# Call for Quotations

## *TUTORIAL Annex Text UAT dffb8330*

*Closing Date: Wednesday 23 December 2026 at 12:45 Africa/Dar_es_Salaam*

# PUBLIC PROCUREMENT SUMMARY

| | |
|---|---|
| Reference | VVOB/TZ/CFQ/2026/001 |
| Object | TUTORIAL Annex Text UAT dffb8330 |
| For VVOB | VVOB Tanzania |
| Nature | Services |
| Description of the services/supplies to be provided | See point 2 (Terms of reference for services / Technical specifications for supplies) |
| Procedure | Negotiated procedure without publication but with simplified announcement |
| Deadline for submitting quotations | 23 December 2026 12:45 Africa/Dar_es_Salaam |
| Contract duration | Three weeks |
| Estimated start date | 1 December 2026 |
| Information session and/or site visit | No session required. |
| Conditions to participate | See qualification criteria in section 3.3.8. |
| Content of the quotation | See point 3.3.1 (data to be included in the quotation) |
| Technical and financial evaluation criteria | Price: 40%. Non-price: 60%. The highest raw non-price score receives the full non-price weight; other bids are scaled against it. Price excludes VAT. |
| Contact for Questions | The VVOB Procurement Team: procurement.tz@vvob.org |
| Other | Tutorial staging test only. |

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# 1. GENERAL PROVISIONS

### 1.1. CONTRACTING AUTHORITY

VVOB Tanzania is the contracting authority. Tutorial Budget Holder represents this tutorial procurement.

### 1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to public procurement contract and procedure are among others:

- The Law of 17 June 2016 on Public Procurement contracts (Law Public Procurements)
- The law of 17 june 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of Public Procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website .

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing his bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct;

Any additions, amendments, and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

### 1.3. PROCESSING OF PERSONAL DATA BY THE CONTRACTING AUTHORITY

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Quotations with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to it by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

### 1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality

obligations and their required compliance as such.

### 1.5. GENERAL CONDITIONS OF SALE

***The attached service contract applies.***

# 2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

### 2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

This contract covers tutorial insurance review services described in Annex A.

## 3. PROCEDURES FOR THE PROCUREMENT CONTRACT

### 3.1. AWARD PROCEDURE

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

### 3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Contact Tutorial Procurement Officer at tutorial.procurement@vvob.org. No site visit or information session is required.

#### 3.3.1. Data to be included in the quotation

Submit the completed quotation form, declaration of honour and technical proposal in Annex A.

#### 3.3.2. Subcontracting, price reductions, variants and options

- Subcontracting, variants and options are not permitted.

#### 3.3.3. Validity of the quotations

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission of BAFO.

#### 3.3.4. Pricing and price components

Submit fixed prices excluding VAT using Annex B.

#### 3.3.5.1. Offers Submitted by VVOB Operations Portal

***OPTION 1*: when using the e-procurement platform (VVOB Belgium)**

#### 3.3.5.1. Offers Submitted by VVOB Operations Portal

**The signed offer must be submitted in the English Language electronically via VVOB Operations Portal (https://vvobprocurement.africansolutions.com/public/solicitations/631a5016-0f85-4fdb-9a02-192c591bfe8e) at the latest on the day indicated in the publication.**

**No paper offers can be submitted.**

Quotations submitted late (after this deadline) will be retained but will not be counted towards the award of the contract. In the case of submission of a BAFO (best and final offer), the same provisions apply. See below "Negotiations".

The bidder may submit only one quotation for this contract.

The estimated date for the awarding of the contract is _____ *(mention date if relevant)*

#### 3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal "e-Procurement" platform. The technical characteristics may therefore be discriminatory and may restrict economic operators' access to the award procedure, particularly with regards the speed and quality of the internet connection, as well as the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

#### 3.3.5.3. Languages

**The offers can be submitted in English.**

#### 3.3.5.4. A single quote per order

**Irrespective of any variants, the tenderer may only submit one tender per contract.**

**In this case, each participant in a group of economic participants without legal status as identity considered as a tenderer.**

**However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.**

**The tenderer shall submit its tender in a single copy.**

#### 3.3.5.5. End date for the receipt of the offers

**Quotations must be submitted to VVOB before the end date and time for receipt of the quotations.**

**This limit is specified in the quotation request.**

#### 3.3.5.6. Late offers

**Offers submitted late will not be accepted.**

#### 3.3.5.7. Modification or withdrawal of an already submitted offer

**The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.**

### 3.3.6. Opening of the quotations

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 "Submission of the quotations". The tenders shall be opened behind closed doors.

