



**SECOND WATER SECTOR SUPPORT PROJECT**  
**PROJECT IMPLEMENTATION MANUAL**

**VOLUME III**  
**PROCUREMENT MANUAL**  
**October 2021**

## **PROJECT IMPLEMENTATION MANUAL OUTLINE**

## GLOSSARY OF TERMS, ACRONYMS, AND ABBREVIATIONS

VOL	Title and Chapters
<b>I</b>	<b>Project Administration Manual (This Part)</b>
	1. Introduction
	2. The Project
	3. Project Administration Framework
	4. Implementing Agencies Organisation
	5. Project/Contract Administration
	6. Project Data & Information Management
	7. Monitoring and Evaluation Arrangements
	8. Key Risks
	9. Sustainability
	10. Annexes
<b>II</b>	<b>Financial Management Manual</b>
	1. Introduction
	2. Finance Department Organisation
	3. Cash Management
	4. Financial Planning and Budgeting
	5. Accounting Policies and Procedures
	6. Accounting Plans and Schedules
	7. Financial Reporting
	8. Auditing Arrangements
<b>III</b>	<b>Procurement Manual</b>
	1. General Provisions
	2. The Tanzanian Procurement Act Nov 2001
	3. Conflict of Interest & Fraud
	4. Procurement Arrangements
	5. Procurement Guidelines
	6. Procurement Planning
	7. Procurement of Goods & Works
	8. International Competitive Bidding

	9. National Competitive Bidding
	10. National Shopping
	11. Procurement of Services
	12. Procurement Monitoring and Reporting
<b>IV</b>	<b>Safeguards Manual</b>
	1 Introduction
	2 Safeguards Implementation Procedures
	3 Environmental and Social Studies
	4 Public Participation and Disclosure Mechanism
	5 Internal Tools for the Environmental and Social Management
	6 Monitoring Tasks of the Environmental and Social Management
<b>V</b>	<b>Offgrid Water Supply and Sanitation Manual</b>
	1. Introduction
	2. Implementation Arrangements
	3. CWSS Sub Project Cycle
	4. Procurement & Supervision for CWSS Sub Projects
	5. Financial Management for CWSS Sub Projects
	6. Monitoring, Evaluation, and Reporting
	7. Annexes
<b>VI</b>	<b>Water Resources Management</b>
	1 Introduction
	2 Project Components
	3. Planning process for IWRM
	4. Implementation Process
	5. Capacity Building
	6. Monitoring
	7. Sustainability
	8. Annexes

The following definitions have been provided to facilitate common usage of key terms, acronyms, and abbreviations.

<b>Item</b>	<b>Definition</b>
CEO	Chief Executive Officer, DAWASA/ DAWASCO
DAWASA	Dar es salaam Water and Sewerage Authority
DAWASCO	Dar es salaam Water and Sewerage Corporation
DCC	Dar es Salaam City Council
EWURA	Energy and Water Utilities Regulatory Authority
Financial Auditor	Independent auditor to IA that will audit the financial performance of key parties to the WSSP II
GoT	Government of the United Republic of Tanzania
IDA	International Development Association of the World Bank
MLD	Mega Litres per Day
MoFP	Ministry of Finance and Planning
MoWI	Ministry of Water and Irrigation
NEMC	National Environmental Management Council
NGO	A Non - Governmental Organisation
PO	The private sector entity responsible for operating and maintaining the Dar Es Salaam water supply & sewerage systems
WUA	Water Users Association
WSS	Water Supply and Sanitation
WSSP II	Second Water Sector Support

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## **1. GENERAL PROVISIONS**

### **1.1 OBJECTIVES**

The manual aims to contribute to the efficiency and transparency of procurement operations by defining policies and procedures that are consistent with the requirements of World Bank Guidelines and the Tanzania Public Procurement Act. The manual will stand as a guide to all procurement operations within IAs. All staff participating in procurement will be required to understand and use this manual. IAs will train staff in the use of this manual and the general procurement requirements of World Bank Guidelines and the Tanzania Public Procurement Act 2011.

### **1.2 PURPOSE & SCOPE**

The purpose of this manual is to:

- i. Facilitate compliance with the World Bank Guidelines and the Tanzania Public Procurement Act of 2011.
- ii. Establish procedures for procurement within IAs
- iii. Ensure transparency and accountability of procurement to the GoT and World Bank.

