



19th October, 2023

EAST, CENTRAL AND SOUTHERN AFRICA HEALTH COMMUNITY

**INVITATION FOR PRE-QUALIFICATIONS FOR SUPPLY AND PROVISION OF
VARIOUS SERVICES**

TENDER NO. ECSAHC/209/2023-2025/PQ/ 01-24

1. The East, Central and Southern Africa Health Community (ECSA-HC) is a health Regional Intergovernmental Organization mandated to foster Regional Cooperation for better Health in ECSA region. The current member states are Kenya, Lesotho, Malawi, Mauritius, Eswatini, Uganda, Tanzania, Zambia and Zimbabwe.
2. The ECSA-HC has set aside funds for financial year 2023/2024 toward the cost of operations and implementation of its programmes. It is intended that part of the funds will be applied to eligible payments under the contracts for the supply of goods and provision of services for two financial years 2023/2024 – 2024/2025.
3. ECSA-HC Secretariat invites applications for Pre-Qualifications from the eligible, highly competent and experienced Suppliers and Service Providers within the United Republic of Tanzania under the listed categories.
4. The Selection and final short listing of suppliers and service providers will be conducted through the Competitive Tendering Procedures as specified in the ECSA-HC Procurement Policy and Procedures. Only shortlisted suppliers and service providers will be eligible for invitation to quote under competitive procedures each time when the ECSA-HC will be in need of the specified services and goods.
5. The selection Criteria shall involve Legal registration/compliance and Capabilities.
 - a. **Legal Registration/Compliance**
 - Possession of registration certificates from relevant authorities
 - Submission of business license, company certificate of incorporation, Tax Identification Number (TIN)
 - Current physical location which will be inspected for verification); that is a valid right of occupancy of office premises or lease contract
 - Submission of CERTIFIED power of attorney document

b. Company's Capabilities, Proposed Solution and Methodology

- The company must have not less than three years' experience in the relevant field.
- Staffing levels; must submit the list of key staff with their CVs demonstrating their ability to carry out the assignment.
- Financial Capability (submit the latest Five months bank statements).
- Demonstrate capability in terms of equipment, skills and technology as per requirement in respective categories if applicable.

Please note that in assessing the submissions, consideration will be given to the firm with ability to meet requirements such as Legal Registration/Compliance and Company's Capabilities. Only eligible and qualified Bidders with demonstrated experience and excellent track record in similar assignments will be considered for prequalification.

6. In case of any further clarification required, the interested qualified firm may obtain further clarification information from the Office of Director General from 0800 to 1700 hours Monday to Friday except on public holidays. ECSA-HC will respond to the request for clarifications received within Five (5) days prior to the deadline for submission of application.
7. The pre-qualification is of Twenty-Four (24) lots and each lot is independent, Suppliers and service providers may apply for a single lot, multiple lots or all twenty-Four (24) lots and pre-qualification will be on lot basis as follows:

S/N	TENDER NUMBER	DESCRIPTION
1	ECSA - HC/209/2023-2025/PQ/01	Provision of Design and Printing Services
2	ECSA - HC/209/2023-2025/PQ/02	Supply of ICT Equipment (Photocopier, Printers, Computers & Accessories and Consumables)
3	ECSA - HC/209/2023-2025/PQ/03	Provision of Air Travel Ticketing Services
4	ECSA - HC/209/2023-2025/PQ/04	Provision of Security Services
5	ECSA - HC/209/2023-2025/PQ/05	Provision of Office Cleaning, Sanitary and Gardening Services
6	ECSA - HC/209/2023-2025/PQ/06	Provision of Health Insurance Services
7	ECSA - HC/209/2023-2025/PQ/07	Provision of Insurance Services (Vehicles, Machines, Building etc.
8	ECSA - HC/209/2023-2025/PQ/8	Provision of Internet Services
9	ECSA - HC/209/2023-2025/PQ/9	Provision of Transport and Logistics Services

10	ECSA - HC/209/2023-2025/PQ/10	Repairs and Maintenance of Computers, Photocopiers, Printers, Faxes, Servers and telecommunication equipment
11	ECSA - HC/209/2023-2025/PQ/11	Supply of General Office Stationery
12	ECSA - HC/209/2023-2025/PQ/12	Supply of Office Furniture & Fitting
13	ECSA - HC/209/2023-2025/PQ/13	Supply and Maintenance of Firefighting Equipment
14	ECSA - HC/209/2023-2025/PQ/14	Supply of Petrol and Diesel
15	ECSA - HC/209/2023-2025/PQ/15	Supply of Groceries/Sundries
16	ECSA - HC/209/2023-2025/PQ/16	Office Repairs and Maintenance of Electrical, Plumbing & Sewerage Services
17	ECSA - HC/209/2023-2025/PQ/17	Provision of Clearing and Forwarding Services
18	ECSA - HC/209/2023-2025/PQ/18	Provision of Outside Catering Services
19	ECSA - HC/209/2023-2025/PQ/19	Provision of Courier and Postage Services
20	ECSA - HC/209/2023-2025/PQ/20	Provision of Fumigation and Pest Control Services
21	ECSA - HC/209/2023-2025/PQ/21	Provision of Air Conditioners Services
22	ECSA - HC/209/2023-2025/PQ/22	Supply of Computer Software and Licenses
23	ECSA - HC/209/2023-2025/PQ/23	Provision of Photography, Video and TV Documentary Services
24	ECSA - HC/209/2023-2025/PQ/24	Website/Software Development and Maintenance

8. The deadline for submission of the applications will be at **1500 hours on Tuesday 31st October, 2023** and applications received will be opened promptly thereafter and in the presence of tenderers' representatives who may opt to attend the opening ceremony at ECSA-HC Board Room.

9. The applications must be written in English, in a sealed envelope containing one copy and original and delivered by courier or hand to the Director General, ECSA-HC Secretariat Oloirien Njiro Road, P. O. Box 1009 Arusha. The outer cover shall be clearly marked: Pre-qualification for supply of Goods and Provision of Services for the financial years 2023/2024-2024/2025 and the inside documents should clearly indicate the Lot/Lots Number applied for.

10. Late Tenders, Portion of Tenders, Electronic Tenders, Tenders not received, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

11. The submitted proposal for each independent Lot must be accompanied with Non-Refundable Tender Application Fee of **Fifty United States Dollars** (USD 50.00) under the below Bank details: -

BANK NAME:	STANDARD CHARTERED BANK (T) LTD
ACCOUNT NAME:	COMMONWEALTH
ACCOUNT NO:	87400 140 53 500
ADDRESS:	SYKES BUILDING, GOLIONDOI ROAD
POSTAL CODE:	P. O. BOX 3000, ARUSHA,
COUNTRY:	TANZANIA
TELEPHONE:	+255 27 254 4703/7
SWIFT/ABA CODE:	SCBL TZ TX

12. The submitted proposals must be delivered in sealed envelopes to the following address.

The Director General.
The East, Central and Southern Africa Health Community (ECSAHC),
Plot No. 157 Oloirien, Njiro Road,
P.O. Box 1009,
Arusha-Tanzania.

This advert can as well be accessible through our website; www.ecsahc.org