KCMC UNIVERSITY

REQUEST FOR PROPOSALS

1. **A COMPREHENSIVE VULNERABILITY AND SECURITY ASSESSMENT OF ICT INFRASTRUCTURE, SYSTEMS, APPLICATIONS AND RELATED DIGITAL ASSETS**

2. **CENTRALIZED MANAGED PRINTING, PHOTOCOPYING, SCANNING AND DOCUMENT OUTPUT SERVICES.**

November, 2026

ABBREVIATIONS AND ACRONYMS

BOQ	Bill of Quantities
AQRB	Architects and Quantity Surveyors Registration Board
Cap	Chapter
ERB	Engineers Registration Board
ES	Environmental and Social
FY	Financial Year
GCC	General Conditions of Contract
ICS	International Competitive Selection
ITC	Instruction to Consultants
JV	Joint Venture
KCMC	KCMC
LOI	Letter of Invitation
NCC	National Construction Council
NCS	National Competitive Selection
OAG	Office of Attorney General
PDS	Proposal Data Sheet
PE	Procuring Entity
PPAA	Public Procurement Appeals Authority
PPRA	Public Procurement Regulatory Authority
RFP	Request for Proposal
SCC	Special Conditions of Contract
SEA	Sexual Exploitation and Abuse
SH	Sexual Harassment
SRFP	Standard Request for Proposal
TOR	Terms of Reference

SELECTION PROCEDURES AND REQUIREMENTS

SECTION I

LETTER OF INVITATION (LOI)

REQUEST FOR PROPOSAL (RFP)

ICT Consulting Services

Date: 05th November, 2026.

1. This is the invitation for proposal for a **Comprehensive Vulnerability and Security Assessment of ICT Infrastructure, Systems, Applications and Related Digital Assets** and **Centralized Managed Printing, Photocopying, Scanning and Document Output Services.**

2. The KCMC University has set aside funds for consultancy services where evaluation will be conducted through the procedures specified in KCMC University regulations and project/programs donor provisions and is open to all applicants as defined in the Regulations. All applicants should adhere to requirements stipulated in detail in proposal document. Failure to do so, your tender will be disqualified.

3. Interested Eligible bidders shall share their proposals as per lots below;

Lot No.	**Description**
KCMCU/PMU/CONS/03/2026-27	Selection and Employment of Consultant for Conducting a Comprehensive Vulnerability and Security Assessment of ICT Infrastructure, Systems, Applications and Related Digital Assets
KCMCU/PMU/CONS/04/2026-27	Centralized Managed Printing, Photocopying, Scanning and Document Output Services.

4. This Request for Proposal (RFP) has been addressed to all consultants and all legal documents must be Certified by a registered personnel/institution/firm and recognized by the respective board. All other documents requiring Signature and Stamp, should be done so.

5. The consultant will be selected through Quality based selection method with minimum weighted score of 75% for technical proposal. This means, the financial proposals shall NOT be submitted with the technical proposal. Only the contacted consultant will be requested their financial proposal.

6. Interested eligible bidders may download the document and ToR from the KCMC University website through the following links: www.kcmcu.ac.tz and pay a non-refundable fee of TZS **150,000/=** (One Hundred and Fifty Thousand Shillings only) per

Lot. Payment shall be made through Bank Name: **NBC**, Account Name: **Kilimanjaro Christian Medical University College**, **Account No. 017101001339** and MUST attach a copy of the payment receipt to each application form submitted as proof of payment and submit the original copy upon document submission. Any application submitted without the receipt will be REJECTED.

7. All applications should be physically delivered with One original and two copies for each Lot, properly filled in and enclosed in plain envelopes clearly marked the relevant, Lot No. and details of the tender (without the name of the applicant on top of the envelop) before 2:00 pm, Thursday 19th November, 2026 at 1200hrs local time Registry Office-Ground floor thereafter opened and notified within 7 days.

8. Interested applicants may obtain further information by contacting the procuring department through; Email: procurement@kcmcu.ac.tz; 08-00 to15:30 on Mondays to Fridays inclusive except on public holidays.

9. The client shall not be responsible for misplacement or premature opening of proposals, which are not sealed, reserves the right to accept or reject any application and is not bound to give reasons for its decision.

10. Late Proposals, portion of Proposals and Proposals not received shall not be accepted for evaluation irrespective of the circumstances**.**

Note: KCMC University is committed to the highest ethical standards of transparency, openness, and accountability in its affairs. KCMC University promote a "Zero tolerance" towards fraud and corruption. All communications should be channeled to the provided official correspondence email above.

Vice Chancellor,
KCMC University
P.O.BOX 2240,
Moshi-Kilimanjaro-Tanzania
Email: procurement@kcmcu.or.tz

SECTION II
INSTRUCTIONS TO CONSULTANTS (ITC)

READ CAREFULLY

1. Scope of Proposal

1.1 The Procuring Entity (PE) indicated in the Proposal Data Sheet (PDS) invites Proposals for the Supply of Consultancy Services as specified in the PDS and Section IV - Technical Specification. Successful Consultant will be expected to supply within the period stated in the PDS from the start date specified in the PDS. The duration of the Contract shall be as specified in the PDS.

