INVITATION FOR TENDER

Tender No: ESAMI/TC/04/2025

FOR

SUPPLY, INSTALLATION, COMMISSIONING AND TRAINING OF AI SMART CLASSROOM

13/10/2025

INVITATION TO TENDER

Tender No: ESAMI/TC/04/2025

1. The Eastern and Southern African Management Institute (ESAMI) is a Pan African Regional Management Development Centre owned by ten-member governments from the Eastern and Southern African region. These include Eswatini, Kenya, Malawi, Mozambique, Namibia, Seychelles, Tanzania, Uganda, Zambia and Zimbabwe. It is a service and market-oriented institution offering high-level specialized management training and development programme, consultancy, and action-oriented management research services.
2. The ESAMI has received a grant from the European Union for fostering Open science in Tanzania. It is intended that part proceeds of the funds will be used to cover eligible payments under the contract for the Procurement of AI Smart Class at the ESAMI HQ-Arusha. The objective of this procurement is to establish a fully functional AI Smart Class environment that supports hybrid learning by integrating in-person and online participation with advanced interactive tools and seamless audio-visual systems.
3. The ESAMI now invites tenders from qualified eligible bidders for the supply, installation, commissioning and training of AI smart Classroom. Tender documents can be downloaded from the ESAMI website https://www.esami-africa.org
4. Eligibility criteria and the selection procedure shall be in accordance with the Eastern and Southern African Management Institute procurement policy.

5. All tender documents must be properly filled and addressed and submitted to the email; procurement@esami-africa.org at or before 12:00hrs (EAT) on 28 /10/2025. Tenders will be opened promptly thereafter.

   The Director General

   ESAMI Road, Njiro Hill

   P.O. BOX 3030, Arusha ,Tanzania

   No liability will be accepted for loss or late delivery, and late submissions will be rejected

List of Abbreviations

ITT Invitation to Tender

ITB Instruction to Bidders

JV Joint Venture

JVCA Joint Venture, Consortium, or Association

TDS Tender Data Sheet

SECTION 2: INSTRUCTIONS TO BIDDERS

GENERAL	
1. Scope of tender	ESAMI invites tenders for the supply of Goods as specified in section I and Section V - Technical Specification.
	The successful Tenderer will be expected to supply the goods within the period stated from the start date specified in section III tender data sheet. The duration of the Contract shall be as specified in the TDS.
	Bidders shall adhere to all the requirements of this ITB including any amendment made in writing by ESAMI. This ITB is conducted in accordance with Policies and Procedures of ESAMI.
2. Eligible Bidders/ Conflict of Interest	Bidders shall have legal capacity to enter into a binding contract with ESAMI
	A bidder and all parties constituting the bidder may have nationality of any country with exception of the nationalities, if any, listed in Section 3: Data Sheet. A bidder shall be deemed to have the nationality of a country if the bidder is constituted, incorporated or registered and operates in conformity with provision of the laws of that country
	All bidders found to have a conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by ESAMI to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of ESAMI.
	In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ESAMI, and seek ESAMI's confirmation on whether or not such conflict exists. Similarly, the Bidders must disclose in their Bid their knowledge of the following:
	If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of ESAMI staff involved in the procurement functions
	All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.

3. Eligible goods and services:	All goods, works and/or services to be supplied under the contract shall have their origin in any country with the exception of the countries, if any, listed in Section 3: Data Sheet, and all expenditures made under the contract will be limited to such goods, and services
	For purposes of this clause, "origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
	The origin of goods, works and services is distinct from the nationality of the bidder.
BIDDING DOCUMENTS	
4. Clarification of bidding documents	Bidders may request clarifications on any of the ITB documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official
	ESAMI will provide the responses to clarifications through the method specified in Section 3: Data Sheet.
	ESAMI shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ESAMI to extend the submission date of the bids, unless ESAMI deems that such an extension is justified and necessary.
5. Amendment of bidding documents	At any time prior to the deadline of bid submission, ESAMI may for any reason, such as in response to a clarification requested by a bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.
	If the amendment is substantial, ESAMI may extend the deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.
PREPARATIONS OF BIDS	
6. Costs of Bids preparation	The bidder shall bear all costs related to the preparation and/or submission of the bid, regardless of whether its bid is selected or not. ESAMI shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

7. Language	The bid, as well as any and all related correspondence exchanged by the bidder and ESAMI, shall be written in the language(s) specified in Section 3: Data Sheet.
8. Documents comprising the bid	The bid shall comprise of the following documents and related forms of which details are provided in Section 3: Data Sheet: a) Documents establishing the eligibility and qualifications of the bidder i.e. i. Company profile ii. Valid Business Permit /Licence iii. Tax Identification Number iv. Certificate of Incorporation v. Article of Association (If Any) vi. Memorandum of Association (If Any) b) Technical Bid c) Price Schedule d) Bid Security e) Performance Security f) Any attachments and/or appendices to the bid.
9. Documents establishing eligibility and qualifications of the bidder	The bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a bidder, its qualifications must be documented to ESAMI's satisfaction.
10. Technical Bid	The bidder is required to submit a technical bid using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
11. Price Schedule	The Price Schedule shall be prepared using the Form provided in Section 7 and taking into consideration the requirements in the ITB.
	The prices and discounts quoted by the bidder shall conform to the requirements specified below. • All items must be listed and priced separately. • The price to be quoted shall be the total price of the bid, excluding any discounts offered. • The bidder shall quote any unconditional discounts and indicate the method for their application. • Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in Section 3: Data Sheet. A bid submitted with an adjustable price shall be

