



CAFÉ AFRICA TANZANIA

TERMS OF REFERENCE (ToR)

FOR

BOREHOLE DRILLING WORKS, PUMP SUPPLY AND INSTALLATION, AND DISTRIBUTION OF WATER TO THE SELECTED POINTS AT TUNAMKUMBUKA SECONDARY SCHOOLS BUKOBA DISTRICT.

PROJECT BACKGROUND

Café Africa Tanzania is a Non-Governmental Organization with more than a decade supporting smallholder coffee farmers in Tanzania across the value chain. Through the support from the JDE Peets Café Africa Tanzania is looking to implement a project of borehole construction at Tunamkumbuka Secondary School located in Bukoba DC, Kagera. The purpose of this project is to provide a reliable and sustainable source of clean water and hygiene for enhancing students' academic performance, this will enhance academic participation among the students. To ensure this project's objective is achieved, Café Africa Tanzania currently is seeking an experienced and specialized company to drill one borehole, install water pumping machine, pipes and a tank for water storage.

DESCRIPTION OF THE ASSIGNMENT

Scope of Work

Café Africa Tanzania invites bids from eligible bidders preferably specialized companies for drilling of boreholes and its infrastructures preferably experienced company around Kagera region or Lake Victoria zone.

The drilling of boreholes to the selected site (Tunamkumbuka secondary school) shall involve the following activities.

1. Hydrogeological survey
2. Drilling of productive borehole (No deep well that uses fossil groundwater)
3. Water quality analysis
4. Borehole Completion report
5. Supply of all required plumbing materials for boreholes installation
6. Supply a water storage tank
7. Distribution of water to selected points at the school



SECTION 1: INSTRUCTIONS TO BIDDERS

1. Submission of proposals

- Bidders must submit their tenders through officetz@cafeafrika.org, no phone call will be accepted.
- Any inquiry or question intended to seek further explanation shall be addressed to the above email.
- Communication through phone, SMS, shall lead to disqualification of the bid.
- Deadline for submission of the proposal is 01.10.2025 at 1700Hours EAT time.

2. Bid Opening

- Tenders will be opened on 02/10/2025, and the evaluation will commence on the same date.

3. Evaluation Criteria

- The evaluation will be based on both technical and financial proposals. Key criteria will include:
 1. Technical expertise and experience in similar projects.
 2. Proposed methodology and approach to the project.
 3. Financial competitiveness of the bid.
 4. Compliance with legal and laws of Tanzania, environmental and safety standards.
 5. Capacity to carry out the assignment (Available number of working equipment, tools, registered under the company name, (certificates of ownership such as copies of motor vehicle, machinery, and other equipment).

SECTION 2: TECHNICAL PROPOSAL FORMAT

1. Company Profile

- Company background and experience - (Maximum 1 page)
- Details of similar projects completed in the last 5 years - (Maximum 1page.)

2. Technical Approach and Methodology

- Detailed plan for executing the project - (Maximum 2 page)
- Proposed designs, technology and equipment – (Maximum 1-3 page), excluding drawings, blueprints, pictures etc.





3. Work Plan and Schedule

- Timeline for completing the project. (Maximum 1 page)

4. Staffing

Key personnel to be involved in the project. (Maximum-1-2 Page), CV for Key personnel

SECTION 3: FINANCIAL PROPOSAL FORMAT

1. Cost Breakdown-

- Detailed breakdown of costs for each component of the project.
- Total cost of the project.
- Detailed BOQ for the whole activities categorized based on boreholes.

Payment Terms

- Proposed payment terms, 60% upon commencing of the work, and 40% upon successful handing over of the project being completed, inspected and accepted by the management of Café Africa Tanzania, together with the committee for inspection, receiving and acceptance of the project, and Donor's representative.

SECTION 4: DELIVERABLES

- Hydrogeological survey report
- Water quality analysis report
- Drilled Boreholes with its required infrastructures and a comprehensive borehole completion report.
- Constructed water tower structure, supplied water tank (10,000Lts)
- Fully operational water distribution at the school

SECTION 5. SELECTION PROCESS

The company will be selected based on the criteria outlined in the Terms of Reference (ToR). Late or partial submissions will be disqualified.





SECTION 6: CAFÉ AFRICA TANZANIA WORKING POLICY

Café Africa Tanzania is committed to encouraging equality and inclusion. Qualified consultants and firms regardless of their gender, religion, age or ethnicity who meet the minimum requirements are encouraged to apply. However, Café Africa Tanzania has a zero tolerance to: -

- Sexual Exploitation, Abuse and Harassment

Protection from Sexual Exploitation, Abuse and Harassment is everyone's responsibility, and all staff, consultants and partners are required to adhere to the Code of Conduct. Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, consultants and partners in addition to related mandatory training. All staff, consultants and partners must ensure that they understand and act in accordance with this clause.

- Corruption and bribery

The consultant shall comply with all applicable laws, statutes, regulations relating to anti-bribery and anti-corruption including but not limited to the Prevention and Combating of Corruption Act No. 11 of 2007 and not engage in any activity, practice or conduct which would constitute an offence under the Act.

