



CONFIDENTIAL

**NMB BANK PLC
("NMB")**

**INVITATION FOR TENDER
("IFT")**

**'SERVICE AND MAINTENANCE OF FIRE EXTINGUISHERS FOR NMB BANK ACROSS THE
COUNTRY' (DIVIDED IN 8 ZONES)**

The content of this document is strictly confidential. You are authorized to use this document only in preparing a response to NMB Request for Proposal **"SERVICE AND MAINTENANCE OF FIRE EXTINGUISHERS FOR NMB BANK ACROSS THE COUNTRY (DIVIDED IN 8 ZONES)**

It is forbidden to make copies of this document without the express written permission of the REQUESTOR. The content remains the property of NMB Bank Plc. This document, together with all such copies, should be returned to NMB Bank Plc together with your Proposal. Should you decide not to submit a Proposal, this document should be returned to NMB Bank Plc not later than the closing date for the submission of the Proposal.

The address of the Requestor is:

**SECRETARY
NMB MANAGEMENT TENDER COMMITTEE,
NMB HEAD OFFICE,
Ohio/Ali Hassan Mwinyi Road, PO Box 9213,
Dar es Salaam, Tanzania.**

Telephone: +255 22 2322442

Please escalate your concerns confidentially about any unacceptable practices by any Bank staff involved in this tender process through the following channels:

NMB's Postal Address: Attn. to CEO [envelope marked "strictly private and confidential"] Toll Free Phone Numbers: 0658 / 0779 / 0685 / 0800 751 000 Email Address: whistleblowing@nmbbank.co.tz NMB Website: www.nmbbank.co.tz [then select the Whistle Blowing Section.

1 INSTRUCTION TO TENDERERS

1.1 Invitation

You, your company are hereby invited to submit a tender for **“SERVICE AND MAINTENANCE OF FIRE EXTINGUISHERS FOR NMB BANK ACROSS THE COUNTRY’ (DIVIDED IN 8 ZONES)’ – Dar es Salaam, Northern, Eastern, Western, Southern, Central, Highland and Lake Zone).**” NMB Bank Plc will use this tender as a basis for a decision regarding the **“SERVICE AND MAINTENANCE OF FIRE EXTINGUISHERS FOR NMB BANK ACROSS THE COUNTRY’ (DIVIDED IN 8 ZONES)”**. You should note that each zone will be evaluated separately and vendor will be required to bid per zone of their interest (you are also allowed to bid for more than one zone)

1.2 Obtaining the tender document

A complete set of tender document can be obtained by interested candidates from NMB Website through this link <https://www.nmbbank.co.tz/tenders> upon payment of a non-refundable fee of **TSHS. 50,000/= payable to NMB Account No. 302040002** at any NMB Branch. The original Bank slip/copy **MUST** be accompanied with the tender document upon submission of the tender document.

1.3 Submission of Tender

The closing time and date for submission of written Tenders is on **Monday 2nd November, 2020 at 1500 hours**, by that time your Tender must be properly sealed and submitted to the respective NMB Zonal Offices that you are bidding for as per the addresses provided below. The tender to be marked on top of the envelope: **“SERVICE AND MAINTENANCE OF FIRE EXTINGUISHERS FOR NMB BANK ACROSS THE COUNTRY’ (DIVIDED IN 8 ZONES)” (MENTION ZONE YOU ARE BIDDING)**. NMB Bank Plc shall be entitled to reject any tender received after the due date and time or tender not received at the respective zone.

Dar es Salaam Zone Office,
Samora/Pamba Street (Bank House),
P.O. BOX 4887,
Dar es Salaam.

Eastern Zone Office,
Wami Branch 2nd Floor (Uhuru Street),
P.O. BOX 1066,
Morogoro.

Northern Zone Office,
Clock Tower Branch (Sokoine/Fire Street),
P.O. BOX 1256,
Arusha.

Central Zone Office,
Dodoma Branch (Nyerere/Oneway Street),
P.O BOX 888,
Dodoma.