	treated as non-compliant and shall be rejected. However, if in accordance with Section 3: Data Sheet, prices quoted by the bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
12. Bid Currencies	All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where bids are quoted in different currencies, for the purposes of comparison of all bids • ESAMI will convert the currency quoted in the bid into the ESAMI preferred currency, in accordance with the prevailing Operational Rate of Exchange; and • In the event that ESAMI selects a bid for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, ESAMI shall reserve the right to award the contract in the currency of ESAMI's preference, using the conversion method specified above.
13. Bid Validity Period	Bids shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of bids. A bid valid for a shorter period may be rejected by ESAMI and rendered non-responsive. During the bid validity period, the bidder shall maintain its original bid without any change, including the availability of the key personnel, the proposed rates and the total price. In exceptional circumstances, prior to the expiration of the bid validity period, ESAMI may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing and shall be considered integral to the bid. If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid but will be required to extend the validity of the bid security, if required, for the period of the extension, and in compliance with Article 14 (Bid security) in all respects. The bidder has the right to refuse to extend the validity of its bid without forfeiting the bid security, if required, in which case, the bid shall not be further evaluated
***14*. Bid Security**	A bid security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The bid security shall be valid for a minimum of thirty (30) days after the final date of validity of the bid.
	The bid security shall be included along with the bid. If a bid security is required by the ITB but is not found in the bid, the offer shall be rejected.

	If the bid security amount or its validity period is found to be less than is required by ESAMI, ESAMI shall reject the bid. In the event an electronic submission is allowed in Section 3: Data Sheet, bidders shall include a copy of the bid security in their bid and the original of the bid security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet. Unsuccessful bidders' bid securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of bid validity prescribed by ESAMI pursuant to Article 13 (Bid Validity Period).

	The bid security may be forfeited by ESAMI, and the bid rejected, in the event of any, or combination, of the following conditions:
	• If the bidder withdraws its offer during the period of the bid validity specified in Section 3: Data Sheet, or;
	• In the event the successful bidder fails:
	  • to sign the Contract after ESAMI has issued an award; or
	  • to furnish the Performance Security, insurances, or other documents that ESAMI may require as a condition precedent to the effectivity of the contract that may be awarded to the bidder.

15. Joint Venture, Consortium or Association	If the bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for bid, each such legal entity will confirm in their joint bid that: • they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised Agreement among the legal entities, which will be submitted along with the bid; and • if they are awarded the contract, the contract shall be entered into by and between ESAMI and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. After the deadline for submission of bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ESAMI. If a JV, Consortium or Association's bid is the bid selected for award, ESAMI will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities.

	The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 16 (Only one Bid) herein in respect of submitting only one bid. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by ESAMI. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between: • Those that were undertaken together by the JV, Consortium or Association; and • Those that were undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials. JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.
16. Only one bid	The bidder (including the individual members of any Joint Venture) shall submit only one bid, either in its own name or as part of a Joint Venture. Bids submitted by two (2) or more bidders shall all be rejected if they are found to have any of the following: • they have at least one controlling partner, director or shareholder in common; or • any one of them receive or have received any direct or indirect subsidy from the other/s; or • they have the same legal representative for purposes of this ITB; or • they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the bid of another bidder regarding this ITB process;

	• they are subcontractors to each other's bid, or a subcontractor to one bid also submits another bid under its name as lead bidder; or some key personnel proposed to be in the team of one bidder participates in more than one bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one bid.
17.Alternative Bids	Unless otherwise specified in Section 3: Data Sheet, alternative bid shall not be considered. If submission of an alternative bid is allowed, it must be clarified how it will be processed. A bidder may submit an alternative bid if allowed, but only if it also submits a bid conforming to the requirements of the tender. An alternative bid can be considered only if it presents an alternative to the lowest substantially compliant bid, as long as the offered price does not exceed that of the second lowest substantially compliant bid; Alternative bids that do not comply with the mandatory criteria will not be considered. If multiple/alternative bids are being submitted, they must be clearly marked as "Main Bid" and "Alternative Bid". If no indication is provided as to which bid is the main bid and which is/are the alternative bid(s), then all bids will be rejected. Where the conditions for its acceptance are met, or justifications are clearly established, ESAMI reserves the right to award a contract based on an alternative Bid.
18. Pre -Bid Conference	When appropriate, a pre-bid conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the pre-bid conference is mandatory, a bidder which does not attend the pre-bid conference shall become ineligible to submit a bid under this ITB. If it is stated in Section 3: Data Sheet that the pre-bid conference is not mandatory, non-attendance shall not result in disqualification of an interested bidder. ESAMI will not issue any formal answers to questions from bidders regarding the ITB or bid process during the pre-bid conference. All questions shall be submitted in accordance with Article 37 (Clarification of Bids). The pre-bid conference shall be conducted for the purpose of providing background information only. Without limiting Article 21 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at the pre-bid conference unless that information, statement or representation is confirmed by ESAMI in writing.

