



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

**REQUEST FOR PROPOSAL  
("RFP")**

**"PROVISION OF VALUATION, QUANTITY SURVEYING AND COLLATERAL MANAGEMENT SERVICES"**

The content of this document is strictly confidential. You are authorized to use this document only in preparing a response to this NMB Request ONLY"

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 appendices, 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 Street/Ali Hassan Mwinyi Road, P O Box 9213,  
Dar es Salaam, Tanzania.**

**Telephone: 255222322442, Telefax: +255 22 2321361**

*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](mailto:whistleblowing@nmbbank.co.tz) NMB Website: [www.nmbbank.co.tz](http://www.nmbbank.co.tz) [then select the Whistle Blowing Section.

## Summary of details for this request for proposal: -

Title of this RFP	PROVISION OF VALUATION, QUANTITY SURVEYING AND COLLATERAL MANAGEMENT SERVICES
Issue Date	16 <sup>th</sup> May 2022
Non - Compulsory Briefing Session	N/A
Briefing session venue	N/A
Deadline for receiving Questions/clarifications	Friday 20 <sup>th</sup> May 2022
Address for requesting clarifications	<a href="mailto:procurement@nmbbank.co.tz">procurement@nmbbank.co.tz</a>
RFP Closing Time & Date	<b>Tuesday 31<sup>st</sup> May 2022, 1500 HRS EAT</b>
Delivery Address (Email Submission)	Secretary – Management Tender Committee NMB BANK PLC HEAD OFFICE
	<a href="mailto:tendersubmission@nmbbank.co.tz">tendersubmission@nmbbank.co.tz</a> (Max 20MB)
Tender Validity Period	N/A

## 1 THE REQUEST

### 1.1 Invitation

Your company is hereby invited to submit a Proposal for “Provision of Valuation, Quantity Surveying and Collateral Management Services”. NMB Bank Plc. will use this Proposal as a basis for a decision regarding the award of contract for “Provision of Valuation, Quantity Surveying and Collateral Management Services”

Accepted	Not Accepted

### 1.2 Schedule for Submission of Proposal

The closing/opening time and date for written Proposals is on **Friday 31<sup>st</sup> May 2022 at 1500 hours**, by that time your Proposal must be marked on top of the e-mail/envelope: **PROVISION OF VALUATION, QUANTITY SURVEYING AND COLLATERAL MANAGEMENT SERVICES** (Please state the specific service you are applying for) delivered to the Bank through either of the following ways: -

- Hard Copy delivery in sealed envelopes and deposited at the tender box located at NMB Bank Zanzibar branch, Malindi street, Stone town, Zanzibar.

- Email delivery to – [tendersubmission@nmbbank.co.tz](mailto:tendersubmission@nmbbank.co.tz) maximum 20MB – ensure you protect your document with password which should be shared by the date of submission at exactly 1500 HRS.

The Bank shall be entitled to reject any Proposal received after the due date and time.

Accepted	Not Accepted

### 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 Request for Proposal.

Accepted	Not Accepted

### 1.4 Completeness of Proposal

You are specifically required, in your Proposal, to respond in writing to each of the points of Section 1 of this Request for Proposal, 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.

Accepted	Not Accepted

### 1.5 Language

You are requested to submit your Proposal in English.

Accepted	Not Accepted

### 1.6 Number of copies

You are requested to submit two complete sets of your Proposal, together with two sets of all supporting documentation. Each service should have a separate application. You are also required to submit a soft copy (electronic copy), in MS-Word format or PDF format together with your proposals in USB – (For those that will submit proposals in Hard copies).



Accepted	Not Accepted

### 1.7 Format of Proposal

You are requested to submit your Proposal in A4 format, with printing on one side of a page only. The proposal not limited to however should provide the following:

1. Technical Proposal covering scope of work / requirements articulated in Section 2 of this RFP;
2. Financial Proposal for the provision of the referred service as described in the Section 4.1.6. of this RFP

Accepted	Not Accepted

### 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.

Accepted	Not Accepted

### 1.9 Access to NMB PLC

You may require further clarifications and information for the preparation of your response to this Request for Proposal. You are requested to request such clarifications through Procurement office via email [procurement@nmbbank.co.tz](mailto:procurement@nmbbank.co.tz) not later than **Friday 20<sup>th</sup> May, 2022**.

Accepted	Not Accepted

### 1.10 Completeness of Proposal

You are expected to provide to NMB PLC an accurate and complete Proposal as requested in more detail hereunder. Should you find the said requests incomplete or ambiguous, and then the onus rests upon you to obtain clarification from the Requestor.

NMB PLC will require that any omissions by you or mistakes on your part in this regard be rectified within a time scale agreed to by NMB Bank PLC.

You are expected to make an unequivocal statement to this effect in your Proposal, since NMB PLC will require that such an undertaking be included in any contractual agreement, which may result from the selection process.

Accepted	Not Accepted

### 1.11 RFP Official Contact

Upon release of this RFP, all supplier communications concerning this Proposal request should be directed to the RFP Requestor. Unauthorised contact regarding this RFP 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 RFP Requestor (Office of the Secretary, Management Tender Committee).