Lake Zone Office,
Kenyatta Branch (Kenyatta Road),
P.O. BOX 1580,
Mwanza.

Western Zone Office,
Tabora Branch (Mihayo Building),
P.O. BOX 681, Jamhuri Street,
Tabora.

Highland Zone Office,
Mbalizi Road Branch (Mbalizi Rd. Street),
P.O. Box 792,
Mbeya.

Southern Zone Office,
Mtwara Business Cente,
P.O. Box 625 (Tanu/AgaKhan Street),
Mtwara.

1.3 Disclosure of reasons

NMB Bank Plc reserves the right not to disclose any of its reasons for the taking of decisions resulting from this Invitation for Tender.

1.4 Completeness of Tender

You are specifically required, in your Tender, to respond in writing to each of the points of Section 1 of this Invitation for Tender, in this sequence and with retention of this numbering system. Your responses could consist of "Noted", "Accepted" or "Not Accepted", together with an associated or supporting statement where appropriate.

You are also required, in your tender, to respond in writing to each of the points of Section 3, and 4, of this Invitation for Tender, in this sequence and with retention of the numbering system.

1.5 Language

You are requested to submit your tender in English.

1.6 Number of copies

You are requested to submit three (3) complete sets of your tender, one original and two(2) copies.

1.7 Format of Tender

You are requested to submit your tender in A4 format, with printing on one side of a page only.

1.8 Misrepresentation

NMB Bank Plc, decision-making process, will to a large extent be reliant upon the information supplied by you. Should it be found that aspects of such information are incomplete, untrue or misleading, NMB Bank Plc reserves the right to terminate negotiations with you.

1.9 Clarifications

A prospective candidate requiring any clarification of the tender document may notify NMB in writing addressed to NMB Secretary Tender Committee through address provided on the invitation to tender or email procurement@nmbbank.co.tz The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than **20th October,2020** Any clarification of the bidding document will be communicated through the same link of obtaining the tender document and can be accessible to all prospective vendors.

1.10 Completeness of Tender

You are expected to provide to NMB Bank Plc an accurate and complete tender as requested in more detail hereunder. Should you find the said requests incomplete or ambiguous, the responsibility rests upon you to obtain clarification from the Requestor (NMB).

1.11 Tender Official Contact

Upon release of this Tender, all vendor communications concerning this tender request should be directed to the Requestor (Secretary NMB Tender Committee). Unauthorised contact regarding this tender with other NMB Bank Plc employees may result in disqualification. Any oral communications will



be considered unofficial and non-binding to NMB Bank Plc. You are to rely only on written statements issued by the Tender Requestor. (Secretary NMB Tender Committee)

1.12 Influencing

It is specifically brought to your attention that any attempts at influencing NMB Bank Plc decision-making process outside of the Tender Committee responsible, may lead to disqualification.

1.13 Costs and Selection

All costs incurred by you in preparing the tender and providing any additional information to NMB Bank Plc, shall be borne by you. The issuance of this tender does not obligate NMB Bank Plc to accept any of the resulting tenders. NMB Bank Plc makes no commitments, implied or otherwise, that this tender process will result in a business transaction with one or more of the suppliers.

1.15 Tender Responses

NMB Bank Plc is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a tender submitted contains conflicting information, NMB Bank Plc at its option may either request clarification or may consider the information unresponsive.

1.16 Contract Award

NMB Bank Plc reserves the right to appoint one Supplier for more than one zone requested subject to fulfilling the requirements set in this tender document.

1.17 Site Visit

Vendors will be allowed to conduct site visit to branches. The site visit will start immediately after the advert is issued in newspapers and you will be required to send us email through procurement@nmbbank.co.tz for permission to site visit together with the name and Copy of ID of the person who will be visiting the branches.