	Minutes of the pre-bid conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the minutes of the bidder's conference or issued/posted as an amendment to ITB.
19.Site Inspection	When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet. If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a bidder which does not attend the site inspection shall become ineligible to submit a bid under this ITB. If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested bidder. Bidders participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the bidders to participate in a site inspection. Prior to attending a site inspection, bidders shall execute an indemnity and a waiver releasing ESAMI in respect of any liability that may arise from: (i) loss of or damage to any real or personal property; (ii) personal injury, disease or illness to, or death of, any person; (iii) financial loss or expense, arising out of the carrying out of that site inspection; and (iv) transportation by ESAMI to the site (if provided) as a result of any accidents or malicious acts by third parties. ESAMI will not issue any formal answers to questions from bidders regarding the ITB or bid process during a site inspection. All questions shall be submitted in accordance with Article 37 (Clarification of Bids). A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 21 (Bidders Responsibility), bidders shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by ESAMI in writing.
20.Errors or Omissions	Bidders shall immediately notify ESAMI in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the ITB, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults. Bidders shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

21. **Bidders responsibility to inform themselves**	Bidders shall be responsible for informing themselves in preparing their bid. In this regard, bidders shall ensure that they: • examine and fully inform themselves in relation to all aspects of the ITB, including the Contract and all other documents included or referred to in this ITB; • review the ITB to ensure that they have a complete copy of all documents; • obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; • verify all relevant representations, statements and information, including those contained or referred to in the ITB or made orally during any clarification meeting or site Inspection or any discussion with ESAMI, its employees or agents; • attend any Pre-bid conference or site inspection if it is mandatory under this ITB; • fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the goods, works and/or services; and • form their own assessment of the nature and extent of the goods, works and /or services required as included in Section 5: Schedule of Requirements and properly account for all requirements in their bid. Bidders acknowledge that ESAMI, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this ITB or any other information provided to the bidders.
22.Material Change (s)in circumstances	The bidder shall inform ESAMI of any change(s) of circumstances arising during the ITB process, including but not limited to: • a change affecting any declaration, accreditation, license or approval; • major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the bidder or its major sub-contractors; • a change to any information on which ESAMI may rely in assessing bids.
SUBMISSION AND OPENING OF BIDS	
23. Instruction for Bid	The bidder shall submit a duly signed and complete bid comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The Price Schedule shall be submitted together

	with the Technical Bid. The bid shall be delivered according to the method specified in Section 3: Data Sheet. The bid shall be signed by the bidder or person(s) duly authorized to commit the bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or, if requested, a Power of Attorney, accompanying the bid. Bidders must be aware that the mere act of submission of a bid, in and of itself, implies that the bidder fully accepts the ESAMI General Conditions of Contract. Electronic submission through the email/portal, if allowed as specified in the BDS, shall be governed as follows: • Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS; • Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.
24.Deadline for bid Submission	Complete bids must be received by ESAMI in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Bid should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the bidders to ensure that their bid is received by the closing date and time. ESAMI shall accept no responsibility for bids that arrive late due to the courier company or any technical issues and shall only recognize the actual date and time that the bid was received by ESAMI. ESAMI may, at its discretion, extend this deadline for the submission of bids by amending the solicitation documents in accordance with Article 5 Amendment of Bidding documents. In this case, all rights and obligations of ESAMI and bidders subject to the previous deadline will thereafter be subject to the new deadline as extended.
25.Withdrawal, Substitution and Modification of Bids	A bidder may withdraw, substitute or modify its bid after it has been submitted at any time prior to the deadline for submission by sending a written notice to ESAMI, duly signed by an authorized representative and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of bids, by clearly marking them as "WITHDRAWAL", "SUBSTITUTION" OR "MODIFICATION".

	However, after the deadline for bid submission, the bids shall remain valid and open for acceptance by ESAMI for the entire bid validity period, as may be extended. Bids requested to be withdrawn prior to the deadline for submission of the bids shall be made available for collection by the bidder that submitted it within 15 days of its withdrawal. Otherwise, ESAMI shall have the right to discard such bid unopened without further notice to the bidder. ESAMI shall not be responsible to return the bid to the bidder at ESAMI's cost.
26.Storage of Bids	Bidders are encouraged to submit their bid in good time to avoid last minute challenges. Bids submitted in the email are kept confidential and secure and no one in the organization has access to such information until deadline has passed and bids have been opened
27.Bid Opening	Once deadline has passed, bids will be opened for evaluation as per the ESAMI evaluation procedures. If Public Bid Opening is provisioned, a Public Bid Opening report will be sent to all bidders who have posted a successful bid indicating names of the companies and their total bid price.
28.Late Bids	Late bids shall not be accepted after the deadline for submission of tenders in accordance with BDS 16
EVALUATION OF BIDS	
29.Confidentiality	Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a bidder or anyone on behalf of the bidder to influence ESAMI in the examination, evaluation and comparison of the bids or contract award decisions may, at ESAMI's decision, result in the rejection of its bid and may subsequently be subject to the application of prevailing ESAMI's vendor sanctions procedures.
30. Evaluation of Bids	ESAMI shall evaluate a bid using only the methodologies and criteria defined in this ITB. No other criteria or methodology shall be permitted. ESAMI shall conduct the evaluation solely on the basis of the bids received according to the evaluation criteria in Section 4. Evaluation of bids shall be undertaken in the following steps: a) Preliminary examination b) Evaluation of eligibility and qualification c) Evaluation of technical bids