1.2 Proposal is open on equal terms to firms or public or semi-public agencies, cooperative societies, associations governed by public or private law.

1.3 A Consultants shall submit only one Proposal, in the same process, either individually or as a partner in association. No Consultants can be a Sub-Consultant while submitting a Proposal individually or as a partner of a Association in the same process. A Consultants, if acting in the capacity of Sub-Consultants in any Proposal, may participate in more than one Proposal but only in that capacity.

1.4 The Consultants shall bear all costs associated with the preparation and submission of its Proposal, and the PE shall in no case be responsible or liable for those costs.

1.5 A prospective Consultants requiring any clarification of the Documents may notify the PE through provided email as shown in PDS not later than seven (5) days prior to the deadline for the submission of Proposals. The PE will within three (3) working days after receiving the request for clarification respond and publish responses to all Consultants.

1.6 Before the deadline for submission of Proposals, the PE, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Consultants, may modify the Documents by issuing addenda. In order to allow prospective Consultants reasonable time to take an addendum into account when preparing their Proposals, the PE, at its discretion, may extend the deadline for the submission of Proposals.

2. Preparation of Proposal Document

2.1 *Proposal document:* The Consultants shall fill the ***Technical Proposal*** furnished in the Documents.

2.2 *Financial Proposal:* Only the contacted consultant will be requested their financial proposal.

2.3 *Proposal Currency:* The currency for the Supply of Consultancy Services and services that the Consultants will supply the prices shall be quoted in Tanzania Shillings.

2.4 *Signing of Proposal:* The Proposal documents shall be signed by a person or persons duly authorized to sign on behalf of the Consultants and the authorization documents shall be submitted together with the Proposal indicating names and positions of each signatory.

2.5 *Withdraw of Proposal:* A Consultants may modify or substitute or withdraw its Proposal after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Proposals

2.6 *Opening of Proposal:* The opening shall be done by Tender Committee to notify the submitted proposals on the presence of representatives and no Proposal shall be rejected at Proposal opening.

2.7 *Correction errors:* If there is a discrepancy between unit prices 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. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to discrepancy in unit price.

3. Eligible Consultants

3.1 Consultants must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive, or obstructive practices.

3.2 A Consultant shall not have a conflict of interest. All Consultants found to be in conflict of interest shall be disqualified. A Consultant may be considered to have a conflict of interest with one or more parties in this process, if they:

a. Are associated or have 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 supplies and services to be purchased under this Invitation for;

b. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the of another applicant or influence the decisions of the Procuring Entity regarding this process.

3.3 Firms and individuals may be ineligible if –

a. Such person is declared bankrupt or, in the case of company or firm, insolvent;

b. The person, company or firm is convicted, by a final judgment, of any offence involving professional conduct;

c. The person or company is debarred and blacklisted from participating in public procurement for corrupt, coercive, collusive, fraudulent or obstructive practices, failure to abide with a Proposal Securing Declaration, breach of a procurement contract, making false representation about his qualifications during Proposal proceeding or other grounds as may be deemed necessary by the Authority company or firm is found guilty of serious misrepresentation with regard to information required for participation in an invitation to Proposal.

4. Essential Criteria for Evaluation

4.1 will be based on Quality Based Selection method (QBS). The consultants Suppliers, service providers and consultants must comply with all documentations that prove its eligibility and existence.

a. Experience
Prospective Consultant must have carried out successful supply, deliver and/or provide similar services to Non-Government Organizations, Government, Corporation, Institutions of the Similar Size for the past three years.

b. Financial Condition
The consultant shall provide **1-year financial statement** for the past **2 years**, certified, signed and stamped as well **6 months Bank Statement** and letters of reference from their bankers regarding consultant's credit position. Potential Consultants will be awarded on the satisfactory information given.

4.2 A Consultant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

4.3 After determining the lowest-evaluated Proposal, if pre-qualification was not undertaken, the PE shall carry out the post-qualification of the Consultants.

4.4 Where the Financial Proposal is considered to be abnormally low, the PE shall perform price analysis as part of the post-qualification. The following process shall apply: The PE may reject a Proposal if the PE has determined that the price in combination with other constituent elements of the Proposal is abnormally low in relation to the subject matter of the procurement (Terms of Reference) and raises concerns as to the ability of the Consultants that presented that Proposal to perform the contract. The PE shall not incur any liability solely by rejecting abnormally Proposal.

5. Contract Award and Terms

5.1 The PE will award the Contract to the Consultant whose Technical and Financial Proposals have been determined to be substantially responsive to the Documents.

