barred.

2.8 Clarification of Applicants

- 2.8.1 The Firm may at its discretion, ask the applicant for a clarification of its bid. The request for clarification and the response shall be in writing.

2.9 Preliminary Examination of Applicants

- 2.9.1 The Firm will examine the applicants to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and in order.
- 2.9.2 Arithmetical errors will be rectified on the following basis; if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the applicant does not accept the correction of the errors, its bid will be rejected, if there is a discrepancy between words and figures the amount in words will prevail.

2.10 Evaluation and Comparison of Applicants

- 2.10.1 The Firm will evaluate and compare the applicants which have been determined to be substantially responsive.
- 2.10.2 The evaluation of applicants will be based on the following criteria: Preliminary criteria, technical criteria, and financial criteria.

2.10.2.1 Preliminary Criteria for Transportation Services,

Note: Bidders must meet the preliminary criteria before being considered for technical and financial evaluation. All mandatory criteria must be met, no exception. To be eligible the candidate must prove that they qualify to participate in public procurement by providing the mandatory requirements as provided below **(all the below documents must be certified)**

Mandatory requirements for Transportation Services:	
1	Certified Certificate of Incorporation / Partnership deed / Business registration.
2	Certified Current Trade License / Business Permit.
3	Certified Current Tax Clearance Certificate
4	Certified TIN and VAT certificates.
5	Detail of establishment (office location);
6	Details of capacity (number of staff, equipment, and other relevant resources);

2.10.2.2. Technical Proposal

Bidder should provide technical requirement/specification to meet the requirements as highlighted in the schedule of requirements. Sample of the items quoted for should be provided together with the country of origin.

Technical requirements for Transportation Services:	
1	Details of relevant experience in transportation industry; (3 years and above)
2	Experience in managing specific transport requirement for the project, preferably in the last 3 years.
3	Sufficient number and types of vehicles to meet the project's needs, including the specialized vehicle when needed

4	Well maintained and reliable vehicles with documentation of regular maintenance scheduled to ensure operational safety and minimize downtime
5	Availability of additional vehicle for back up in case of mechanical failure or high demand period
6	Evidence of qualified and trained drivers with valid licenses, especially with specialized skills.
7	Strong safety record with minimal incident or accidents, backed by documentation of safety protocols
8	Adherence to transportation regulations, such as licensing, insurance, and national requirements for road safety
9	Proven ability to deliver on schedule supported by historical data on punctuality and reliability
10	Ability to accommodate urgent transportation request including weekends services if required by the projects
11	Ability to provide real time tracking and status updates on shipment, improving transparency and project oversight

2.10.2.3. Financial Proposal

A description on the currency, exclusion of government levies, presentation of unit prices / rates/ premiums percentages, other expenses, payment terms, warranties, lead times etc. (SHOULD BE QUOTED IN TZS)

	Financial Requirements for Transportation Services
1	Transparent and competitive pricing structure
2	Availability of volume discount or cost-effective options for larger orders
3	Flexibility in payment terms, payment after delivery within 30 days.
4	Assurance of timely response and availability

2.10.3 The Firm will evaluate and compare the applicants which have been determined to be substantially responsive.

2.10.3.1 Preliminary Criteria for Sample Transportation Services

Note: Bidders must meet the preliminary criteria before being considered for technical and financial evaluation. All mandatory criteria must be met, no exception. To be eligible the candidate must prove that they qualify to participate in public procurement by providing the mandatory requirements as provided below **(all the below documents must be certified)**

	Mandatory requirements for Laboratory Sample Transportation Services:
1	Certified Certificate of Incorporation / Partnership deed / Business registration.
2	Certified Current Trade License / Business Permit.

3	Certified Current Tax Clearance Certificate
4	Certified TIN and VAT certificates.
5	Detail of establishment (office location);
6	Details of capacity (number of staff, equipment, and other relevant resources);

2.10.3.2. Technical Proposal

Bidder should provide technical requirement/specification to meet the requirements as highlighted in the schedule of requirements. Sample of the items quoted for should be provided together with the country of origin.