	d) Evaluation of prices of bids found to be substantially compliant After completion of the evaluation, but prior to award, ESAMI shall conduct a post-qualification assessment of the bidder recommended for award (if pre-qualification was not done) as per Article 36 (Post-qualification).
31.Preliminary Examination	ESAMI shall examine the bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the bids are generally in order, among other indicators that may be used at this stage. ESAMI reserves the right to reject any bid at this stage.
32. Evaluation of eligibility and qualification	Eligibility and Qualification of the bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in Section 4: Evaluation Criteria and in Article 2(Eligible Bidders). In general terms, vendors that meet the following criteria may be considered qualified: a) They have good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required; d) They are able to comply fully with the ESAMI General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
33.Evaluation of Technical Bids	Technical evaluation will be conducted to establish substantial compliance, as per the criteria included in Section 4: Evaluation Criteria. When the bid varies in one or more aspect/s from the minimum technical specifications and/or delivery requirements specified in Section 5: Schedule of Requirements, the bid will not be considered substantially compliant and will not be evaluated further. When necessary, and if stated in the TDS, ESAMI may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required
34. Evaluation of Prices	The prices of bids found to be substantially compliant, will be compared to identify the most substantially compliant bid which represents the lowest overall costs to ESAMI.

35.Post Qualification/Due Diligence	ESAMI reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: a) Verification of accuracy, correctness and authenticity of information provided by the bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or with previous clients, or any other entity that may have done business with the bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary; e) Physical inspection of the bidder's offices, branches or other places where business transpires, with or without notice to the bidder; f) Other means that ESAMI may deem appropriate, at any stage within the selection process, prior to awarding the contract.
36.Clarification of Bids	ESAMI may request clarification or further information in writing from the bidders at any time during the evaluation process. The bidders' responses shall not contain any changes regarding the substance or price of the bid, except to confirm the correction of arithmetic errors discovered by ESAMI in the evaluation of the bids, in accordance with Instructions to Tender Article 20 (Errors or omissions). ESAMI may use such information in interpreting and evaluating the relevant bid but is under no obligation to take it into account. Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by ESAMI, shall not be considered during the review and evaluation of the Bids.
37. Responsiveness of Bids	ESAMI's determination of a bid's responsiveness is to be based on the contents of the bid itself. A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the

	bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that: a) affects in any substantial way the scope, quality, or performance of the goods, services and/or works specified in the contract; or b) limits in any substantial way, inconsistent with the bidding documents, ESAMI's rights or the bidder's obligations under the contract; or c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids. If a bid is not substantially responsive, it shall be rejected by ESAMI and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
38.Nonconformities, reparable errors and omission	Provided that a bid is substantially responsive, ESAMI may waive any non-conformities or omissions in the bid that, in the opinion of ESAMI, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other bidders. Provided that a bid is substantially responsive ESAMI may request the bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid. For bids that have passed the preliminary examination, ESAMI shall check and correct arithmetical errors as follows: a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of ESAMI there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;

	b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be rejected and its bid security may be forfeited.
39.. Right to accept and reject any or all bids	ESAMI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for ESAMI's action. ESAMI shall not be obliged to award the contract to the lowest priced offer.
40. Samples	Where required as per Section 5: Schedule of Requirements, free, non-returnable samples shall be provided by the bid submission deadline for evaluation and testing by ESAMI or their representative, of the item and/or the packing and packaging, prior to any award. Samples will be subject to technical review and laboratory analysis where appropriate. Samples provided to ESAMI are non-returnable, unless otherwise stated. Samples should be marked with the ITB number. If a bidder fails to provide samples or documents requested by ESAMI in a timely manner, ESAMI may declare the bid unsuccessful.
AWARD OF CONTRACT	
41.Award Criteria	In the event of a Contract award, ESAMI shall award the Contract to a bidder who has been determined as eligible and qualified and whose bid has been determined to be the lowest priced, substantially compliant offer to the ITB. ESAMI reserves the right to conduct negotiations with the bidder recommended for award on the content of their bid.
42. Right to vary requirement at time of Award	At the time the Contract is awarded, ESAMI reserves the right to increase or decrease the quantity of goods, works and/or services,

	by up to a maximum fifteen per cent (15%) of the total offer, without any change in the unit price or other terms and conditions
43. Notification of Award	Prior to the expiration of the period of bid validity, ESAMI will notify the successful bidder in writing by email, fax or post, that its bid has been accepted.
44.Contract Signature	Within Seven (7) days from the date of receipt of the notification of Award, the successful Bidder shall sign and date the Contract and return it to ESAMI. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, ESAMI may award the Contract to the Second highest rated or call for new Bids.
45. Contract Type and General terms and Conditions	The types of Contract to be signed and the applicable ESAMI Contract General Terms and Conditions, as specified in TDS
46.Perfomance Security	The successful bidder, if so specified in Section 3: Data Sheet shall furnish a performance security in the amount and form specified therein, within the specified number of days after receipt of the contract from ESAMI. Banks issuing performance securities must be acceptable i.e. banks certified by the central bank of the country to operate as a commercial bank. ESAMI shall promptly discharge the bid securities of the unsuccessful bidders pursuant to Article 14 (Bid Security). The Performance Security form is available here Failure of the successful bidder to submit the above-mentioned performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event ESAMI may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by ESAMI to be qualified to perform the contract satisfactorily.
47. Liquidated Damages	If specified in Section 3: Data Sheet, ESAMI shall apply Liquidated Damages for the damages and/or risks caused to ESAMI resulting from the Contractor's delays or breach of its obligations as per the Contract.
48.Bid Protest	Any bidder that believes to have been unjustly treated in connection with this bid process or any contract that may be awarded as a result of such bid process may submit a complaint to ESAMI.

