



## Invitation to Tender

### Construction of Primary School Library Access Ramp

Want to work with one of the largest charities of its kind in Africa? Are you a reputable class 6 and/or above construction firm? Do you have experience in building best in class buildings? Have you built additional ramps to existing buildings before? Have you done work in a school environment? Does it sound like we're talking about you... Keep reading!

#### About Us

The School of St Jude (hereinafter referred to as St Jude's) is a pioneering leader in charitable education within Africa. We are giving 1,800 students, quality education, 100's of graduates' access to higher education. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

#### Invitation

Interested reputable **Class 6 and above** building contractors duly registered with the Contractors Registration Board (CRB) are hereby invited to submit their **sealed tenders** for; "**Primary School Library Access Ramp at Moshono campus, Arusha**

Tender Reference:

**TENDER NO: TSOSJ/2024/PRIMARY SCHOOL LIBRARY ACCESS RAMP/January /03**

**Date of advert: 31<sup>st</sup> January 2024**

#### 1. What you need to apply

To be eligible for consideration of your tender, you should submit the following:

- a. Name and postal & physical address of the firm
- b. Names of Directors / Owner (s)
- c. A list of Key Project Management and Technical Staff (with evidences of their qualifications for the proposed project) who will be available for the project
- d. A list of plant & equipment to be made available at site for the project
- e. A list of at least 3 similar projects carried out in the last 3 years in Arusha/Kilimanjaro/Manyara.
  - i. Include names, locations & contacts of the clients & consultants,
  - ii. Physical locations of the projects,
  - iii. commencement & completion dates (attach completion certificates), and
  - iv. contractual values and status of the projects
- f. Copy of valid and current CRB civil/building class 6 and above registration certificate
- g. Copy of valid Business licenses and any other applicable trading licences;
- h. Copy of VAT and Tax Identification Number (TIN) registration certificates
- i. Must provide copies of sample Quotation, Tax Invoice and EFD receipts





- j. Evidence of adequate working capital e.g. lines of credit and banker's assurance letter.  
**Do not attach your bank statements.**

## 2. Specifications and conditions

- a. The Primary School Library Access shall conform to the architectural & structural drawings and the Bills of Quantities (BOQ). For any discrepancy, follow the bill quantities specifications & quantities.
- i. The tender document, BOQ & drawings are available (for FREE) at our Purchasing office as per the address below.
- b. The tender MUST:
- i. Indicate a firm price to carry out the entirety of the services to project completion and show breakdown of the overall costs structure per each item of the services
- ii. Have the price in Tanzanian Shillings and MUST be VAT inclusive
- iii. Have the price fixed for a duration of not less than 90 days from the date of tender opening until awarding. Once awarded, the price shall not be varied unless authorised by St Jude's in writing
- iv. Indicate realistic duration it will take to the completion of the contract
- c. Interested tenderers **must first visit the Sisia campus**, thoroughly inspect the proposed project site to assess conditions and any other relevant facts, collect the **Tender Document (available for FREE)** and fill the Site Visit Form at the campus. Then prepare and submit their tenders.
- i. Days and Timed of project site visits: **Between 2<sup>nd</sup> to 25<sup>th</sup> February 2024 on Mondays – Fridays 10:30am – 12:30pm and 2:00pm – 3:30pm**
- d. The tender MUST be accompanied by a cover letter that indicates the tender price both in numerals & words, duration of the works and stabilising of the price for 90 days as above. **The cover letter MUST be signed by the senior partner/Managing Director/CEO of the firm and officially stamped.**

## 3. Enquiries

Should you have any enquiries please contact:  
Team Lead – Purchasing  
The School of St Jude  
+255 693 141 235

## 4. No Solicitation statements

St Jude's conducts its activities in an honest, transparent and fair manner. Tenderers who have fulfilled these conditions, will be given an equal opportunity and evaluated accordingly. Potential and/or any tenderers shall not in any way attempt to influence the tendering process. Any form of solicitation in order for any tenderer to be favored and/or for other tenderers to be treated unfairly shall forthwith disqualify any tenderer involved in such conduct.

## 5. Adherence to all instructions

Tenderers are hereby encouraged to adhere to all instructions in the Tender Document. This





Invitation and all the mentioned sections shall form part of the contract to the winning tenderer. Failure to visit the campus, failure to follow instructions and/or partial fulfillment of instructions shall forthwith be a disqualification.

## 6. **Submission**

All tenders in **one original** properly filled in by INK, and enclosed in plain envelopes shall be submitted with the necessary documents in 1. above not later than **28<sup>th</sup> February 2024 at 10:00am** in a sealed envelope clearly marked

**TENDER FOR CONSTRUCTION OF PRIMARY SCHOOL LIBRARY ACCESS RAMP  
Moshono campus, ARUSHA** to the following physical address:

Team Lead – Purchasing  
The School of St Jude, Moshono Campus,  
No 40 St Jude road, Moshono Kaskazini Street,  
Moivaro ward, Arusha

## 7. **Opening of tenders**

Tenders will be opened on **28<sup>th</sup> February 2024 at 11:00 am** in public. All the tenderers or their representatives are invited to attend the opening ceremony at St. Jude's Boardroom, Moshono Campus. Any of the following reasons will lead to disqualification; late submission of tenders, electronic tenders, and tenders not received, will not be accepted for the tender opening ceremony nor for evaluation irrespective of the circumstances.

## 8. **Notification of outcome**

Tenderers shall be notified within 14 days of the tender opening. St Jude's reserves the right to disclose how the outcome was obtained and further reserves the right to not award any tenderer and not to disclose reasons for any such decisions.

## 9. **Evaluation of Quotations**

Quotations that are responsive, qualified and technically compliant will be ranked according to cost.

For and on behalf of The School of St Jude

Signed by:

For and on behalf of the School of St Jude  
Lister Gerald  
Acting Finance Manager