Technical Requirements for Laboratory Sample Transportation Services	
1	Details of relevant experience in transporting laboratory samples especially in handling temperature-sensitive and hazardous materials; (3 years and above)
2	Experience in working with laboratory and healthcare for similar transportation needs, preferably in the last 3 years.
3	Fleet and Equipment Suitability: Availability of vehicles equipped with temperature control and specialized containers to maintain sample integrity during transport.
4	Backup and Contingency Measures: Sufficient fleet capacity and backup arrangements to prevent delays or service disruptions (Availability of enough Motorcycle rider transporting sample from the spoke to the Hub).
5	Storage and Handling Facilities: Availability of intermediate storage facilities (if necessary) that meet regulatory requirements for laboratory samples.
6	Certifications and Licenses: Necessary certifications, licenses, or permits required for handling and transporting lab samples.
7	Trained and Qualified Staff: Personnel trained in handling biological samples, hazardous materials, and emergency response.
8	Health and Safety Training: Regular staff training on sample handling and safety protocols.
9	Background Checks and Vetting: Background checks for personnel handling sensitive samples to ensure safety and compliance.
10	On-Time Delivery Track Record: Proven ability to meet delivery timelines, critical for preserving sample integrity.
11	Real-Time Tracking and Reporting: Capability to provide real-time tracking and status updates on sample shipments.
12	Responsive to Urgent Requests: Ability to accommodate urgent or emergency transport requests with rapid response times
13	Chain of Custody Documentation: Robust documentation procedures to maintain a clear chain of custody for every sample.

2.10.3.3. Financial Proposal

A description on the currency, exclusion of government levies, presentation of unit prices rates/ premiums percentages, other expenses, payment terms, warranties, lead times etc. (SHOULD BE QUOTED IN TZS)

Financial Requirements for Laboratory Sample Transportation Services	
1	Competitive and Transparent Pricing: Clear and competitive pricing, with detailed breakdowns for transport, handling, and any specialized services.
2	Volume Discounts and Long-Term Agreements: Availability of discounts for frequent transportation or long-term service agreements.
3	Flexibility in payment terms, payment after delivery within 30 days.

- 2.10.4 A applicant/consultant who gives false information in the proposal about its qualification or who refuses to enter a contract after notification of contract award shall be considered for debarment from participating in future tenders of The Company.

2.11 Negotiation

- 2.11.1 The Firm may at its own discretion negotiate prices/premiums/deliverables with any of the applicants who have not been eliminated at the Preliminary and Technical evaluation stage, if it determines the prices/rates/premium percentages given are much higher than those available in the market. The finally agreed price/rate/premium percentage shall be confirmed in writing by the supplier/service provider. Such confirming document shall be considered as part of the tender document.

2.12 Contract Award

- 2.12.1 The Firm will award the contract to the successful applicant/consultant whose proposal has been determined to be substantially responsive and has been determined to be the most competitive bid, provided further that the applicant is determined to be qualified to perform the contract satisfactorily.
- 2.12.2 The Firm reserves the right at the time of contract award to increase or decrease quantities originally specified in the specification sheet without any change in unit prices or other terms and conditions.
- 2.12.3 The Firm will notify the successful applicant in writing that its proposal has been accepted.
- 2.12.4 Contract documents, award notification letter together with the LPO and/or service level agreement shall be the contracting documents.

2.13 Payment

- 2.13.1 The Firm will pay all invoices within 30 days from invoicing date or as per the agreed terms of payment stipulated in the contract / tender award notification letter. The successful applicant will deliver signed delivery notes, invoices, and a copy of the signed LPO / contract / tender award notification letter to the Firm's Finance department for payment processing.
- 2.13.2 The Invoice(s) and Delivery Note(s) should match details specified within the LPO / Updated schedules / Contracts.