SECTION 3: BID DATA SHEET

The following specific data shall complement, supplement or amend the Provisions in Section 2: Instructions to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Bidders.

S/N	Description	Specific Instructions /Requirements
1	Scope	The reference number of this Invitation to Bid (ITB) **is ESAMI/TC/04/2025**
		The goods and service include the Supply, Installation, Commissioning and training of AI Smart Classroom at ESAMI headquarters, Arusha, Tanzania as described in Section 3 of this ITB.
2	Eligible Bidders	Bidders from all countries are eligible to bid as per section 2 of ITB
3.	Eligible goods, work and services	Goods, works and/or services with origin in all countries are eligible in this bidding process.
4.	Clarification of solicitation documents	Bidders must send their questions by email to: Procurement Office ESAMI P.O. Box 3030, Arusha Email: procurement@esami-africa.org
5	Language	All bids, information, documents and correspondence exchanged between ESAMI and the bidders in relation to this bid process shall be in English
6	Price Adjustment	The price quoted by the Bidder shall not be subject to adjustment during the performance of the contract.
7	Partial Bids	Partial bids shall not be allowed. Bidders must quote prices for the total requirement requested under Section 5.

		Schedule of Requirements. Evaluation will be done for the total requirement.
8	Bid Currencies	Prices shall be quoted in United State Dollars
9	Duties and Taxes	All prices shall be inclusive of VAT and other applicable indirect taxes.
10.	Bid Validity	90 Days
11.	Bid Security	Required in the amount of (US$1,000) The bid security will be in the same currency as stipulated in Article 8: Bid currencies. Acceptable forms of bid security • Bid security form template set out in Section 7/Any bank issued cheque • Any bank-issued cheque
12	Alternative Bids	Shall not be considered
13	Pre- Bid Conference	Shall be conducted Time: 1430hrs Date: 17/10/2025 Venue: ESAMI Conference Hall • Non mandatory
14	Site Inspection	A group Site Inspection will be held after Pre -bid Conference Time: 1500hrs Date 17/10/2025 The site inspection is: • **Mandatory**

15	Instruction for Bid Submission	Bidders must submit their bid directly by email • File Format: PDF • Documents which are required in original (e.g. bid security) should be sent to the address below with a copy submitted as part of the electronic submission: • It is recommended that bidders organize and name the files according to the requirements and structure of the bid to facilitate their review. • The bidder should receive an email acknowledging email receipt
16	Deadline for Bid Submission	Deadline for Bid submission will be on 28th October 2025.
17	Bid Opening	• Public bid opening will not be held • A Public bid opening report will be sent to all bidders who have submitted a bid for this tender.
18	Expected date for commencement of Contract	Immediately after contract Signing
19	Right to vary requirement at time of Award	The maximum percentage by which quantities may be increased or decreased is 15%
20	Contract Award to One or More bidder	ESAMI will award a contract to One bidder Only
21	Performance Security	Required 10% of the contract value The performance security will be in the same currency as stipulated in Article 8: Bid currencies.

		The Performance Security shall be in the form of a Bank Guarantee as set out in Section 6 for template
22	Advance Payment	Not Allowed
23	Liquidated Damages	Will be imposed as follows. Percentage of contract price per week of delay 2% up to a maximum of 10%of the contract value after which ESAMI may terminate the contract.

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a Pass/Fail basis and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the bid	All documents and technical documentation requested in Section 2: Instructions to Bidders Article 8 have been provided and are complete
Bidder accepts ESAMI General Conditions of Contract as specified in Section 6.	Form A: Bid Submission
Bid Validity	Form A: Bid Submission
Bid Security with compliant validity period	Form A: Bid Submission
Power of Attorney	Form A: Bid Submission
Appropriate Signature	

Eligibility and Qualification Criteria

All criteria will be evaluated on a Pass/Fail basis.

If the bid is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Bidder is a legally registered entity	Form B: Bidder Information
Bidder belongs to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other.	Form B: Bidder Information
Vendor is not suspended, nor otherwise identified as ineligible by any of the World Bank Group or any other	Form A: Bid Submission

International Organization in accordance with Section 2 Article 2.	
No conflicts of interest in accordance with Section 2 Article 2.	Form A: Bid Submission
The bidder has not declared bankruptcy, in not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form A: Bid Submission
Certificates and Licences: • Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer. • Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country. • Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder. • Export/Import Licenses, if applicable.	Form B: Bidder Information
History of non-performing contracts[1]: Non-performance of a contract did not occur as a result of contractor default within the last 3 years.	Form D: Eligibility and Qualification Form
Litigation History: No consistent history of court/arbitral award decisions against the bidder for the last 3 years.	Form D: Eligibility and Qualification Form
Previous Experience:	

Minimum Three years of relevant experience	Form D: Eligibility and Qualification Form
Minimum three contracts of similar value, nature and complexity implemented over the last three years. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Form D: Eligibility and Qualification Form
Financial Standing:	
Liquidity: the ratio Average current assets / Current liabilities over the last 3 years must be equal or greater than 1.5	Copy of audited financial statements for the last three years. / Form D: Eligibility and Qualification Form
Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability. *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*	Copy of audited financial statements for the last three years. Form D: Eligibility and Qualification Form