5.2 Negotiations may be undertaken with the lowest evaluated Consultants relating to (a) Minor alteration to the technical details of the statement of requirements, (b) Reduction of quantities for budgetary reasons, (c) Finalizing Payment arrangements, (d) Clarifying details that were not apparent or could not be finalized at the time of;

a. Where negotiation fails to result into an agreement, the PE may invite the next ranked Consultant for negotiations. Where negotiations are commenced with the next ranked Consultants, the PE shall not reopen earlier negotiations.

b. The PE reserves the right to accept or reject any Proposal, and to annul the process and reject all Proposals at any time prior to award of the contract without thereby incurring any liability to the affected Consultants(s).

5.3 Promptly after notification of award, PE shall send the successful Consultants the draft Contract, incorporating all terms and conditions as agreed by the parties to the contract.

SECTION III:
PROPOSAL DATA SHEET

Ser. No.	Required Information/Data	Data	Information/Data to be filled by PE
1.	Name of the PE	**1.1**	**KCMC UNIVERSITY**
2.	Service/Project/Proposal Identification	**2.1** **2.2**	**KCMCU/PMU/CONS/03/2026-27** **KCMCU/PMU/CONS/04/2026-27**
3.	Description of Services	**3.1**	The objectives and brief description of the Services are: **KCMCU/PMU/CONS/03/2026-27 "A Comprehensive Vulnerability and Security Assessment of ICT Infrastructure, Systems, Applications and Related Digital Assets** **KCMCU/PMU/CONS/04/2026-27 "Centralized Managed Printing, Photocopying, Scanning and Document Output Services."**
4.	Selection Procedure	**4.1**	The Method of Selection is*: **Quality Based Selection (QBS)***
5.	Procurement Method	**5.1**	Procurement Method used is: **National Competitive Tendering (NCT)**
6.	Applicable Law	**6.1**	Applicable Law is of ***United Republic of Tanzania***
7.	Phasing of the Assignment	**7.1**	The assignment is to be completed within [***As stipulated in the specific ToR***] from contract signing date.
8.	Source of Funds	**8.1**	The source of fund is **KCMC University**
9.	Development Partner	**2.3**	The development partner is: ***None***
10.	Details of a Pre-Proposal Meeting	**10.1**	A pre-proposal Meeting will be held: **"Yes"** Date of pre-proposal meeting: Tuesday, 10th November 2026 Time: 10:00 am – 12:00 noon At 1st Floor, Council Chamber, KCMC University And through zoom meeting with the link: https://kcmcu-ac-tz.zoom.us/j/83635687991?pwd=Bv6slIDB0LnDxUq7HohcDuW79TTqhG.1
11.	Site Visit	**11.1**	The consultant, if interested, shall make a site visit on Monday-Thursday 9th -12th November 2026, exclusively from 10:00am to 02:00pm.
12.	Deadline for Submission of Questions for the	**12.1**	All questions should be submitted **5 days** before proposal submission deadline.

Ser. No.	Required Information/Data	Data	Information/Data to be filled by PE
	Pre-Proposal Meeting		
13.	Participation of Sub-consultants, Key Experts and Non-Key Experts	**13.1**	Participation of Sub-consultants, Key Experts and Non-Key Experts in more than one Proposal is permissible: **NO**
14.	Language of Proposal	**14.1**	The Proposal and other documents shall be written in the*:* ***English*** language.
15.	Other documents required to be submitted	**15.1**	Other documents required to be submitted with the Proposal are: **Company Registration Certificate, VAT Certificate, TIN Certificate, Current Tax Clearance, 1 year Audited Financial Statement for the past two years, 3 months Bank statement, Curriculum virtae of Key Experts, Performance Certificate.**
16.	Qualifications of Professional Staff	**16.1**	The minimum required qualification and experience of professional staff are as **shown in the Terms of Reference**
17.	Training	**17.1**	Training is a specific component of this assignment. The details of training required are as **shown in the Terms of Reference.**
18.	Payment of Local Taxes	**18.1**	The Consultant shall be responsible for payment of local taxes: **Yes**
19.	PEs Inputs	**19.1**	**N/A**
20.	Alternative Proposals	**20.1**	Are alternative Technical Proposals allowed: **No**
21.	Currency of the Proposal	**21.1**	The Financial Proposal should state local costs in Tanzanian Shillings (local currency): **Yes**
22.	Validity Period of the Proposals	**22.1** **22.2**	Proposals must remain valid for [**40] days** after the submission deadline date. A Consultants may modify or substitute or withdraw its Proposal after it has been submitted to the PE, provided that such modification or substitution or withdraw is made prior to the deadline for submission of Proposals.
23.	Proposal Security	**23.1**	Consultants shall not be required to submit a proposal security in any form.
24.	Evaluation Criteria for Technical Proposal	**24.1**	Criteria, sub-criteria, and points system for the evaluation of Technical Proposals are: ***[This criteria, sub-criteria and points system shall be applicable when the pre-qualification/expression of interest has not taken place]***