- 2.13.3 Supplementary LPO should be attached to invoices if there are new additions and a credit note issued in case of subtraction.

2.14 Subcontracts

- 2.14.1 Subcontracting of part or all the contract during the agreed contractual period shall not be accepted by The Firm.

2.15 Indemnification

- 2.15.1 The applicant agrees to indemnify, defend and hold the Firm and its personnel and Partners harmless from and against all manner of suits, actions, claims, causes of action, judgements, costs and damages arising from any suit or claim of breach of this contract or infringement of any intellectual property right related to service provided.

2.16 The Company's Right to Accept or Reject Any or All tenders.

- 2.16.1 The Firm reserves the right to accept or reject any bid, and to annul the tendering process and reject all applicants at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for The Firm's action.

2.17 Governing Law.

- 2.17.1 Any contract arising out of this bidding process shall be governed by and construed in all aspects in accordance with the Laws of the **United Republic of Tanzania**.

2.18 Corrupt or Fraudulent Practices

- 2.18.1 The Firm requires that applicants observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows.
- 2.18.2 **"Corrupt Practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of The Firm's official(s) in the procurement process or in contract execution;'
- 2.18.3 **"Fraudulent Practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of The Firm and includes collusive practice among applicants (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive The Firm of the benefits of free and open competition.
- 2.18.4 The Firm will reject a proposal for award if it determines that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.18.5 Further an applicant who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in future applicants of The Firms.

2.19 Responding to this RFPQ automatically implies agreement to all terms set out within this RFPQ.

Section 3: Schedule of Requirements

3.1 Deloitte Consulting Limited is seeking to pre-qualify vendors for the provision of transport services in the regions of Dar es Salaam, Lindi, Mtwara, Morogoro, Iringa, Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar

3.1.1 The below specifications / terms of reference form our “Schedule of Requirements”. Please read all specifications / terms of reference prior submitting both your technical and financial proposals.

3.1.2 Schedule of Requirement for Prequalification for provision of transportation services for various goods to support the Deloitte Consulting Limited are outlined in the Table 1 below:

Table 1: Schedule of requirements for prequalification for transportation of various goods and services

Locations	Estimated Mileages (KMs)	Vehicle type/size	Costs
From Dar es Salaam to Lindi, Mtwara, Morogoro, Iringa, Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar		Land cruiser Prado, VX or V8	
		Coaster (30 Seats)	
		2 Tons track	
		3 Tons track	
		4 Tons track	
		5 Tons track	
		10 Tons Track	

3.1.3 Schedule of Requirement for Prequalification for provision of Laboratory Sample Transportation services for various goods to support the Deloitte Consulting Limited are outlined in the Table 2 below:

Table 2: Schedule of Requirements for Laboratory Sample Transportation

S/N	Description	Specifications
1	Objective of the Service	To provide reliable, secure, and compliant transportation services for laboratory samples between designated project regional offices, ensuring the integrity, safety, and timely delivery of all samples.
2	Geographical Coverage	Transportation services are required across various regions as specified by the project, including (Dar es Salaam, Lindi, Mtwara, Morogoro, Iringa, Njombe, Ruvuma, Songwe, Rukwa, Katavi and Mjini Magharibi - Zanzibar.) Provide pickup and delivery services between regional offices, designated labs, and any other approved locations (from Spoke to the Hub using Motorcycle Rider and from Hub to the Testing Laboratory)
3	Types of Samples to be	Biological Samples: Includes blood, tissue, and any other human