Technical Evaluation Criteria

Criteria	**Documents to establish compliance**
Goods/works/services offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 5: Schedule of Requirements.	Form E: Technical Bid
The bid is substantially compliant with the minimum Delivery Requirements included in Section 5: Schedule of Requirements and do not contain any material deviation(s).	Form E: Technical Bid Form F: Price Schedule

Evaluation of Prices

Criteria	Documents to establish compliance
Price comparison shall be based on the landed price, including transportation, insurance and the total cost of ownership (including spare parts, consumption, installation, commissioning, training, special packaging, etc., where applicable).	Form E: Price Schedule

SECTION 5: SCHEDULE OF REQUIRMENT

A. Technical Specifications for Goods

Digital Display -AI Smart blackboard	
Technical Requirements	**Description**
86-inch AI Smart Blackboard	Quantity 1 (Includes Teaching Assistant Software, Smart Writing Interactive Blackboard, Writing Interactive Board Software, Device Management Software. Full 4k resolution.86inch standard interactive board size. Side wing black board
OPS (i7 16G+256G)	CPU: Intel Core i7 12th Gen; RAM: 16GB; Storage: 256GB SSD; OS: Windows 11 Pro 64bit; Connectivity: USB 3.02, *USB 2.0*2, LAN*1Gigabit, Mic-in*1, Line-out*1, HDMI-Out*1, DP-Out*1, Built-in Wi-Fi , Wi-Fi technology: 802.11 abgn/ac/ax-2.4G, 5G
Document Camera	Quantity (1 Structure: Sliding drawer support; Lens: CMOS sensor with auto focus; Resolution: 3264×2448 (8MP)
Smart Podium	
Podium (Metal Body)	Top & Body: Metal; Top sliding mechanism; Keyboard/Mouse tray; Wheels for easy movement
Touch Monitor	Integrated ,21.5" LED backlit touchscreen
Advance Switcher	Integrated, Ports: VGA, HDMI, Audio, 4 USB, Power Outlet; Integrated button controller for video switching
Display Extension	
110 Inch" Extending Smart Display Screen	Product: 110 Inch 4K UHD Smart TV Resolution: 3840×2160;

	Wide viewing angle; HDMI*1, USB*1, LAN*1 Gigabit, RS232*1, Digital Audio Out*1, Wi-Fi technology: 802.11 abgn/ac/ax-2.4G, 5G, Bluetooth.
Accessories	
Connectors & Accessories	Includes: Connectors, mounting braces, wires, HDMI/USB cables
Wireless Dongle	Standard USB interface, plug and play, one clicks to easy share the content from your computer to the IFP's screen. (Wireless Present solution)
Smart Classroom Software Kit	
AI Live Class Software	AI Live Class Software
BYOD Classroom Interaction Software	BYOD Classroom Interaction Software
Smart Classroom Kit	
AI Cloud terminal AI image tracking AI Cloud processing Smart Recording software	AI Cloud Terminal + AI Image Tracking + AI Audio Processing + Smart Recording Software
Smart Control Panel	Front surface: Tempered glass; Buttons: Power, Recording, Mute, Volume+; Dimensions: 172×86×31mm; Volume indicator; RS485 control
4K Teacher Track Camera	4K PTZ Camera Broadcast-quality optical zoom 4K HD camera delivers premium optics and life-like video, tailored for medium to large meeting spaces.
4K Student Track Camera	4K PTZ Camera Broadcast-quality optical zoom 4K HD camera delivers premium optics and life-like video, tailored for medium to large meeting spaces.
Directional Microphone	Directivity: Heart-type; Phantom power: DC 48V; Connector: XLR-3

Omnidirectional Microphone	Direction: Omnidirectional; Type: Electric capacitor electrode; Pickup distance 15mX 15m coverage
50W Teaching Speaker	Rated Power: 50W

B: Delivery and other Related Requirements

Delivery date	Bidder shall deliver the goods within 30 days after contract signature.
Delivery place / terms (INCOTERMS 2020)	DAP/CIF
Customs clearance (must be linked to INCOTERM)	Shall be done by Supplier/Bidder
Installation Requirements	Mandatory
Testing Requirements	Mandatory
Training on Operation and Maintenance	Mandatory
Commissioning	Mandatory
Warranty Period	Indicate the warranty period
Local Service Support	Mandatory
Technical Support Requirements	Mandatory
After-sale services Requirements	Warranty on Parts and Labor for minimum period of 1 year Technical Support Provision of Service Unit when pulled out for maintenance /repair Others
Payment Terms *(as per ESAMI policy)*	Maximum of 50% upon receipt and acceptance of goods and final balance shall be paid after completion of the project
Conditions for Release of Payment	• Pre-shipment inspection • Inspection upon arrival at destination

	• Installation • Testing • Training on Operation and Maintenance • Written Acceptance of Goods based on full compliance with ITB requirements
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

SECTION 6: PERFOMANCE GUARANTEE

INSERT LETTERHEAD OF THE BANK

To: Beneficiary

[insert name address]

Contractor

[insert information on contractor]

Reference: Guarantee No. [insert number]

Dear Sirs,

WHEREAS, (the "Beneficiary") and [Name of Contractor] (the "Contractor") have entered into Contract No. [contract number] for [insert description of contract], which entered into force on [date] (the "Contract");