Ser. No.	Required Information/Data	Data	Information/Data to be filled by PE	
			Criteria, sub-criteria	**Points (%)[1]**
			(i) Firm's general experience (10), reputation and specific experience in previous similar assignments (20)	[*30*]
			(ii) Understanding of the terms of reference, methodology and the overall quality of the proposal	[5]
			(iii) Qualification of key personnel and Participation of local Experts The number of points to be given under each evaluation sub criteria for qualifications of staff are; Curriculum virtae of the team leader and other members (20)	[*20*]
			(iv) Description of the Approach (10), Methodology (15), and Work Plan (10), Schedule and Planning of deliverables (10) for Performing the Assignment	[*45*]
			Total Score	**100**
			The minimum Technical Score (St) required to pass is: 75 Points.	
25.	Formula for Computing Financial Score in Case of QBS	**25.1**	The formula for determining the financial scores is the following: Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration: **N/A**	
26.	Proposed Payment scheme/Rate	**26.1** **26.2** **26.3**	The Consultant shall meet the cost of any insurance and/or medical examination or treatment required in the course of performing the services The consultant shall not include in the total consultancy cost but display the cost to be paid directly to the government. Financial proposal shall show separately professional fees on field/office and disbursement costs.	

1

Ser. No.	Required Information/Data	Data	Information/Data to be filled by PE
27.	Inclusion of Taxes in the Evaluation of Financial Proposals	**27.1**	For the purpose of the evaluation, the Client shall include: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Client's country Financial proposal shall indicate which taxes shall be paid by the Consultant and which taxes are withheld and paid by the Client on behalf of the Consultant.
28.	Currency for Submission	**28.1**	Financial proposal shall be submitted in Tanzania Shillings.
29.	Address for Contract Negotiations	**29.1** **29.2**	The address for contract negotiations is: *Vice Chancellor,* *KCMC University* *P.O.BOX 2240,* *Moshi-Kilimanjaro-Tanzania* *Email: procurement@elct.or.tz* The first consultant on the ranking shall then be contacted and if available, fees and contract terms shall be negotiated. If an agreement is not reached the next consultant by order of merit will be invited to negotiate and so on until one of the consultants is definitively retained for the assignment.
30.	Performance Security/Performance Securing Declaration	**30.1**	The Performance Security shall be 15% of the contract price in a form of Bank Guarantee or Insurance Bond
31.	Advance Payment	**31.1**	If the consultant requires advance payment, the advance payment shall not exceed 25% of contract price accompanied by submission of security in a form of bank guarantee.
32.	Date of Commencement of the Assignment	**32.1**	The assignment is expected to commence after receipt of Advance and/or performance security
33.	Project Address	**33.1.**	The address to serve a copy of complaint: Vice Chancellor, KCMC University P.O.BOX 2240, Moshi-Kilimanjaro-Tanzania Email: procurement@elct.or.tz

SECTION IV
TECHNICAL PROPOSAL – STANDARD FORMS

Below is a checklist of forms/documents required to be submitted by the Consultant. Each consultant must ensure that all forms/documents are properly prepared and submitted with its proposal. Failure to fill in and submit, or improper filling of the forms/documents may result in the rejection of the Proposal.

CHECKLIST OF REQUIRED FORMS

FORM		DESCRIPTION
TECH-1	Technical Proposal Submission Form.	
	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.
TECH-2	Consultant's Organization and Experience.	
	TECH-2A	A. Consultant's Organization
	TECH-2B	B. Consultant's Experience
TECH-3	Individual Consultant's and Experience (*If applicable*)	
TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
TECH-5	Work Schedule and Planning for Deliverables	
TECH-6	Team Composition, Key Experts Inputs	
TECH-7	CV of Professional Staff	
TECH-8	Code of Conduct (ES)	
TECH-9	Proposal Securing Declaration/Proposal Security – Bank Guarantee/Proposal Security – Insurance Bond	
TECH-10	Power of Attorney	
TECH -11	Anti- bribery Pledge	
To be submitted by only the contacted consultant after evaluation of technical proposal		
FIN-1	Financial Proposal Submission Form	
FIN-2	Summary of Cost	
FIN-5	Breakdown of Costs	

(This checklist helps the Consultant to secure documents submitted) All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Consultant who signs the Proposal.

Form Tech-1

Technical Proposal Submission Form

{Location, Date}

To: *[Name and address of PE]*

To: [*Name and address of Client*]

Dear Sirs:

We/I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal, and the Financial Proposals.

We/I are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant, also specify, whether they are in joint venture or sub consultancy]*.

If negotiations are held during the period of validity of the Proposal, i.e., before *(insert day, month and year in accordance with Proposal Data Sheet ITC 25.1*), we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We/I undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than *(insert day, month and year in accordance with Proposal Data Sheet ITC 48*).

We/I also confirm that the Government of the United Republic of Tanzania has not declared us, or any sub consultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Data Sheet ITC 3 [Corrupt, Fraudulent or Coercive Practices].