### **1.3 AMENDMENTS & REVISIONS**

This manual is intended to be a flexible document that can be changed or amended when need arises to ensure it remains relevant and up to date. All proposed changes will be reviewed and approved by the MoWI Permanent Secretary and cleared by the World Bank before incorporation in the manual. Proposed changes should aim to improve procedures in response to changes in circumstance or amendment to the requirements of the Tanzania Public Procurement Act 2011 as amended through The Public Procurement (Amendment) Act of 2016 and / or World Bank.

### **1.4 ADMINISTRATION OF PROCUREMENT MANAGEMENT MANUAL**

PCU will be the custodian of this Manual. The day-to-day implementation of procurement matters will under the Heads of Procurement Management Units of the IAs. PCU will be responsible for maintaining and updating as necessary this Procurement Manual. The Head of PMUs of IAs will report any need for amendments or improvement of this Manual to PCU who will make the necessary updates.

The Heads of PMUs (reporting directly to the Accounting Officers) will be responsible for distributing the Manual and ensuring that all procurement staff are conversant with its requirements. In addition, they will be responsible for keeping staff aware of any changes to the Tanzania Public Procurement Act 2011 as amended through The Public Procurement (Amendment) Act of 2016 and the Guidelines of the World Bank in as much as such changes affect the general operations of IAs.

### **1.5 PROCUREMENT MANUAL OUTLINE**

MoWI has developed the Project Implementation Manual (PIM) to manage all aspects of the WSSP II. The Procurement Manual (PM) is the VOL III part of the Project Implementation Manual. The Procurement Manual includes procurement policies,



procedures, and controls needed to properly undertake WSSP II procurement activities within IAs. The Procurement Manual consists of:

1.5.	1.5.2	Title	1.5.3	Description
<b>1</b>	1.5.4	General Provisions	1.5.5	Outlines the background, legal and policy framework for undertaking procurement in IAs
<b>2</b>	1.5.6	The Tanzania Public Procurement Act 2011 as amended through The Public Procurement (Amendment) Act of 2016	1.5.7	Briefly describes the provisions of the Procurement Act and IAs standing under the Act.
<b>3</b>	1.5.8	Conflict of Interest & Fraud	1.5.9	Summarises IAs policy in respect of Conflict of Interest and Fraud
<b>4</b>	1.5.10	Procurement Arrangements	1.5.11	Describes the organisational arrangements for procurement within IAs.
<b>5</b>	1.5.12	Guidelines	1.5.13	Sets out IAs policy regarding the application of the financier Guidelines
<b>6</b>	1.5.14	Procurement Planning	1.5.15	Describes the procedures for procurement planning including selection of procurement method
<b>7</b>	1.5.16	Procurement of Goods, Works and Non-consultancy Services	1.5.17	Describes the method of procuring goods, works and non-consultancy services up to the bidding process which is covered in more detail in Sections 8, 9, & 10 depending on whether ICB or NCB or NS is to be used.
<b>8</b>	1.5.18	International Competitive Bidding	1.5.19	Describes the method of undertaking ICB bidding
<b>9</b>	1.5.20	National Competitive Bidding	1.5.21	Describes the method of undertaking NCB bidding
<b>10</b>	1.5.22	National Shopping	1.5.23	Describes the method of undertaking NS procurement
<b>11</b>	1.5.24	Procurement of Services	1.5.25	Describes the method of procuring services (ie consultants) using the QCBS method of procurement.

<b>12</b>	1.5.26	Procurement Monitoring & Reporting	1.5.27	Describes how procurement will be monitored and reported.
	1.5.28	Annexes	1.5.29	Provides detailed information related to the various sections of the PM

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## **2. THE TANZANIA PUBLIC PROCUREMENT ACT**

### **2.1 THE ACT AND ITS APPLICATION**

The Tanzania ‘Public Procurement Act’, The Public Procurement Act, 2011 came into force in December 2013 after publication of the Regulations for implementation of the Act. The Act has been amended through The Public Procurement (Amendment) Act of 2016. The Act has similar requirements to the World Bank Guidelines and in most cases is consistent with them. The main difference between the Act and the World Bank Guidelines is in the way the Act treats local preference. The Act requires that small value contracts be awarded to local companies if they have the ability and capacity to perform. In the case of large value contracts, the Act requires a margin of preference to be given to local companies when evaluating tenders / bids.