	Transported	sample
		Temperature-Sensitive Samples: Certain samples may require temperature control or compliance with materials regulations
4	Service Requirements and Responsibilities	Timely Pickup and Delivery: Supplier must ensure timely sample pickups and deliveries as per the agreed schedule, adhering to strict deadlines to maintain sample viability.
		Real-Time Monitoring: Capability to monitor temperature and other environmental conditions in real-time to maintain sample integrity, with alert systems in case of deviation.
		Specialized Packaging and Handling: Provision of appropriate, compliant packaging to prevent damage, contamination, or spills, especially for temperature-sensitive samples.
		Chain of Custody Documentation: Maintain a complete and documented chain of custody for all samples, from pickup to delivery, ensuring traceability and accountability at every stage.
5	Personnel Requirements	Trained and Qualified Staff: Personnel must have relevant training in handling biological samples and as well as temperature-sensitive materials.
		Health and Safety Protocols: Staff should be trained in health and safety procedures, emergency response, and spill management, in accordance with applicable regulations.
		Confidentiality and Professionalism: Personnel must handle samples with confidentiality and professionalism, adhering to ethical standards and project confidentiality requirements
6	Transportation Infrastructure and Equipment	Temperature-Controlled Vehicles: Supplier must provide vehicles with temperature control capabilities, including refrigeration or freezing options, to meet the specific requirements of different sample types.
		Specialized Containers: Provision of certified containers that meet regulatory standards for the secure transportation of biological samples
		Backup Vehicles and Contingency Planning: Supplier should have a backup fleet or contingency plan in case of vehicle breakdowns or delays to ensure uninterrupted service.
7	Regulatory and Compliance Requirements	Adherence to Transport Regulations: Supplier must comply with national and international regulations for transporting biological and materials (e.g., WHO guidelines and MoH).
		Certifications and Permits: Supplier must have the necessary licenses, certifications, and permits to transport biological samples across all project regions.
		Environmental and Safety Standards: Supplier must adhere to environmental standards to minimize risks, such as spill prevention and safe disposal of packaging waste.
8	Tracking and Reporting	Real-Time Tracking: Supplier must provide real-time tracking for sample shipments, accessible to the project team, to monitor the location and condition of samples.
		Incident and Deviation Reporting: Immediate reporting of any incidents, delays, or deviations from specified environmental conditions.

		Regular Status and Performance Reports: Monthly reports detailing service performance, including delivery times, temperature maintenance records, and any incidents or deviations.
	Customer Support and Communication	Dedicated Account Manager: Supplier must provide a dedicated account manager as a primary point of contact for service coordination and issue resolution
		24/7 Customer Support: Availability of round-the-clock customer support for handling urgent inquiries, tracking requests, and emergency logistics.
		Communication Protocols: Real-time communication and updates to project staff regarding shipment status, delays, or issues.
	Quality Assurance and Continuous Improvement	Quality Control Procedures: Supplier should conduct regular inspections and audits to ensure compliance with quality and safety standards.
		Continuous Improvement: Supplier should have processes for collecting and acting on feedback, as well as improving service quality based on performance reviews.
		Contingency and Risk Management: Supplier must have a documented contingency plan for handling service interruptions, weather disruptions, or other emergencies
	Insurance and Liability Coverage	Insurance Coverage: Supplier must provide proof of insurance for the transportation of laboratory samples, including liability for damage or loss of samples.
		Damage and Liability Claims: Supplier must have a clear policy for handling damage claims or loss of samples, with prompt compensation or corrective action.
	Pricing and Payment Terms	Transparent Pricing: Supplier must provide a detailed breakdown of costs, including regular, ad hoc, and emergency transportation services
		Flexible Payment Terms: Supplier should offer flexible payment terms, such as net-30 or monthly billing, based on the frequency of service usage
		Volume Discounts or Long-Term Agreements: Supplier should offer discounts for high-volume or long-term service agreements.

3.1.3 Additional information needed when applicable shall include.

- a) Authorization from Manufacturer
- b) Detailed specifications of the equipment
- c) Ability to deliver equipment to the specified health facility(ies) in the regions.
- d) Provision for a Warranty
- e) Equipment Installation
- f) Lead Time for Delivery
- g) Services required to maintain the machine.
- h) Instruction book clearly written with adequate information for servicing and fault finding.