1.18 Validity of Tenders

Tenders shall remain valid for 90 days after date of tender opening prescribed above. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

Accepted	Not Accepted

1.19 Payment Conditions

NMB Bank Plc. prefers to pay all its local registered vendors through Bank transfer to their NMB Account. Therefore we are encouraging vendors to open account with the Bank to facilitate payment process. Local Vendors who are maintaining Bank Account with NMB Bank will be given added advantage in the selection process.

Accepted	Not Accepted

2. STATEMENT OF REQUIREMENT

NMB has more than 220 branches and 150 offsite ATMs across the country divided in 8 Zones namely – Dar es Salaam Zone, Northern Zone, Lake Zone, Highland Zone, Southern Zone, Western Zone, Central Zone and Eastern Zone, NMB is looking for a service provider who will be able to provide Services and Maintenance for its branches per zone. The list of Branches is attached below;

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Central	Babati	Babati	23
Central	Bahi	Dodoma	5
Central	Bunge	Dodoma	6
Central	Chamwino	Dodoma	5
Central	Dodoma	Dodoma	20
Central	Hydom	Manyara	8
Central	Ikungi	Singida	7
Central	Itigi	Singida	17
Central	Katesh	Manyara	6
Central	Kibaigwa	Dodoma	11
Central	Kibaya	Dodoma	17
Central	Kiomboi	Singida	11
Central	Kondoa	Dodoma	12
Central	Kongwa	Dodoma	15
Central	Makole	Dodoma	9
Central	Manyoni	Singida	9
Central	Mazengo	Dodoma	13
Central	Mbulu	Manyara	12
Central	Mitundu	Singida	6
Central	Mkalama	Singida	6
Central	Mpwapwa	Dodoma	10
Central	Simanjiro	Manyara	12
Central	Singida	Singida	26
Central	Udom	Dodoma	15
Central	Zonal Office	Dodoma	12
Highlands	Mbalizi	Mbeya	23
Highlands	Mbozi	Songwe	12
Highlands	Mlowo	Songwe	14
Highlands	Tunduma	Songwe	12
Highlands	Ileje	Songwe	12
Highlands	Sumbawanga	Rukwa	19
Highlands	Nkasi	Rukwa	21
Highlands	Mpanda	Katavi	15

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Highlands	Usongwe	Mbeya	11
Highlands	Mwanjelwa	Mbeya	26
Highlands	Chunya	Mbeya	16
Highlands	Mt.Loleza	Mbeya	8
Highlands	Busokelo	Mbeya	6
Highlands	Kyela	Mbeya	15
Highlands	Tukuyu	Mbeya	14
Highlands	Mbarali	Mbeya	19
Highlands	Ludewa	Njombe	10
Highlands	Makete	Njombe	15
Highlands	Njombe	Njombe	15
Highlands	Mafinga	Iringa	18
Highlands	Makambako	Njombe	12
Highlands	Kilolo	Iringa	11
Highlands	Wanging'ombe	Njombe	5
Highlands	Ruaha	Iringa	10
Highlands	Ilula	Iringa	10
Highlands	Mkwawa	Iringa	16
Highlands	Uyole	Mbeya	10
Highlands	Mkwajuni	Iringa	9
Highlands	Kasumulu	Mbeya	6
Highlands	Zonal Office	Mbeya	5
Highlands	Laela	Rukwa	6
Highlands	Matai Kalambo	Rukwa	5
Highlands	Mlele	Katavi	5
DAR	Airport	Dar es salaam	13
DAR	Bank House	Dar es salaam	17
DAR	Chakechake	Zanzibar	8
DAR	Congo street	Dar es salaam	13
DAR	Gongo la Mboto	Dar es salaam	8
DAR	Ilala	Dar es salaam	23
DAR	Kariakoo	Dar es salaam	13
DAR	Kigamboni	Dar es salaam	8
DAR	Kurasini	Dar es salaam	15
DAR	Magomeni	Dar es salaam	15
DAR	Mandela Road	Dar es salaam	14
DAR	Mbagala	Dar es salaam	18
DAR	Mbezi Beach	Dar es salaam	9
DAR	Mliman City	Dar es salaam	20

