



# **FOUNTAIN TECHNOLOGIES TANZANIA LTD**

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# **PREQUALIFICATION OF SUPPLIERS**

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# **2016-2018**

*Prequalification document, guidelines & Application  
instructions*

## **SECTION I: INTRODUCTION & GENERAL**

### **1. ABOUT FOUNTAIN TECHNOLOGIES LTD.**

Fountain Technologies Tanzania Ltd (FTTL) is a subsidiary of Fountain Technologies Kenya Ltd. FTTL is an industry leader in the provision of leading edge and above par Telecommunication, Energy and Civil Engineering works to our clients (and esteemed partners). We do this by utilizing our established conventional set of unique skills in Power Transmission Systems, Fiber Optic Networks, MSC/DATA Centre, Telecom Installations- GSM, Telecom Civil Works, and Engineering Consultancy.

Our team comprises of experts in various sectors, and who have been seasoned by great years of experience in relevant capacities. We have a combined expertise experience of over 50 years in offering Telecommunication, Energy Solutions and Civil engineering. We pride ourselves in an 'All inclusive, end to end' delivery of our services.

Our strength is derived from a great Research and Development (R&D) team which takes time to mature products before launch. With an advantage of great financial muscle which aids in committing to a project, we are able to meet the benchmark deliverables without any interruptions.

### **2. PREQUALIFICATION OF SUPPLIERS 2016 - 2018**

Fountain Technologies Tanzania Ltd (FTTL) is in the process of updating its panel of suppliers for the period 2016 – 2018. Interested, eligible and competent suppliers are invited to apply for prequalification, indicating category they are interested in. Existing suppliers who wish to be retained must also re-apply and re-submit up-to-date information requested in this document.



## PREQUALIFICATION OF SUPPLIERS 2016 - 2018

Fountain Technologies Tanzania Ltd. (FTTL) is in the process of updating its panel of suppliers for the period 2016-2018. Interested, eligible and competent suppliers are invited to apply for prequalification, indicating the category of goods, products and services they wish to supply. Existing suppliers who wish to be retained must also re-apply and re-submit up-to-date information requested in the prequalification document.

### A. CATEGORY 1 - GENERAL PURCHASE - FEP/GP/2016-2018

| SR NO. | ITEM NO.  | ITEM DESCRIPTION   |
|--------|-----------|--|
| 1.     | FEP/GP/01 | Supply of general office stationery, computer consumables (genuine toners/cartridges) and accessories.                             |
| 2.     | FEP/GP/05 | Supply of electrical items: solar panels, solar accessories, batteries, inverters, power and energy-related items and accessories. |
| 3.     | FEP/GP/06 | Supply of power cables, fibre optic cables, networking equipment and accessories.  |
| 4.     | FEP/GP/08 | Supply and servicing of inverter-based backup systems, generators, UPS, batteries and electrical parts.                            |
| 5.     | FEP/GP/10 | Supply of general hardware, hand tools, power tools and machinery.   |
| 6.     | FEP/GP/11 | Supply of staff uniforms, guard uniforms, suits, shoes, safety equipment and personal protective equipment (PPEs).                 |

### B. CATEGORY 2 - WORKS & SERVICES - FEP/WS/2016-2018

| SR NO. | ITEM NO.  | ITEM DESCRIPTION   |
|--------|-----------|--|
| 1.     | FEP/WS/04 | Provision, supply and maintenance of firefighting equipment.   |
| 2.     | FEP/WS/05 | Provision of transport and car hire services (motor vehicles, vans and buses).   |
| 3.     | FEP/WS/06 | Provision of goods transport (trucks).   |
| 4.     | FEP/WS/10 | Provision of small works, repairs, renovations, partitioning, plumbing, carpentry, electricals and related services.                     |
| 5.     | FEP/WS/11 | Supply of building materials: cement, sand, building and foundation poles, fencing poles, chain-link, barbed wire and roofing materials. |
| 6.     | FEP/WS/13 | Repairs and maintenance of motor vehicles, garaging and towing services.   |
| 7.     | FEP/WS/14 | Provision of security services.  |
| 8.     | FEP/WS/16 | Provision of internet services and solutions.  |
| 9.     | FEP/WS/19 | Provision of mobile network operations, airtime and telephone services.  |