WHEREAS, the Contract requires that the Contractor furnishes a bank guarantee for a sum specified in the Contract as security for the Contractor's satisfactory compliance with its obligations under the Contract;

WHEREAS, we [Name of the Bank] (the "Guarantor"), have agreed to give the Contractor such Guarantee;

NOW THEREFORE, we, the Guarantor, hereby undertake to pay to the Beneficiary, upon the Beneficiary's first written demand and without cavil or arguments any sum or sums not exceeding in the aggregate [currency][amount in words and figures] or such lesser sum of money as the Beneficiary may by such written demand require to be paid, accompanied by the Beneficiary's written statement that the Contractor is in breach of its obligations under the Contract, without the need to specify, prove or show grounds or reasons for such demand. Such statement shall be conclusive evidence of the Beneficiary's entitlement to payment in the amount demanded, up to the amount of this Guarantee.

The maximum guaranteed amount under this Guarantee is [currency] [amount in words and figures].

We, the Guarantor, further agree that no change or addition to or other modification of the terms of the Contract or of the works, goods and services acquired thereunder, which may be made between the Beneficiary and the Contractor, shall in any way release us, the Guarantor, from any liability under this Guarantee, and we hereby waive the notice of any such change, addition or modification.

This Guarantee shall be valid until thirty (30) days after the date of issuance by the Beneficiary of a certificate of satisfactory performance and full completion by the Contractor of its obligations under the Contract.

Signature and Seal of The Guarantor Bank

_____

Date:

Name of Bank:

Address:

SECTION 7: BIDDING FORMS

Form A: Bid Submission

Form B: Bidder Information

Form C: Joint Venture / Consortium / Association Information

Form D: Eligibility and Qualification

Form E: Technical Bid

Form F: Price Schedule

Form G: Bid Security

FORM A: BID SUBMISSION

Name of bidder:		Date :	
ITB reference:			

We, the undersigned, offer to supply the goods and related services required forsupply, installation, commissioning and training of AI Smart Classroom at ESAMI in accordance with your Invitation to Bid No. ESAMI/TC/04/2025. We hereby submit our bid, which includes

The discounts offered and the methodology of their application are:

- Discounts: If our bid is accepted, the following discounts shall apply (specify in detail each discount offered and the specific items of the schedule of requirement to which applies)
- Methodology of application of discounts: The discounts shall be applied using the following method: Specify in detail the method that shall be used to apply the discounts.

Bidder Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
☐	☐	Requirements and Terms and Conditions: I/We have read and fully understand the ITB, including the ITB Information and Data Sheet, Schedule of Requirements. I/we confirm that the bidder agrees to be bound by them.
☐	☐	I/We confirm that the bidder has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
☐	☐	Ethics: In submitting this bid I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the ITB; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.

Yes	No	
☐	☐	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the organization.
☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived conflict of Interest in submitting this bid, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the ITB process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
☐	☐	Bankruptcy: l/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
☐	☐	Bid Validity Period: I/We confirm that this bid, including the price, remains open for acceptance for the bid validity period.
☐	☐	I/We understand and recognize that you are not bound to accept any bid you receive and we certify that the goods offered in our bid are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[*Stamp with official stamp of the bidder*]

FORM B: BIDDER INFORMATION

ITB Reference	*Enter Text*
Legal name of bidder	*Enter Text*
Legal Address, City, Country	*Enter Text*
Website	*Enter Text*
Year of registration	*Enter Text*
Bidder's Authorized Representative information	Name and Title: Telephone numbers: Email:
Legal structure	Choose an item.
Organisational type	Choose an item.
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	*Enter Text*
No. of full-time employees	*Enter Text*
No. of staff involved in similar supply contracts	*Enter Number*
Years of supplying and provision of service to Academic Global/Regional and/ or Local Institutions	*Enter Text*
Countries of operation	*Enter Text*
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	*Enter Text*
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	*Enter Text*

Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	*Enter Text*
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:
Contact person that ESAMI may contact for requests for clarifications during bid evaluation	Name and Title: Telephone numbers: Email:
Please attach the following documents:	▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods and/or services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any ▪ Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidences of the Bidder's practices which contributes to the ecological sustainability and reduction of adverse environmental impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.), either in its business practices or in the goods it manufactures

	▪ Patent Registration Certificates, if any of technologies submitted in the Bid is patented by the Bidder ▪ Certification or authorization to act as Agent on behalf of the Manufacturer, or Power of Attorney. ▪ Export Licenses, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country

FORM C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of bidder:	*Enter Text*	Date:	*Enter Text*
ITB reference:	*Enter Text*		

To be completed and returned with your bid if the bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information *(address, telephone numbers, fax numbers, e-mail address)*	Proposed proportion of responsibilities (in %) and type of goods, works and/or services to be performed
1		
2		
3		

Name of leading partner (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture *OR* ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to *Enter Text* for the fulfilment of the provisions of the Contract.

Name of partner: _____	Name of partner: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

FORM D: ELIGIBILITY AND QUALIFICATION FORM

Name of bidder:	*Enter Text*	Date:	*Enter Text*
ITB reference:	*Enter Text*		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

☐No non-performing contracts during the last 3 years			
☐ Contract(s) not performed in the last 3 years			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value in US$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

☐ No litigation history for the last 3 years			
☐ Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years. List only those assignments for which the bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Bidders may also attach their own Project Data Sheets with more details for assignments above.