We/I understand you are not bound to accept any Proposal you receive.

We/I remain,

Yours sincerely,

Authorised Signature *[in full and initials*]	
Name and title of Signatory	
Name of Firm	
Address	

Form TECH-2

Consultant's Organization and Experience

Form TECH-2: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1) Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2) Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last *[.....]* years.

2. List only those assignments for which the Consultant was legally contracted by the PE as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the PE.

[using the format below, provide information on each assignment for which your firm was legally contracted for carrying out consulting services similar to the ones requested under this assignment.]

<table>
<tr><td colspan="2">Assignment name:</td><td>Country:</td></tr>
<tr><td colspan="2">Assignment Location
within country:</td><td>Duration of assignment (months):</td></tr>
<tr><td colspan="2">Name of Client:</td><td rowspan="2">Professional Staff provided by your Organisation:
No of Staff:

No of Person-Months</td></tr>
<tr><td>Start Date
(Month/Year)</td><td>Completion Date
(Month/Year)</td></tr>
<tr><td colspan="2">Name of associated Consultants, if any:</td><td>№ of Person-Months of Professional Staff provided by associated Consultants:</td></tr>
<tr><td colspan="3">Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</td></tr>
<tr><td colspan="3">Detailed Narrative Description of Project:</td></tr>
<tr><td colspan="3">Detailed Description of Actual Services Provided by your Staff:</td></tr>
</table>

Firm’s Name:	
Authorised Signature:	

Form Tech-3

Individual Consultants and Experience

Name of Consultant	
Country of Citizenship/Residence	

Education: *{List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}* – **Attach all relevant Certificates.**

_____

_____

Employment record relevant to the assignment: *{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}*

Period	Employing organization and your title/position. Contact information or for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005 – present			

Membership in Professional Associations and Publications:

_____

Language Skills (indicate only languages in which you can work - speak and writing):

_____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Consultant will be involved**)**	

Consultants contact information : e-mail …… phone……

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by ELCT.

Name of Consultant **Signature** **Date: {day/month/year}**

Form Tech-4

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

(PLEASE DO NOT COPY OR REPEAT TOR HERE)

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

[*Technical approach, methodology and work plan are key components of the technical proposal. It is suggested that you present your technical proposal divided into the following three chapters:*

- *Technical Approach and Methodology,*
- *Work Plan, and*
- *Organization and Staffing*

(a) **Technical Approach and Methodology**. Here you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and[2] obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach, (e.g., the methods of interpreting the available data; carrying out investigations, analyses, and studies; comparing alternative solutions). This chapter should incorporate any modifications to the TOR proposed by you. In case the TOR requires the Consultant to provide a quality plan and carry out the assignment according to its provisions, an outline of the quality plan (e.g., its list of contents) should be included in this chapter of the technical proposal)

(b) **Work Plan**. Here you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule and Planning for Deliverables- Form TECH-5)

(c) **Organization and Staffing**. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff. The roles and responsibilities of professional staff should be set out in job descriptions. In case of association, this chapter will indicate how the duties and responsibilities will be shared. The organization and staffing will be reflected in the Team Composition, Assignments and Key Expert's Input Form TECH-6. An organization chart illustrating the structure of the team and its interfaces with the Client and other institutions involved in the project also should be provided.]

Form TECH-5

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables [1] (D-..)	Months											
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**.....**	**n**	**TOTAL**
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Client}												
D-2	{e.g., Deliverable #2: .....}												
n													

1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

(Please put this page in Landscape Mode)

Form TECH-6

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/Week) per each Deliverable (listed in Form TECH-5)												Total time-input (in Weekshs)		
		Position		**D-1**		**D-2**		**D-3**	**.....**	**©...**				**Home**	**Field**	**Total**
KEY EXPERTS																
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[*Home]*	[2 weeks]		[1.0]		[1.0]								
			[*Field*]	[0.5 m]		[2.5]		[0]								
K-2																
n																
										Subtotal						
NON-KEY																
N-1			[*Home*]													
			[*Field*]													
n																
										Subtotal						
										Total						

1 For Key Experts, the input should be indicated individually for the same positions as required

2 Weeks are counted from the start of the assignment/mobilization. One (1) week equals Five (5) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.

3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in Tanzania or any other country outside the expert's country of residence.

Full time input

Part time input

(Please put this page in Landscape Mode)

Form TECH-7

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained__

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	**Employing organization and your title/position. Contact info for references**	**Country**	**Summary of activities performed relevant to the Assignment**
[e.g., May 2005-present]	[e.g., Ministry of ……, advisor/consultant to… For references: Tel……/e-mail……; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

_____

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert's contact information: (e-mail ……., phone……)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

{day/month/year}

Name of Expert Signature
Date

{day/month/year}

Name of authorized Signature
Date
Representative of the Consultant
(the same who signs the Proposal)

Form TECH-9

(a) Proposal Securing Declaration Form

Date: *[insert **date** (as day, month and year)]*
Proposal No.: *[insert **number of tendering process**]*
Alternative No.: *[insert **identification No if this is a Tender for an alternative**]*

To: *[insert **complete name of PE**]*

We/I, the undersigned, declare that:

We/I understand that, according to your conditions, proposals must be supported by a Proposal Securing Declaration.