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
DAR	Morogoro Road	Dar es salaam	13
DAR	Msasani	Dar es salaam	6
DAR	Muhimbili	Dar es salaam	5
DAR	Mwanakwereke	Zanzibar	5
DAR	Mwenge	Dar es salaam	3
DAR	NMB House	Dar es salaam	13
DAR	Oysterbay Piazza	Dar es salaam	10
DAR	Pugu Branch	Dar es salaam	3
DAR	Sinza	Dar es salaam	22
DAR	Tandika	Dar es salaam	6
DAR	Tegeta	Dar es salaam	8
DAR	Temeke	Dar es salaam	7
DAR	TPA	Dar es salaam	4
DAR	Ubungo	Dar es salaam	18
DAR	University of DSM	Dar es salaam	12
DAR	Zanzibar	Zanzibar	17
DAR	Zonal Office	Dar es salaam	5
Eastern	Eastern Zone Office	Morogoro	10
Eastern	Wami	Morogoro	15
Eastern	Mount Uluguru	Morogoro	15
Eastern	Mvomero	Morogoro	10
Eastern	Turiani	Morogoro	13
Eastern	Gairo	Morogoro	12
Eastern	Kilosa	Morogoro	16
Eastern	Kilombero	Morogoro	5
Eastern	Ifakara	Morogoro	13
Eastern	Mlimba	Morogoro	11
Eastern	Mahenge	Morogoro	9
Eastern	Chalinze	Pwani	10
Eastern	Bagamoyo	Pwani	14
Eastern	Mlandizi	Pwani	11
Eastern	Kibaha	Pwani	21
Eastern	Kisarawe	Pwani	8
Eastern	Mkuranga	Pwani	7
Eastern	Kibiti	Pwani	9
Eastern	Mafia	Mafia	14
Eastern	Msamvu	Morogoro	10
Eastern	Morogoro Business Centre	Morogoro	18
Eastern	Malinyi	Morogoro	7

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Eastern	Mloganzila	Pwani	3
Eastern	Mikumi CCP	Morogoro	3
Southern	Kilwa Masoko	Lindi	22
Southern	Lindi	Lindi	19
Southern	Mtwara PPF Plaza	Mtwara	22
Southern	Mtwara Business Centre	Mtwara	11
Southern	Tandahimba	Mtwara	14
Southern	Newala	Mtwara	18
Southern	Masasi	Mtwara	16
Southern	Ndanda	Mtwara	11
Southern	Nachingwea	Mtwara	18
Southern	Ruangwa	Lindi	17
Southern	Liwale	Lindi	24
Southern	Nanyumbu	Mtwara	15
Southern	Tunduru	Mtwara	18
Southern	Southern Zonal Office	Mtwara	11
Southern	Namtumbo	Ruvuma	14
Southern	Songea	Ruvuma	21
Southern	Litembo	Ruvuma	12
Southern	Mbinga	Ruvuma	17
Southern	Nyasa	Ruvuma	10
Southern	Madaba	Ruvuma	8
Lake	Biharamulo	Kagera	13
Lake	Bukoba	Kagera	16
Lake	Bunda	Mara	12
Lake	Business Center	Mwanza	9
Lake	Butiama	Mara	9
Lake	Buzuruga	Mwanza	27
Lake	CCP Sirari	Mara	3
Lake	Chato	Geita	10
Lake	Geita	Geita	14
Lake	Igoma	Mwanza	11
Lake	Kaitaba	Kagera	13
Lake	Katoro	Kagera	9
Lake	Kayanga	Kagera	13
Lake	Kenyatta Road	Mwanza	16
Lake	Kyerwa	Kagera	8
Lake	Magu	Mwanza	11