### C. CATEGORY 3 - CONSULTANCY/SPECIALIZED SERVICES - FEP/CSS/2016-2018

| SR NO. | ITEM NO.   | ITEM DESCRIPTION   |
|--------|------------|--|
| 1      | FEP/CSS/23 | Subcontractors: provision of mechanical, electrical and energy construction services (mechanical, electrical and energy subcontractors). |
| 2      | FEP/CSS/08 | Subcontractors: provision of building and civil works construction services (various classes of building and civil works contractors).   |
| 3      | FEP/CSS/01 | Provision of legal services (Legal Firms).   |

Application instructions, further information and details, including submission deadlines may be obtained by visiting the FEP Holdings Ltd. website <http://www.fep-group.com/opportunities/expression-of-interest-tenders/>

**Fountain Technologies Tanzania Ltd.**  
 Plot 38/2A Majimaji Street, Mikocheni B  
 P.O. Box 8504,  
 Dar-es-Salaam, Tanzania  
 Email: [info.tanzania@fountain-technologies.com](mailto:info.tanzania@fountain-technologies.com)  
 Website: [www.fountain-technologies.com](http://www.fountain-technologies.com) / [www.fep-group.com](http://www.fep-group.com)

A SUBSIDIARY OF FEP HOLDINGS LTD



Completed pre-qualification documents are to be enclosed in plain sealed envelopes marked **“Prequalification of Suppliers 2016-2018”**, Clearly indicating Category Ref. and Description being applied for and **be deposited in the Tender Box** situated at **Fountain Technologies Tanzania Ltd, Plot No 38/2A Majimaji Street, Mikocheni B, Dar Es Salaam, Tanzania. Tel: +255 718 913 034**

**And Addressed to: The Head of Procurement  
Fountain Technologies Tanzania Ltd  
Plot No 38/2A  
Maji Maji Street  
Mikocheni B,  
Tanzania.**

So as to be received by **11:00am Tuesday 25<sup>th</sup> October 2016**

Prequalification documents will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Fountain Technologies Tanzania Ltd Offices.

**NOTE:**

A non-refundable payment of **Tanzania Shillings 50,000** is to be made, payable directly to:

Bank: **KCB BANK TANZANIA**  
Branch: **OYSTER BAY**  
Account Name: **FOUNTAIN TECHNOLOGIES TANZANIA LTD**  
Account No: **3301068111**

Fountain Technologies Tanzania Ltd reserves the right to accept or reject applications either wholly or in part and is not bound to give reasons for its decisions.

# **TABLE OF CONTENTS**

|      |   |    |
|------|---|----|
| 3.1  | Eligible Candidates.....                                | 6  |
| 3.2  | Eligibility Criteria.....                               | 6  |
| 3.3  | Reciprocal Business Principle.....                      | 6  |
| 3.4  | Cost of Tendering.....                                  | 6  |
| 3.5  | Clarification of Documents.....                         | 7  |
| 3.6  | Amendment of the Prequalification Documents.....        | 7  |
| 3.7  | Language of Bid Document.....                           | 7  |
| 3.8  | Documents Comprising the Prequalification Document..... | 7  |
| 3.9  | Sealing and Marking of Tenders.....                     | 8  |
| 3.10 | Deadline for submission of tenders.....                 | 8  |
| 3.11 | Opening of Prequalification documents.....              | 8  |
| 3.12 | Clarification.....                                      | 8  |
| 3.13 | Preliminary Examination and Responsiveness.....         | 9  |
| 3.14 | Evaluation and Comparison of Tenders.....               | 9  |
| 3.15 | Contacting the Procuring Entity.....                    | 9  |
| 3.16 | Award of contract.....                                  | 10 |
| 3.17 | Approval Criteria.....                                  | 10 |
| 3.18 | Notification of Approval.....                           | 10 |
| 3.19 | Corrupt or Fraudulent Practices.....                    | 10 |
|      | Confidential Business Questionnaire.....                | 11 |
|      | Declaration.....  | 15 |