Accepted	Not Accepted

### 1.12 Influencing

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

Accepted	Not Accepted

### 1.13 Costs and Selection

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

Accepted	Not Accepted

### 1.14 Attachments

Please attach to the end of your Proposal a copy of your **relevant documents** for provision of this services for NMB Bank Plc.'s review. NMB Bank Plc. reserves the right to draft the Memorandum of Agreement.

Accepted	Not Accepted

### 1.15 RFP Responses

NMB 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



proposal contains conflicting information, NMB PLC at its option may either request clarification or may consider the information unresponsive.

Accepted	Not Accepted

#### 1.16 Contract Award

NMB PLC reserves the right to award the contract based on the nature of service applied for, the pricing offered in your proposal shall be maintained. Should there be pricing differences in line with business awarded; this must be clearly stated in your proposal.

Accepted	Not Accepted

#### 1.17 Payment Conditions

NMB Bank Plc. prefers to pay all Tanzania registered companies 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 STATEMENTS OF REQUIREMENT

NMB Bank is looking for Provision of Valuation, Quantity Surveying and Collateral Management Services that at minimum must do the following core modules; -

**On valuers:** - the professional valuer is expected to provide independent valuation report to the bank upon receipt of instruction from branch Managers and Relationship managers on various engagement with loan borrowers.

**On Quantity surveyors:** - the selected surveyors will provide Estimated quantities, costs and time scales for material and labor on our construction and semi-finished mortgage loan customers.

**On collateral Managers:** - Selected Collateral Managers will provide services on management, monitoring, and control of the stocks for engaged clients. This will also involve provision of the regular reports on stocks under management.

Provision of Valuation/ Quantity Surveying / Collateral Management Service is expected to meet the business Capability requirements and procurement requirements described within this document and the respective reference documentation and all clarifications/amendments that will be issued during tendering process.

### **3 CAPABILITY ASSESSMENT**

#### **3.1 Capability**

- 3.1.1 If you have, how would you classify your performance? What problems arose, and how will they be avoided on this contract.
- 3.1.2 What do you believe are your firm's strengths and challenges?
- 3.1.3 Please describe the 3 most recent customer complaints and how you resolved them.
- 3.1.4 Briefly describe your interest in this contract and what factors makes you the best vendor in your opinion (include here any information or material you want NMB to take into consideration while evaluating your ability to perform this contract).
- 3.1.5 Explain the Scope of your firm's internal controls.
- 3.1.6 Mention in brief major 3 projects/tasks you have been involved and their value worth.
- 3.1.7 Please describe your proposed management structure for the NMB Contract.

#### **3.2 Service Provisioning and Management**

- 3.2.1 Please describe your proposed management structure for the NMB Contract.
- 3.2.2 Please describe your proposed staffing plans with their qualification in respect of the NMB Contract.
- 3.2.3 Please provide details on how any quality assurance is being practiced in the execution of clients' works, please attach an outline of your quality assurance policy.
- 3.2.4 Describe your business resumption strategy and contingency development plans (Business Continuity Plan)

#### **3.3 Specific Assessment**

- 3.3.1 Number of years that the firm has been providing works of equivalent nature.
- 3.3.2 Avail at least three (3) recommendation letters from your current or previous reputable clients/firms with work of equivalent nature and volume for in the last 2 years. Avail at least three (3)

#### 4. SUPPLIER SPECIFIC INFORMATION

##### 4.1 Vendor Background

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. And in case of Joint Venture or partnership, you are required to provide details of all partners as stated below: -

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

Date of Incorporation:	
Country of Registration:	
Registration Number:	
TAX Registration Number:	

4.1.2 Shareholders / Director's information

Full Name	Number of Shares or % shareholding	Nationality	Identity Number (Passport)

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

Names of Directors	Name of organisation

4.1.4 Please furnish the following documents as part of vendor information for due diligence process: -



S/N	Required Documents
1	Valid Business License from the region/country of operation
2	Company Certificate of Incorporation
3	Taxpayer Identification Certificate
4	VAT certificate (If Applicable)
5	Company's Litigation Statement
6	Power of Attorney authorizing signatory of the Proposal sent
7	Company's Audited Financial statements for the past three years (2019, 2020 & 2021)

4.1.5 You are required to submit a detailed organ gram, disclosing all related holding companies, subsidiaries and associates clearly showing the respective shareholding.

4.1.6 **Pricing** – You are required to submit your pricing model in a sealed separate envelope with details of resource to be engaged for this service.

Fee structure

Single Storey	Double Storey	Multi Storey
From .... To .....	From .... To .....	From .... To .....

## 4.2 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.

4.2.2 Characterise your company's financial performance for the last three years.

4.2.3 Furnish balance sheets/audited financial statements for the last three years – 2019, 2020 and 2021.

4.2.4 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 attorneys regarding the existence or non-existence of any pending litigation.

### 4.3 Office location and Address

SR	REGIONAL	DISTRICT	STREET	NAMES OF EMPLOYEES	QUALIFICATIONS	CONTACT

### 4.4 Declaration of Interest

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