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Lake	Misenyi	Kagera	12
Lake	Misungwi	Mwanza	12
Lake	Mugumu	Mara	12
Lake	Muleba	Kagera	20
Lake	Musoma (old)	Mara	18
Lake	Nansio	Mwanza	10
Lake	New Musoma	Mara	16
Lake	Ngara	Kagera	10
Lake	Ngudu	Mwanza	10
Lake	Nkwenda	Kagera	7
Lake	Nyamongo	Mara	12
Lake	Nyang'wale	Mwanza	8
Lake	Pamba Road	Geita	13
Lake	Regional Drive	Mwanza	13
Lake	Rock City	Mwanza	12
Lake	Roryal Branch	Mara	12
Lake	Roryal II (CCP)	Mara	5
Lake	Rusumo	Kagera	7
Lake	Sengerema	Geita	11
Lake	Tarime	Mara	14
Lake	Zone Office	Mwanza	11
Lake	Mkuyuni CCP	Mwanza	1
Lake	Kabanga CCP	Kagera	3
Lake	Kaitaba CCP	Kagera	2
Western	Bariadi	Shinyanga	16
Western	Bukombe	Geita	18
Western	Igunga	Tabora	12
Western	Itilima	Simiyu	6
Western	Kahama	Shinyanga	19
Western	Kahama BC	Shinyanga	9
Western	Kakonko	Kigoma	12
Western	Kaliua	Tabora	12
Western	Kasulu	Kigoma	17
Western	Kibondo	Kigoma	16
Western	Kigoma	Kigoma	26
Western	Kishapu	Shinyanga	10
Western	Maganzo	Shinyanga	9
Western	Manonga	Shinyanga	35
Western	Maswa	Simiyu	22

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Western	Mihayo	Tabora	22
Western	Mwadui	Shinyanga	9
Western	Mwanhuzi	Shinyanga	13
Western	Nkinga	Tabora	8
Western	Nzega	Tabora	18
Western	Sikonge	Tabora	12
Western	Urambo	Tabora	23
Western	Uvinza	Kigoma	10
Western	Zone Office	Tabora	10
Western	Buhigwe CCP	Kigoma	3
Northern	Handeni	Tanga	14
Northern	Kilindi	Tanga	8
Northern	Korogwe	Tanga	16
Northern	Muheza	Tanga	11
Northern	Pangani	Tanga	13
Northern	Madaraka	Tanga	17
Northern	Mkwakwani	Tanga	7
Northern	Mkinga	Tanga	9
Northern	Horo	Tanga	9
Northern	Mombo	Tanga	20
Northern	Lushoto	Tanga	16
Northern	Bumbuli	Tanga	10
Northern	Hedaru	Kilimanjaro	9
Northern	Same	Kilimanjaro	20
Northern	Mwanga	Kilimanjaro	18
Northern	Himo	Kilimanjaro	22
Northern	Tarakea	Kilimanjaro	18
Northern	Rombo	Kilimanjaro	10
Northern	Mawenzi Road	Kilimanjaro	9
Northern	Nelson Mandela	Kilimanjaro	17
Northern	Siha/Sanya Juu	Kilimanjaro	14
Northern	Hai	Kilimanjaro	5
Northern	USA River	Arusha	17
Northern	Mererani	Arusha	15
Northern	Namanga	Arusha	16
Northern	Arusha Market	Arusha	10
Northern	Arusha Business Centre	Arusha	16
Northern	Zone Office	Arusha	9
Northern	Clock Tower	Arusha	13

Zone	Branch	Region/District	CO2, DR Powder, Automatic Dry & FE36
Northern	Ngarenaro	Arusha	5
Northern	Monduli	Arusha	8
Northern	Karatu	Arusha	14
Northern	Loliondo	Arusha	8
Northern	Mkata	Tanga	12
Northern	Mbuyuni	Kilimanjaro	8
Northern	Ngaramtoni	Arusha	7
Northern	Mto wa Mbu	Arusha	7
Northern	Arusha district CCP	Arusha	3
Northern	Arusha city CCP	Arusha	3
Northern	Arusha mineral CCP	Arusha	3

EVALUATION OF THE TENDERS

Preliminary Examination

The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, all attachments like registration certificates, statutory certificates and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price 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. If there is a discrepancy between words and figures, the amount in words will prevail.