☐ Attach Statements of Satisfactory Performance/Certificate of Completion on from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	Currency	Amount
	Year	Currency	Amount
	Year	Currency	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	Information from Balance Sheet		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			

	Information from Income Statement		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

☐ Attach copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

a) Must reflect the financial situation of the bidder or party to a JV, and not sister or parent companies;
b) Historic financial statements must be audited by a certified public accountant;
c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM E: TECHNICAL BID

Name of bidder:	*Enter Text*	Date:	*Enter Text*
ITB reference:	*Enter Text*		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder's qualification, capacity and expertise

1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.

1.3 Quality assurance procedures and risk mitigation measures.

1.4 Organization's commitment to sustainability.

SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.

2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.

2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.

2.4 Implementation plan delivery Schedule of the goods and indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

	Goods, works and/or services to be Supplied and Technical Specifications	Bidder's response				
		Compliance with technical specifications		Delivery Date *(confirm that you comply or indicate your delivery date)*	Quality Certificate/ Export Licenses, etc. *(indicate all that apply and attach)*	Comments
		Yes, we comply	No, we cannot comply *(indicate discrepancies)*			
1.	AI Cloud Terminal					
2	Smart Control Panel					
3	Auto Track Teacher Camera					
4	Auto Track Student Camera					
5	Directional Microphone					
6	Omnidirectional Microphone					
7	50W Teaching Speaker					
8	Smart Writing Interactive Blackboard					
9	OPS (i7 16G+256G)					
10	Document Camera					
11	All in one Smart Podium					
12	110 inch Extending Smart Display					
13	Teaching Assistant Software					
14	BYOD Classroom Interaction Software					
15	Smart Recording Software					
16	AI Live Class Software					

17	Writing Interactive Board Software					
18	Device Management Software					
19	Connectors, wireless Dongle					

Other Related services and requirements *(based on the information provided in Section 5)*	**Compliance with requirements**		**Details or comments on the related requirements**
	Yes, we comply	**No, we cannot comply** *(indicate discrepancies)*	
Delivery Term			
Warranty			
Local Service Support			
Installation and Commissioning			
Training			
Technical Support			

FORM F: PRICE SCHEDULE

Name of bidder:	*Enter Text*	Date:	*Enter Text*
ITB reference:	*Enter Text*		

Bidders shall fill in these Price Schedule Forms in accordance with the instructions indicated. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any.

Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

Bid Summary

Total Price of Goods	Insert amount and
Freight Cost (if applicable)	Insert amount and
Customs clearance costs (if applicable)	Insert amount and
Total VAT (if applicable)	Insert amount and
Total Price of Related Services	Insert amount and
Bid Total	

Prices for Goods

Item/ lot	Description	Qty (a)	Currency: USD	
			Unit price (b)	Total Price
1.	AI Cloud Terminal	1		
2.	Smart Control Panel	1		
3.	Auto Track Teacher Camera	1		
4.	Auto Track Student Camera	1		
5.	Directional Microphone	2		
6.	Omnidirectional Microphone	2		
7.	50W Teaching Speaker	2		
8.	Smart Writing Interactive Blackboard	1		
9.	OPS (i7 16G+256G)	1		
10.	Document Camera	1		

11.	All in one Smart Podium	1		
12.	110 inch Extending Smart Display	1		
13.	Teaching Assistant Software	1		
14.	BYOD Classroom Interaction Software	1		
15.	Smart Recording Software	1		
16.	AI Live Class Software	1		
17.	Writing Interactive Board Software	1		
18.	Device Management Software	1		
19.	Connectors, wireless Dongle	1		
Total Price of Goods				

Prices for related Service

Item/ lot	**Description of the services**	**Quantity and physical unit (a) if applicable**	**Unit price (b) if applicable**	**Total price per service (a)x(b)**
1.	Installation and Testing			
2.	Training			
3.	After sale service technical support			
Total Price of Related Services				

I, the undersigned, certify that I am duly authorized by ***Insert Bidders Name*** to sign this bid and bind *Insert name of Bidder* should ***Insert name of Organization*** accept this bid:

Name : _____

Title : _____

Date : _____

Signature : _____

FORM G: BID SECURITY

Insert Letterhead of the Bank

To: Beneficiary
[insert name address]

Contractor
[insert information on contractor]

ITB Reference Number

Reference: Guarantee No. [insert number]

WHEREAS ***Name and address of bidder*** (hereinafter called "the bidder") has submitted a bid to ***Name of procuring organization*** dated ***Enter Date*** to execute and Supply, Install, commissioning and training for AI Smart Classroom. (hereinafter called "the bid"):

AND WHEREAS it has been stipulated by you that the bidder shall furnish you a Bank Security guarantee by a recognized bank for the sum specified therein as bid security to cover you if the bidder:

a) Fails to sign the Contract after procuring Entity has awarded it;
b) Withdraws its bid after the date of the opening of the bids.
c) Fails to comply with procuring organization variation of requirement, as per ITB instructions; or
d) Fails to furnish Performance Security, insurances, or other documents that procuring Organization may require as a condition to render the contract effective.

AND WHEREAS we have agreed to give the bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the bid price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.
This guarantee shall be valid up to 30 days after the final date of validity of bids.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: _____

Name: _____

Title: _____

Date: _____

Name of Bank _____

[Stamp with official stamp of the Bank]