



TANZANIA RESEARCH AND CONSERVATION ORGANIZATION

P.O. BOX 6873, KIHIMBWA STREET, MOROGORO.

Email: info@trco.or.tz, Website: www.trco.or.tz

26th AUGUST, 2023

INVITATION FOR QUOTATIONS FOR SECURITY GUARD SERVICE

SECTION I: TENDER DESCRIPTION

Description

Tanzania Research and Conservation Organization (TRCO) is a non-profit NGO registered in Tanzania in December 2021. TRCO is seeking to hire a security guard who will work at TRCO Headquarter Office for a period of 12 months. The qualified security companies are invited to submit their price quotation for supplying the services. Description on information needed to be filled are shown below;

1.0 Technical specifications

To be filled by supplier/service provider:- The Tenderer is to complete column (d) with the technical specifications of the item(s) offered and to state “comply” or “not comply” and give details of the areas of non-compliance.

The following are the required technical specifications or/and statement of requirements:

S/n	Item Code	Description of Supplies and/or Services	Minimum Technical Specification/requirement including applicable standards	Compliance of specification/requirements offered
	(a)	(b)	(c)	(d)
	1	Registered Security guard	1. Surveillance & Monitoring 2. Access control 3. Emergence response 4. Reporting 5. Customer services	

Information on technical specifications/requirements (where applicable must be attached) by Tenderer as brochure. Note: Failure of Tenderer to duly fill column (d) in the above table his/her Price Quotation shall be regarded as non-responsive

2.0 Schedule of Supplies or Services required

Procuring entity should fill in required information in column 1 – 4 and Tenderer is required to duly fill column 5 -7.

S/N	Description of Supplies or Services	Unit of Measure	Quantity Required	Unit Price	Tax per unit (If applicable)	Extended Price (TZS)
(1)	(2)	(3)	(4)	(5)	(6)	(7) =(5+6)x4
1.	Security guard service	1.Surveillance & Monitoring 2.Access control 3.Emergence response 4.Reporting	1			

SECTION II: INSTRUCTIONS TO TENDERERS

The tenderer shall attach the following to its Quotation:

1. A valid Business License and TIN Certificate
2. Application must include filled quotation submission form, quotation declaration form,
3. The quotation must be addressed to Human Resource and Administration Office, **Tanzania Research and Conservation Organization, P.O. Box 6873, Morogoro, Tanzania**
4. You are hereby instructed to submit your application through apply@trco.or.tz
5. Deadline for submitting your application is **6th September 2023**
6. Quotations submitted through means other than apply@trco.or.tz shall not be accepted for consideration irrespective of the circumstances. However, in case the applicant wish to submit his/her application in other means can submit request via info@trco.or.tz or dial +255743794891
7. Evaluation shall be conducted and the tenderer shall be notified of the award or rejection of its tender respectively.

SECTION III: FORMS

Quotation Submission Form

We (name of Tenderer) agree to supply the goods/services specified in the schedule of requirements and prices of this quotation. We offer this tender for the Contract Price of [*Insert amount in numbers*], [*insert amount in words*] in Tanzanian Shillings.

We also offer to deliver the said goods or services within the period of months.

We declare that our quoted price did not involve agreement with other tenderers for the purpose of tender suppression.

We hereby confirm that this quotation comply with the conditions required by the invitation for quotations.

Authorized Signature:

Company name:

Title of company representative:

Address:
.....

Date:

Company Stamp/Seal:

Quotation Securing Declaration

[The Tenderer shall fill in this Form]

Date: .../...../.....]

We,[insert company name] the undersigned, declare that:

We understand that, according to your conditions, quotations must be supported by a Securing Declaration.

We accept that we will automatically be suspended from being eligible for tendering if will breach obligation(s) under the tender conditions.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight (30) days after the expiration of our Tender.

Signature:

Name:

[insert name of the person representing the company

Title:

[insert position of person representing the company]

Name of the company:

Signing date:

Company Stamp/Seal:

FORM OF INTEGRITY

UNDERTAKING BY SERVICE PROVIDER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

This company _____ (*name of Company*) places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/ Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, sub-contractors and Supplier/Service Providers.

(*Name of the Authorized Person*)

Signature

Date

Company stamp/seal