## **SECTION II – INSTRUCTIONS TO CANDIDATES**

### **3. INSTRUCTIONS TO CANDIDATES:**

#### **3.1. ELIGIBLE CANDIDATES:**

**3.1.1.** This invitation to tender is open to all eligible candidates as described in the Prequalification Document.

**3.1.2.** The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the exercise.

**3.1.3.** Candidates involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

#### **3.2. ELIGIBILITY CRITERIA**

##### **3.2.1. REQUIRED DOCUMENTS FOR ELIGIBILITY**

1. The following Legal, Statutory & Industrial Compliance documents will be required, depending on their relevance and also depending on the categories applied for:

- a. Certificate of incorporation.
- b. Trading license.
- c. VAT & TIN Registration.
- d. TRA Tax Clearance Certificate.
- e. Articles & Memorandum.
- f. EHS, OSHA, ISO compliance, Management systems, where available.
- g. TCRA, CRB, etc. and relevant professional registration certificates, depending on the category applied for.
- h. Relevant Practicing licenses – For professionals.
- i. Company Profiles, key personnel, list of equipment, etc.
- j. Audited Accounts – last 3 years.
- k. Proof of payment of tender application.

#### **3.3. RECIPROCAL BUSINESS PRINCIPLE:**

Potential candidates should show willingness and openness to transact business with FEP Holdings Business units on a reciprocal basis, if or where possible.

#### **3.4. COST OF TENDERING/COST OF APPLICATION:**

**3.4.1.** The Applicant shall bear all costs associated with the preparation and submission of its application, and the Procuring Entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

**3.4.2.** A non-refundable application payment of **TANZANIA SHILLINGS 50,000** is to be made, payable directly to:

Bank: **KCB BANK TANZANIA**

Branch: **OYSTER BAY**

Account Name: **FOUNTAIN TECHNOLOGIES TANZANIA LTD**

Account No: **3301068111**

**NOTE:**

Proof of Application payment (Payment or deposit slip or its copy) must be attached to the application documents. **Documents without proof of payment attached will be disqualified during tender opening.**

**3.5. CLARIFICATION OF DOCUMENTS:**

**3.5.1.** A prospective candidate requiring any clarification of the bidding document may notify the Procuring Entity in writing or by email at the entity's address [procurement@fep-group.com](mailto:procurement@fep-group.com). The Procuring Entity will respond in writing to any request for clarification of the tender documents.

**3.5.2.** The Procuring Entity shall endeavor to reply to any clarifications sought by the candidates to enable the candidates to make timely submission of its application.

**3.6. AMENDMENT OF THE PREQUALIFICATION DOCUMENTS:**

**3.6.1.** At any time prior to the deadline for submission of applications, the Procuring Entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, may modify the document.

**3.7. LANGUAGE OF BID DOCUMENT:**

**3.7.1.** The application prepared by the candidate, as well as all correspondence and documents relating to the application exchange by the candidate and the Procuring Entity, shall be written in English language, provided that any printed literature furnished by the candidate may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the application, the English translation shall govern.

**3.8. DOCUMENTS COMPRISING THE PREQUALIFICATION DOCUMENT:**

The document prepared by the candidate shall comprise documentary evidence that the candidate is eligible and is qualified to be prequalified in the prequalification document.

### **3.9. SEALING AND MARKING OF TENDERS:**

The candidate shall seal the original and a copy of the tender/application in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

#### **3.9.1. Both** inner and outer envelopes shall:

- (a) Be addressed to the Procuring Entity at the address given in the Invitation to prequalify:
- (b) Bear Prequalification Number, Category and Category description the candidate wishes to be prequalified in and the words, “DO NOT OPEN BEFORE,” (day, date and time of closing)

**3.9.2.** The inner envelopes shall **also** indicate the name and address of the candidate to enable the application to be returned unopened in case it is declared “late”.