We/I accept that we will automatically be suspended from being eligible for tendering in any contract with the PE for the period of time as determined by the Authority if we are in breach of our obligation(s) under the tender conditions, because we:

(a) have withdrawn our proposal during the period of Proposal validity specified in the Proposal Submission Form; or

(b) having been notified of the acceptance of our Proposal by the PE during the period of Proposal validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITC 45 [Performance Security].

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

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Proposal Securing Declaration]*.

Name: *[insert **complete name of person signing the Proposal Securing Declaration**]*

Duly authorized to sign the Proposal for and on behalf of: *[insert **complete name of Consultant**]*

Dated on _____ day of _____, _____ *[insert **date of signing**]*

Corporate Seal (where appropriate)

(b) Proposal Security – Bank Guarantee

(c) Proposal Security – Insurance Bond

Form TECH-10

Special Power of Attorney[3]

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Donor*]
being [insert designation] of [*insert name of the company*] of [*insert company address*] having its registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Donor*] by virtue of authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of [*insert day*] day of [*insert Board Resolution month and year*],do hereby ordain, nominate, authorize, empower and appoint [*insert name of Donee*] of [*insert address of the Donee*] to be our true lawful Attorney and Agent with full power and authority for us and in our names and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. *[insert tender number*] that is to say;

To act on my behalf or for the company and do any other thing or things incidental for [*insert tender Number*] of *[insert description of procurement]* for the [*insert name of the procuring entity*];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future Power of Attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents duly appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said *[[insert name of the company**]*** and delivered in the presence of us this *[insert date]* day of *[insert month] [insert year]*.

IN WITNESS whereof we have signed this deed on this *[insert date]* day of *[insert month] [insert year]* at *[insert place]* for and on behalf of *[insert name of the company or Donor]*
……

SIGNED AND DELIVERED by the said
[*insert name of Donor*] Identified to me
by***[insert name]***
The latter being known to me personally

this *[insert date, month and year**]***

……
DONOR

BEFORE ME:

Name:……..

Address:……..

Qualification:……

Signature:.....
COMMISSIONER FOR OATHS

Acknowledgement

I [*insert name of Donee*] doth hereby acknowledge and accept to be Attorney of the said [*insert name of the company/donor*] under the Terms and Conditions contained in this Power of Attorney and I promise to perform and discharge my duties as the lawfully appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[*insert name of Donee*] Identified to me
by ***[insert name]***
The latter being known to me personally
this *[insert date, month and year*],

.....
DONEE

BEFORE ME

Name:…….

Address:…….

Qualification:……..

Signature:.....

COMMISSIONER FOR OATHS

Form TECH 11

UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMM

Each Consultant must submit a statement, as part of his Proposal, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Consulting Firm and, where relevant, of its subsidiary in the United Republic of Tanzania. If a Proposal is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer2) Consultants will also be required to submit similar No-bribery commitments from their sub consultants and consortium partners; the Consultant may cover the sub consultants and consortium partners in its own statement, provided the Consultant assumes full responsibility.

MEMORANDUM (Format 1)

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

(Made under Regulation 78 (2)) ***of the Public Procurement (Selection and Employment of Consultants) Regulations, 20–3 - Government Notice No. 446 of 2013) as amended in 2016***

I_____ *(name of consultant)* places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. I am pleased to confirm that I 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 my proposal, or in the subsequent performance of the contract if I am successful.

I have an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that I comply with the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. Copies of the Anti-Bribery Policy/Code of Conduct and Compliance Program are attached[4]

Authorized Signature:_____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

[4] Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

MEMORANDUM (Format 2)

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

(Made under *Regulation 78(2) of the Public Procurement Regulations Government Notice No. 446 of 2013, as amended in 2016)*

I _____ *(name of consultant)* have issued, for the purposes of this proposal, a Compliance Program copy attached[5] -which includes all reasonable steps necessary to assure that I will comply to the No-bribery commitment given in this statement, as well as by all third parties working with me on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and supplier"')"

Authorized Signature:_____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

[5] Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Applicant. For Applications submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

SECTION V:
FINANCIAL PROPOSAL – STANDARD FORMS

[Comments in brackets [ ] provide guidance to the short-listed Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Form FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We/I, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Technical Proposal. Our attached Financial Proposal is for the sum of [*Insert amount in words and figures*]. This amount is exclusive of local taxes, which we have estimated at *[insert amount in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before *(insert day, month and year in accordance with Proposal Data Sheet ITC 25.1*).