The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

Prior to the detailed evaluation, pursuant to the above paragraphs, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

S/N	Mandatory Requirements	YES/NO
1	Submission of a Valid Business License	
2	Submission of Certificate of Incorporation from BRELA	
3	Submission of VAT and/or Tin Registration Certificates	
4	Power of Attorney of Signatory of the tender (signed and stamped by advocate of notary public and/or company stamp)	
5	Submission of statement of Litigation – signed and stamped by advocate of notary public and/or company seal	
6	Submission of Regulatory Certificate from TPRI	

7	Submission of Audited Financial Statements for the past two (2) years	
8	Submission of deposit slip of TSHS 50,000/- for purchasing this tender document	

Detailed Evaluation.

The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive subject to passing preliminary evaluation.

		MAXIMUM SCORE
1	Specific Experience of the company in similar works –Service and Maintenance of Fire Extinguishers (Minimum 3 projects)	15 marks
2	Understanding of assignment (Methodology)- Fire extinguishers Service and Maintenance	30 Marks
3	Attach Reference letters as letters as in section 3.1.1	15 Marks
3	Manpower capabilities: specific experience and qualifications of key staff	10 Marks
4	Health and safety measures undertaken by the company	10 Marks
5	Submission of Audited Financial Statements for the past three (3) years (2017,2018 and 2019)	10 Marks
6	Proper presentation of your bid	10 Marks

Post qualification

In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The determination will consider the tenderer’s financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer’s qualifications submitted by the tenderer, as well as such other information as the Procuring entity deems necessary and appropriate.

The due diligence report will comprise assessment of the bidders’ ability to perform the work. The Evaluation Committee shall visit the provided sites by the bidder under evaluation to determine:

- a) The bidder's **capacity** to discharge duties of similar nature and magnitude comparable to the Bank.
- b) **Quality** of service offered by the bidder shall be established by the Evaluation Committee to previous clients.
- c) **Customer Satisfaction** of previous clients.

Award Criteria

Subject to the above criteria the Procuring entity will award the contract to the successful tenderer whose tender has scored the highest marks on combined technical and financial evaluation, provided that the tenderer is determined to be qualified to perform the contract satisfactorily.

3. SUPPLIER SPECIFIC INFORMATION

3.1 Capability

3.1.1 Provide at least three reference letters and contact details for your current clients who you are providing services and Maintenance of Fire Extinguishers or within 3 years' time.

	Reference Number 1	Reference Number 2	Reference Number 3
Client			
Contact's Title			
Phone			

3.1.2 Explain the Scope of your internal controls, recruitment process of your technicians and privacy (confidentiality) protection

3.2 Quality Process

3.2.1 Please describe your work plan methodology/framework for providing this services and Maintenance of Fire Extinguishers.

3.2.2 Please provide list of specialized equipment employed that will be used in providing these services, workshop location.

3.2.3 Please provide C.V. of key personnel (operations manager and atleast two (2) technicians) that will be used for this service.

3.3 Supplier Organisation

4.1.1 Please describe the vendor's background, including how long it has been in business.

Date of Incorporation:	
Registration Number:	
VAT/TIN Registration Number:	

3.3.3 Are there any current directors serving on boards of other organisations?

Names of Directors	Name of organisation

3.3.3 A detailed organogram, disclosing all related holding companies, subsidiaries and associates and clearly showing directors and shareholders of the company. Memorandum of association to be attached

3.4 Annual Reports and Financial Data

Unless instructed otherwise, when answering questions in this Section, please give details, which specifically relate to your Company and not to the whole of the group if your Company forms part of that group.