### 3.3.7. Overview of the evaluation procedure and negotiations

In a first phase, the quotations will be evaluated as to selection ( see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria) and to regularity (see 3.3.1. data to be included in the quotation). In application of the art. 76 of the Law, regularising substantial irregularities is possible.

In order to be compliant,

- the quotation must be signed,
- the quotation must contain all the information and documents requested in this call for quatations,
- the quotation must propose supplies/services that conform to what is expected and described by VVOB,
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that are not conform could be rejected notably in application of article 76 of the Royal decree of 18 april 2017 and could not be admitted tot the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc if any) attached to this call for quotations, he shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

#### 3.3.8.1. Exclusion criteria

Bidders must submit the declaration of honour in Annex C and evidence of tax compliance.

#### 3.3.8.2. Qualitative selection criteria

*Bidders must demonstrate experience with similar insurance reviews.*

#### 3.3.8.3. Award criteria

| Criterion | Max points | Scoring levels |
|---|---|---|
| Criterion | 30 | **Top score:** |
| Criterion | 30 | **Top score:** |
| Criterion | 40 | **Calculated from eligible bid price:** |

#### 3.3.8.4. Possibility of not awarding or concluding the contract

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.

#### 3.3.8.5. Concluding the procurement contract

The contract is concluded by sending an order form / a notification letter by e-mail or post, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

## 4. SPECIAL CONTRACTUAL PROVISIONS

### 4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT

Place of Delivery: Senga Road, Chumvikiwa Street, Mikocheni Dar Es Salaam Tanzania

Duration and starting date: Mention of duration and starting date of the contract *(examples: see guidelines for calls for quotations) (provide a contract duration longer than the implementation period – see guidelines)*

End date of the contract: The contract ends on the last day of the duration of the contract (including extensions, if any). After this date, no deliveries/performance can be carried out with reference to this contract.

Early termination of the contract: Without object *(if wanted: see the guidelines for calls for quotations for the conditions and add in clause).*

*Without prejudice to other legal remedies, the contract can be terminated early:*

*By the Contractor: from the first anniversary of the contract, by giving X days' notice by registered letter. for "X" (taking into account the minimal time period for VVOB to conclude a new procurement – see guidelines). By VVOB at all times and by means of a notice period of X/2 calendar days, to be notified by registered letter.*

*Termination of the contract in accordance with the above conditions does not entitle either party to any compensation.*

### 4.2. EXTENSIONS AND REPETITIONS

Extensions: Without object *(if extensions wanted : see the guidelines for calls for quotations)*

Repetitions: Without object (not possible)

### 4.3. TERMS OF PAYMENT

Payment is due within 30 days after acceptance of the final report. Send invoices to procurement.tz@vvob.org.

### 4.4. BIDDERS RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT

The bidder commits him(her)self to have the assignment carried out by the persons stated in the quotation, except in the event of force majeure. The persons mentioned or their replacements are all deemed to effectively participate in the execution of the contract.

The bidders personnel must be sufficient in number and must, each in her(hi)s field, possess the requisite competence to perform the contract regularly and correctly. The bidder must immediately replace all members of staff whom VVOB vzw has designated as an objection to the proper execution of the contract due to their incompetence, bad will or generally known misconduct.

The bidder shall assume full responsibility for errors or defects in the services performed, in particular in the examinations, calculations, plans and all other documents drawn up by him for the execution of the contract.

The services that do not correspond to the terms and conditions of the contract or that were not provided in accordance with the rules of the art must be restarted by the bidder. If not, VVOB will take ex officio measures at the bidders' expense and risk through one of the means of intervention mentioned in the applicable law. In addition, the bidder is exposed to fines and penalties for non-compliance with the terms and conditions of the contract.

Consequently, the bidder must indemnify VVOB against any damages that it may owe to third parties on account of its delay in performing the contract, insofar as the bidder is responsible for such delay.

### 4.5. DELAY PENALTIES

*Delay penalties apply under the applicable Belgian procurement rules.*

### 4.6. BAIL

No bail is required for this contract.

### 4.7. DISPUTES

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract.In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a

solution. If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

### 4.9. INTELLECTUAL PROPERTY

***(To be adapted on a case-by-case basis but catch all clause hereunder.)***

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

Without prejudice to abovementioned, and unless otherwise stipulated in the procurement documents, when the subject-matter of the procurement contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

### 4.10. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)

Prices are fixed for the three-week duration of this tutorial contract.