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed as follows:

Name and Address of Agents	Amount	Purpose of commission or gratuity

We/I also declare that the Government of the United Republic of Tanzania has not declared us or any sub-Consultants for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of Proposal Data Sheet ITC 3 [Corrupt, Fraudulent or Coercive Practices]

We/I understand you are not bound to accept any Proposal you receive.

Signed:

In the capacity of:

Duly authorised to sign the proposal on behalf of the Applicant.

Date:

Form FIN-2

SUMMARY OF COSTS

Item	Cost			
	{Consultant must state the proposed Costs in accordance with ITC **23.1 [Proposal Prices]**; delete columns which are not used}			
	{*Insert Local Currency, if used and/or required (15 Data Sheet*}			
Cost of the Financial Proposal				
Including:				
(1) Breakdown of Remuneration for Key and Non-Key Experts and				
(2) *Breakdown of* Reimbursable (Perdiem, transport, communication, report production, rent, training of client staff, e.t.c)				
Total Cost of the Financial Proposal: {Should match the amount in Form 5B1}				
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
(i) {insert type of tax· e.g., VAT or sales tax}				
(ii) {e.g., income tax on non-resident experts} If Applicable				
(iii) {insert type of tax}				
Total Estimate for Indirect Local Tax:				

Footnote: Payments will be made in the currency(is) expressed above (Reference to PDS)

SECTION VI
PROPOSAL FORMS

Form NO. 3

Form of Tender Security

Form of Tender Security (Tender Bond)

*[If required, the **Surety/Tenderer** shall fill in this Tender Bond Form in accordance with the instructions indicated in brackets.]*

BOND NO. *[insert Bond number]*
BY THIS BOND *[insert name of Tenderer; if joint venture, insert complete legal names of partners]* as Principal (hereinafter called "the Principal"), and *[insert name, legal title, and address of Surety],* **authorized to transact business in** *[insert name of country of Employer],* as Surety (hereinafter called "the Surety"), are held and firmly bound unto *[insert name of Procuring Entity]* as Oblige (hereinafter called "the Procuring Entity") in the sum of *[insert amount in figures expressed in the currency of the Procuring Entity's Country or the equivalent amount in an international freely convertible currency] [insert amount in words],* for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Tender to the Procuring Entity dated the *[number]* day of *[month], [year],* for the construction of *[insert name of Contract]* (hereinafter called the "Tender").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the

Principal:

(1) have withdrawn or modified our Tender during the period of tender validity specified in the Form of Tender.

(2) Disagreement to arithmetical correction made to the tender price; or;

(3) having been notified of the acceptance of our Tender by the Procuring Entity during the period of tender validity, (i) failure to sign the contract if required by Procuring Entity to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the tendering documents. Then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation shall remain in full force and affect up to and including the date 28 days after the date of expiration of the Tender validity as stated in the Invitation to Tender or extended by the Procuring Entity at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this *[insert number]* day of *[month], [year]*

Principal:_____ Surety:_____

Corporate Seal (where appropriate)

[insert signature(s) of authorized

[insert signature(s) of authorized representative(s)]
representative(s)]

[insert printed name and title]

[insert printed name and title]

Form N0.7

BANK GUARANTEE FOR ADVANCE PAYMENT

[*Bank's Name, and Address of Issuing Branch or Office*]
Beneficiary: …….. [*name and address of the procuring entity*]
Date: ……..
ADVANCE PAYMENT GUARANTEE No: …….

We have been informed that [*name of Contractor/supplier/service provider*] (hereinafter referred to as "the Contractor/supplier/service provider") has entered into Contract No. *[reference number of the contract]* dated _____ with your entity, for the performance of [name of contract and brief description of Works] (hereinafter referred to as "the Contract").

Therefore, we understand that, according to the terms of the Contract, an advance payment in the sum [*insert amount in figures and in words*] is to be made against an advance payment guarantee.

At the request of the Contractor/supplier/service provider, we [*insert name of Bank*] hereby undertake to pay you any sum or sums not exceeding in total amount of [*insert amount in figures and in words*] upon receipt of your first demand in writing accompanied by a written statement stating that the Contractor/supplier/service provider is in breach of its obligation under the Contract because the Contractor/supplier/service provider used the advance payment for other purposes than intended one.

It is a condition for any claim and payment under this guarantee to be made where the advance payment referred to above have been received by the Contractor/supplier/service provider on its account number [*insert account number*] for [*insert name and address of Bank*].

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the contractor/supplier/service provider as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the day of [*insert date, month and year*] whichever is earlier. Therefore, any demand for payment under this guarantee shall be received by us at this office on or before that date.