**3.9.3.** If the outer envelope is not sealed and marked as required by paragraph 3.9, the Procuring entity will assume no responsibility for the application’s misplacement or premature opening.

### **3.10. DEADLINE FOR SUBMISSION OF TENDERS/APPLICATIONS:**

Tenders/Applications must be received by the Procuring entity at the address specified under clause 2 no later than the day, date and time indicated on the schedule in Section I.

**3.10.1.** The Procuring entity may, at its discretion, extend this deadline for the submission of prequalification documents. **This will be notified through the procurement entity’s website**, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

### **3.11. OPENING OF PREQUALIFICATION DOCUMENTS:**

**3.11.1.** The Procuring entity will open all applications in the presence of applicants’ representatives who choose to attend, at (time, day and date of closing) and in the location specified in the Invitation to prequalify. The applicants’ representatives who are present shall sign a register evidencing their attendance.

### **3.12. CLARIFICATION:**

To assist in the examination, evaluation and comparison of applications the Procuring entity may, at its discretion, ask the candidates for a clarification of its application. The request for clarification and the response shall be in writing.



**3.12.1.** To assist in the examination, evaluation and comparison of tenders, the Procuring entity may request candidates who move on to the next stage of the process to send documents and relevant information by email to the email address [procurement@fep-group.com](mailto:procurement@fep-group.com) or any other address provided for by the Procuring entity.

**3.12.2.** Any effort by the candidates to influence the Procuring entity in the Procuring entity's evaluation of prequalification decisions may result in the rejection of the candidates' prequalification document.

### **3.13. PRELIMINARY EXAMINATION AND RESPONSIVENESS:**

This will be carried out as specified in the schedule of requirements. If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the candidate by correction of the non-conformity.

### **3.14. EVALUATION AND COMPARISON OF TENDERS/APPLICATIONS:**

The Procuring entity will evaluate and compare the applications which have been determined to be substantially responsive. The Procuring entity shall use Evaluation Criteria and Parameters to evaluate the applications.

**3.14.1.** To qualify for Prequalification, the candidates shall have the following additional requirements:

- a) Necessary qualifications, capability experiences, services, equipment and facilities.
- b) Legal capacity to enter into a contract for procurement.
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) Shall not be debarred from participating in public procurement.

Evaluation parameters are provided under the schedule of requirements. However, these may not be conclusive, and the Procuring entity may opt to add more parameters, as befits the category applied for.

### **3.15. CONTACTING THE PROCUREMENT ENTITY:**

**3.15.1.** No candidate shall contact the procuring entity on any matter relating to its application from the time of the **opening** to the time the prequalification list is approved.

**3.15.2.** Any effort by a candidate to influence the procuring entity in its decisions on evaluation, comparison or approval may result in the rejection of the candidate's application.

### **3.16. AWARD OF CONTRACT:**

Candidates that make it past the initial vetting stage may undergo a more thorough vetting and evaluation process. In addition, the procuring entity may visit or undertake any other activity to determine to its satisfaction whether a candidate is qualified to be prequalified. A negative determination will result in rejection of the candidate's application.

### **3.17. APPROVAL CRITERIA**

A candidate will be considered for registration in the Panel of Suppliers for goods, services or consultancy where the candidate is deemed to be substantially responsive and has been determined to have the necessary capacity. Furthermore, potential candidates may be subject to further vetting and evaluation by the Procuring entity.

### **3.18. NOTIFICATION OF APPROVAL:**

As much as is practically possible, the procuring entity will notify all applicants on the results of the prequalification exercise.

**3.18.1.** Fountain Technologies Tanzania Ltd reserves the right to accept or reject applications either wholly or in part and is not bound to give reasons for its decisions.

### **3.19. CORRUPT OR FRAUDULENT PRACTICES:**

The Procuring entity requires that candidates 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;

i) **“corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of the Procuring Entity in the procurement process or in contract execution; and

ii) **“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 Procuring Entity, and includes collusive practice among tenders (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition.

