

TITLE: REQUEST FOR PROPOSAL FOR SUPPLY OF TANZANIA INSTANT PAYMENT SYSTEM (TIPS) HARDWARE AND SOFTWARE TO THE FINANCIAL SECTOR DEEPENING TRUST (FSDT) ON BEHALF OF THE BANK OF TANZANIA

TERMS OF REFERENCE

1. INTRODUCTION

The Financial Sector Deepening Trust (FSDT) was incorporated in Tanzania on 1st July 2004. The FSDT's overall aim is to make contribution to All Tanzanians to (derive value) from regular use of financial services which are delivered with dignity and fairness. FSDT's objective are:

1. Advocating for an improved policy, institutional, legal and regulatory framework at national and sub-national levels of financial services
2. Promoting more relevant market infrastructure and ways to reduce transaction costs between FSPs and potential clients
3. Stimulating improved access to financial products and services that respond to the needs of MSMEs
4. Stimulating improved access to financial products and services that respond to the needs of households and individual.

FSDT, is facilitating the Bank of Tanzania (BoT) in developing and implementing the Tanzania Instant Payment System (TIPS), that is an Interoperable national real time payment platform to be used by all Financial Services Providers

2. OBJECTIVES OF THE ASSIGNMENT

Financial Deepening Trust Fund on behalf of the Bank of Tanzania, intends to acquire a Supplier(s) to provide the Hardware and/or Software to BoT that will host and support TIPS operations

3. SCOPE OF WORK

1. Supplying at the most competitive rates, the software and/or hardware based on the specifications provided in Annex 1 and Annex 2
2. Providing Technical Support as and when needed, so as to ensure the software and hardware is correctly installed and works as required
3. Providing training and support to a maximum of 5 selected Bank of Tanzania staff on installation, configuration and effectively using the hardware and software as well as providing user manuals
4. Provide three (3) months post implementation/installation support

4. CONTENT OF BID PROPOSAL

Section 1 – Vendor and Product Information

- Company Information
- Understanding of the ToR

- Ability to provide the required products/items
- Approach and methodology, including:
 - Installation approach
 - Training approach
 - Support and maintenance plan
- Relevant experience, including a minimum of 3 references within the last 5 years:
 - Customer name
 - Contact address
 - Contact phone number
 - Engagement start and end dates
 - Description
- Installation plan and timelines
- Other information the Supplier deems relevant

Section 2 – Financial requirements

- Equipment Description and detailed costs (include breakdown of licenses required if any)
- Professional Service costs (if any)
- Support and maintenance costs (post implementation support)

Section 3 – Statement of Requirements

The statement of requirements response should be in the following format

No	Product Description	Requirement/Specification	Availability (Yes/No) or Customization	Comment
1				
2				

Definitions:

- **Yes** – The product/functionality is available based on the requirements
- **No** – The product/functionality is not available
- **Customization** – The required functionality is provided by another supplier (not stipulated as per the requirements)

Section 4 – Commercial requirements

- Manufacturer’s Authorization Form (MAF)
- Legal and Regulatory requirements which include:
 - Business license, company certificates of corporation, TIN, VAT registration
 - Current physical location that is valid right of occupancy of office premises or lease contract
 - At least three years audited financial statements

5. CONTRACT PERIOD

The Installation is expected to commence on 1 December 2019 and completed not later than 3 months

6. COST

The Financial Proposal should be quoted in USD (United States Dollars)

7. THIRD PARTY

If the Supplier will involve the third party in this proposal the following should be provided:

- A complete description of all third parties/consortia members to this tender
- Describe the roles for each third party/consortia member and describe how they will be organised and who will have overall responsibility
- Describe how third parties/consortia members will be managed in terms of performance and delivery

8. EVALUATION AND SELECTION

Overall, the preferred Supplier/Vendor will be selected on the basis of presenting the most economically advantageous proposal based on the below criteria.

Mandatory requirements
Confirmed MAF
Provision of 3 references implemented in the last 5 years
Timely submission of the proposal
Legal and Regulatory requirements which include: <ul style="list-style-type: none"> • Business license, company certificate of corporation, TIN, VAT Registration; • Current Physical Location that is valid right of occupancy of office premises or lease contract; • At least three years latest AUDITED financial statements.

Technical Proposal Scoring Grid

Criteria	Max Marks
Product	50%
<ul style="list-style-type: none"> • Ability of Supplier to deliver the hardware and/or software items based on configurations and specifications provided within the specified time 	50%
Supplier/Vendor	40%
<ul style="list-style-type: none"> • References 	10%
<ul style="list-style-type: none"> • Legal And regulatory requirement adherence <ul style="list-style-type: none"> ○ Business license, company certificate of corporation, TIN, VAT Registration; ○ Current Physical Location that is valid right of occupancy of office premises or lease contract; 	15%

Criteria	Max Marks
○ At least three years latest AUDITED financial statements.	
• Details on all perceived strengths of the Supplier detailing his experience both local and international to supply and install such hardware and/or software	15%
ToR Adherence	10%
• Thorough understanding of the scope of work and good demonstration of the approach to the Supply and implementation	10%
Total marks	100%

To be considered further, a minimum total technical score of 70% is required. Only financial proposals from bidders scoring at least that level will then be evaluated.

The total financial cost in US\$ will be weighted according to the formula:

- $(\text{Lowest total financial cost} / \text{Bidder's total financial cost}) \times 0.2$
- Total technical marks weighted by a factor of 0.8.

The weighted technical and financial scores for each proposal that passes the minimum technical threshold will then be added to produce a total score. The preferred bidder will be the one producing the highest total combined score.

Financial Proposal

The FSDT requires a detailed and transparent budget breakdown in which all line items are clearly specified.

Financial proposals should be in this format:

Item	Unit Rate (US\$)	Number of Units	Total (US\$)
Item description			
Sub Total Costs			
Other expenses (if any)			
Total Cost			

9. SUBMISSION

The deadline for submission of the proposal documents is **1600hours EAT on the 30 August 2019**. Submission after this time will not be considered

All proposals should be submitted Hardcopy (1 original and 2 copies) and electronically (PDF) to:

Procurement Manager,
The Financial Sector Deepening Trust,
2nd Floor De Ocean Plaza,

Plot 400 Toure Drive,
P.O. Box 1559 Oyster Bay, Dar es Salaam, Tanzania
+255 222 602 873/5/6
procurement@fsdt.or.tz

10. OTHER MATTERS

10.1 CONFIDENTIALITY

All information contained in the terms of reference and attachments is provided on a strictly confidential basis solely in connection with the Supply of Hardware and/or Software for TIPS. It is a condition of this competition that Supplier (and any sub-contractors) shall:

- take all reasonable measures to protect this confidentiality and avoid the unauthorized use, disclosure, publication, or dissemination of confidential information;
- not use this information other than for the purposes of preparation of a tender, and shall disclose it only to officers, directors, or employees on a specific need to know basis; and
- Not disclose, publish or otherwise reveal any of the information contained herein except with the specific prior written authorization of FSDT.

10.2 CONFLICT OF INTEREST

Supplier/Vendor must disclose in the proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest, if he/she was awarded this contract. Where Supplier/Vendor identify any potential conflicts he/she should state how they intend to avoid such conflicts. FSDT reserves the right to reject any proposal which, in its opinion, gives rise, or could potentially give rise to, a conflict of interest.

10.3 TAXATION MATTERS

The Consultant will be responsible to pay withholding tax and all other tax liabilities as per Tanzanian Tax laws. Any such tax amounts shall be the responsibility of the consultant