Yours truly,
Signature and seal:
Name of Bank/Financial Institution:
Address:
Date:

Form No. 4

TENDER INSURANCE BOND

[*If required, the Surety/Tenderer shall complete this Tender Insurance Bond form according to the instructions provided in the brackets*.]
BOND NO. [*Insert bond number*]

BY THIS BOND [*insert name of the Tenderer; if a joint venture, insert the full legal names of the partners*] as Principal (hereinafter referred to as the "Principal"), and [*insert name, legal title, and address of Surety*], duly authorized to transact business in [*insert name of the country of the Employer],* as Surety (hereinafter referred to as "Surety"), are held and firmly bound unto *[insert name of Employer*] as Oblige (hereinafter referred to as "Employer") in the sum of [*insert amount in figures specified in the currency of the Employer's country or the equivalent amount in an internationally convertible currency*] *[insert amount in words*], for the payment of which sum, well and truly to be made, we, the principal party and identified Surety, bind ourselves, our heirs, assignees, jointly and severally, firmly by this bond.

WHEREAS the tenderer has submitted a written tender to the employer dated on ……[*insert date*] day of ……*[month], ……..[year],* for the works of [*insert name of contract*] (hereinafter referred to as the "Tender").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the tenderer:
1. withdraws his tender during the period of tender validity specified in the Tender Form; or
2. refuses to accept the correction of its tender price, pursuant to the instructions to tenderers;
3. having been notified of the acceptance of its tender by the employer during the period of tender validity,
(a) fails or refuses to execute the agreement in accordance with the instructions to tenderers, if required; or
(b) fails or refuses to furnish the Performance Security in accordance with the instructions to tenderers.

The Surety commits to pay the employer the amount stated above upon receipt of the employer's first written demand, without the employer having to substantiate its demand, provided that in its demand the employer shall note that the amount claimed by it is owing to the occurrence of one or more of the above conditions, specifying which condition(s) has occurred.
The Surety agrees that its obligation shall remain in full force and effect up to and including twenty-eight (28) days after the expiry of the tender validity period as stated in the Tender Form or any extension thereof provided by the tenderer.

IN WITNESS WHEREOF, the tenderer and the surety have executed in their respective names this bond on the [day] of [month], [year].
Tenderer: …… Surety: ……
(Seal where applicable) (Seal where applicable)
…….. ……..
[Insert signatures of authorized representatives] [Insert signatures of authorized representatives]
…… ……
[Insert name and title] [Insert name and title]

SECTION VII:
CONTRACT AGREEMENT FORM

Draft Contract Agreement Form

THIS CONTRACT AGREEMENT IS MADE THIS *[insert date]* day of *[insert month and year]* between ***[****insert name and address of the client****]*** (hereinafter called *"the Client")* on the one hand and ***[****insert name and address of the Consultant****]*** (hereinafter called*" the Consultant")* on the other hand.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to as *[insert brief description of the assignment]* and WHEREAS, the Consultant is willing to perform these services.

The following documents shall be deemed to form and be read and construed as part of this Agreement;
This Contract Agreement;
The Client's Notification of Award;
Agreed Terms of Reference (ToR); and
Minutes of the Negotiation Meeting.

NOW THEREFORE THE PARTIES hereby agree as follows: -

Services	The Consultant shall perform the services specified in Terms of Reference, which is made an integral part of this Contract ("the Services"). The Consultant shall provide the personnel as indicated in the agreed ToR to perform the Services. The Consultant shall submit to the Client the reports in the form and within the time periods specified in the agreed ToR. The Consultant shall perform the Services during the period commencing *[insert date]*and continuing through *[insert completion date*] or any other period as may be subsequently agreed by the parties in writing.
Terms	
Payment	**Ceiling** For Services rendered pursuant to the agreed ToR, the Client shall pay the Consultant an amount of *[insert amount in currency words and figures]* This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. **Schedule of Payments** The following payment schedule will be used: - *[insert payment schedule as in the ToR]* **Payment Conditions** Payment shall be made in *[insert currency]* no later than **30 days** following submission by the Consultant of invoices in duplicate to the coordinator designated in paragraph 4.
Project Administration	**Coordinator** The Client designated *[insert name of the coordinator*] as Client's Coordinator; the coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment. **Reports**

	The reports listed in the agreed ToR, shall be submitted in the course of the assignment, and will constitute the basis of the payments to be made under this Contract.
Performance Standards	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
Confidentiality	The Consultant shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
Ownership of Material	Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
Consultant Not to be Engaged in Certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage.
Assignment	The Consultant shall not assign this Contract or sub- contract any portion of it without the Client's prior written consent.
Law Governing Contract and Language	The Contract shall be governed by the laws of United Republic of Tanzania, and the language of the Contract shall be **English**.
Dispute Resolution	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the United Republic of Tanzania.

SIGNED FOR AND ON BEHALF OF THE CLIENT:

In the presence of

.....

.....

...

Signature Signature

(Name)..... (Name) .....

(Designation)..... (Designation).....

CONSULTANT:

In the presence of

.....

.....

....

Signature Signature

(Name).....

(Name).....

.....

(Designation).....	(Designation).....
(Address).....	(Address).....

SECTION VIII
TERMS OF REFERENCE

(As specified in the Addendum 1 and 2 of this advertisement in the website)