The procuring entity will reject a candidate's prequalification document if it determines that the candidate recommended for award has engaged in corrupt or fraudulent practices in competing for the prequalification. Further, a candidate who is found to have indulged in corrupt or fraudulent practices risks being blacklisted by FEP Holdings Ltd and its subsidiaries, including Fountain Technologies Tanzania Ltd. and will not be considered for current or future tender considerations.

## STANDARD FORMS

### CONFIDENTIAL BUSINESS QUESTIONNAIRE

#### PART 1: GENERAL

1. Business name .....
2. Category applied for ( Ref and Description):.....
3. Postal address ..... Code ..... Town .....
4. Principal contact person/s .....Position .....
5. Physical location of business .....
6. Town ..... Street.....
7. Plot no. .... Building ..... Floor .....
8. Email address(es) .....
9. Telephone Numbers: Landline/s .....Mobile/s.....
10. Nature of business (Ltd, Partnership, Sole proprietorship, etc).....
11. Duration of business operation..... year established .....
12. Company registration No. (Attach copy) .....
13. VAT Registration No. (Attach copy).....
14. PIN certificate (Attach copy).....

15. Valid TRA tax clearance certificate (shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date (attach copy). **Please note that applications with expired Certificates will be disqualified.**

17. Business permit (attach copy)

18. Trading Certificate where applicable

19. Brief description of goods/services/business that you offer.....

20. Minimum Value of Business which you can handle at any time TZS.....

21. Maximum value of business which you can handle at any time TZS .....

22. Name of Bank and branch (from which a financial reference may be sought)

Bank Name:..... Branch.....

Bank address.....Bank contact person and position  
.....

23. Is your organization willing to transact business with FEP Holdings Business Units on a reciprocal basis where possible or applicable? Yes/No

**PART 2: SOLE PROPRIETOR** Your full names: Surname ..... First  
..... Others ..... Nationality .....

**PART 3: PARTNERSHIP** Number of partners ..... Give partners details as follows: Name/nationality/citizenship details/shares

1. ....

2. ....

3. ....
4. ....
5. ....
6. ....
7. ....

**PART 4. REGISTERED COMPANY** a) Private Limited Company b) Public Limited Company Nominal

capital of the company (TZS) ..... Issued capital of the company (TZS)

..... Number of directors..... Give partners

details as follows: Name/nationality/citizenship details/shares

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

**PART 5. DIRECTORSHIP TO OTHER COMPANIES**

a) Are you or any of the above directors also directors in others companies that are seeking pre-qualification? ..... (yes/no) b) If yes complete the table below.

| Sr No | Name of Director | Name and Address of Company | Certificate of Incorporation | No. Of Shareholding |
|-------|------------------|-----------------------------|------------------------------|---------------------|
|       |                  |                             |                              |                     |
|       |                  |                             |                              |                     |

|  |  |  |  |  |
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**PART 6. REFERENCES:**

Provide contact details of 3 references of previous or current corporate clients that you have worked for in the past 2 years. References may be contacted at any time.

1. Organization.....

Contact name.....Position .....

Telephone number .....E-mail address.....

2. Organization.....

Contact name.....Position .....

Telephone number .....E-mail address.....

3. Organization.....

Contact name.....Position .....

Telephone number .....E-mail address.....

***Please attach copies of LPOs, award letters or any other approved document from each of the above showing works done and their value.***

**PART 7: ADDITIONAL DOCUMENTS:**

1. Copy of receipt or bank slip/proof of payment of non-refundable tender application charges must be attached to the application documents.
2. Company profile, including list of key clients, both past and current.

## DECLARATION FORM

To.....Date .....

The applicant i.e (name and address) .....

..... Declares the following:

- a) Has not been barred or blacklisted by any procurement entity.
- b) Has not been involved in and will not be involved in corrupt and fraudulent procurement and business practices.
- c) The tenderer (including all members, of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the procuring entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the services under this invitation for tenders.
- d) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

Name ..... Title .....

Signature ..... Date.....

***(To be signed by authorized representative and officially stamped)***