- 4.1.2 Characterise your company's financial performance for the last two years.
- 4.1.3 Furnish balance sheets/financial statements for the last two years.
- 4.1.4 Specify whether there are any pending or threatened claims that could affect your financial standing. Provide details of attorney's and legal advisors as well as confirmation letters from such attorney's about the existence or non-existence of any pending litigation.

3.5 Declaration of Interest

- 3.3.3 Has any Director, Partner, Associate, Company Secretary, Senior Manager or Manager in your organisation been employed by NMB? If YES, please give details.
- 3.3.3 Does any Director, Partner, Associate, Company Secretary, Senior Manager, Manager or any person connected with the tender, have any relationship (family, friend, other) with a person employed in the department concerned with the administration of this Tender and/or any person who may be involved with the evaluation or adjudication of this RFP? If YES, please give details

4 COMMERCIAL REQUIREMENT

4...1 **Pricing** – Please submit your pricing model in as per price schedule below as an example. Vendors must quote for all branches in One zone and award will be given to only one company per zone:-

Schedule 1 – Services and Maintenance of Fire Extinguishers

Item No.	Item Description	Number of FE	Unit cost per service of FE (including transportation cost)	Total Cost per Service (TSHS)	Remarks
1	DAR ES SALAAM ZONE				
	Dar Zone Office				
	Bank House				
	Ilala Branch				
	e.t.c. – Continue as per the list of branches provided in section 2				
	TOTAL COST PER ZONE			0.00	

Schedule 2 – Spare parts Price Schedule

PRICE SCHEDULE FOR NEW SUPPLIES AND SPARE PARTS REPLACEMENT (IF AND WHEN REQUIRED)	
NEW SUPPLIES	UNIT PRICE
CARBON DIOXIDE (CO ₂) 5kgs	
Dry Chemical Powder 9kgs	
Dry Chemical Powder 25kgs (trolley)	
Dry Chemical Powder 50kgs (trolley)	
Automatic Dry Powder 4.5kgs	
FE 36 Automatic 4.5kgs	
Brackets (for mounting FFE on the wall)	
SPARE PART LIST	UNIT PRICE
FOR CARBON DIOXIDE (CO₂)	
Valve Mechanism (trolley)	
Delivery Tube and Discharge Horn (trolley)	
Delivery Tube and Discharge Horn (portable)	
Head Assembly (Portable)	
Head Assembly (Trolley)	
Syphone Tube	
Bursting Safety Disk	

FOR ABC DRY POWDER (DCP) AND AIR FOAM (AF)	
Head Assembly (Portable)	
Head Assembly (trolley)	
Extinguisher rubber seal	
Pressure Gauge	
Delivery Tube (Portable)	
Delivery Tube (trolley)	
Syphone and Dip tubes	
METALLIC INSTALLATION CABINETS (FE CABINET)	
For CO ₂ 5KGS/Dry Powder 9KGS	
Fire hose cabinet	
Hose reel cabinet	
REFILLING	
Foam AFFF compound (per litre)	
ABC Dry Chemical powder (Per Kg)	
Carbon dioxide (CO ₂) (per Kg)	
Hose reel nozzle	
Hose reel gate valve	
Hose reel rubber seal	
Hose reel reducer socket 1" - 3/4"	
Hose reel low bolt 12mm ²	
Hose reel tubing clamp 1"	
Sprinkler Head Replacement	
Water Extinguisher cartridge replacement	
DCP extinguisher cartridge replacement	
REPAINTING AND RELABELLING: CO₂ & DCP	
AF per cylinder: 5KGS/9KGS/9Ltr	
Trolleys	

REMARKS

- In case of discrepancy between unit price and total, the unit price shall prevail.
- The service will be done on quarterly basis and payments will be done after completion of each service.
- You are supposed to quote for all branches within one zone, award will be done per zone



Request for Proposal for Service and Maintenance -Fire Extinguishers

Company's Name -----

Name of Authorized Officer -----

Signature of Authorized officer -----

Title of Authorized Officer-----

Official Company Phone & Email Address-----

Company Stamp-----

Date-----