The Act allows the application of donor guidelines and policies and allows that where the donor guidelines are inconsistent with the Act the donor guidelines shall prevail.

### **3. CONFLICT OF INTEREST AND FRAUD**

The Tanzania Public Procurement Act emphasizes the need to practice transparency and fairness in all procurement activities, and sets regulations to avoid conflict of interest, and fraud to facilitate achieving this objective.

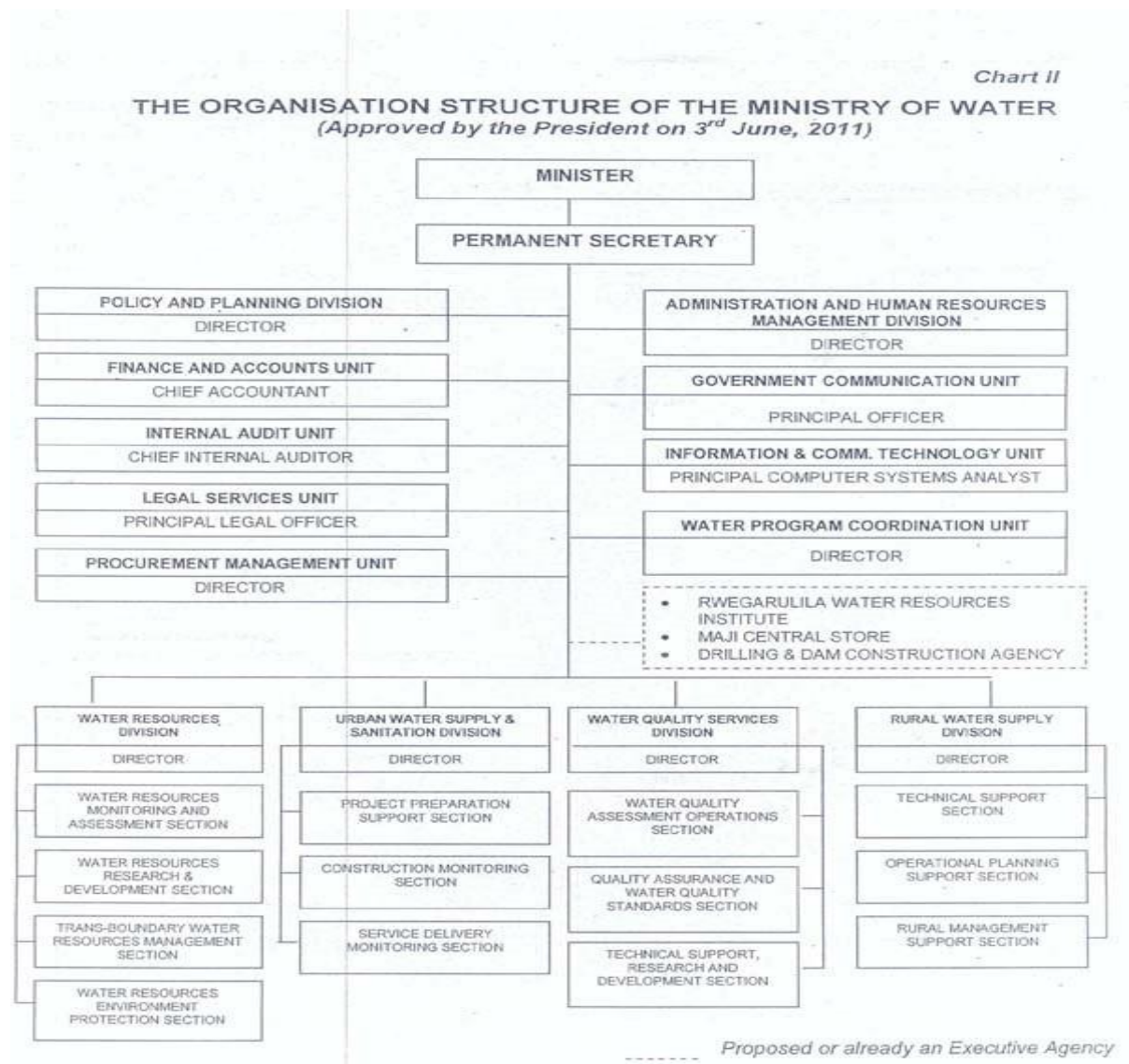
IAs will use a standard anti bribery statement and conflict of interest declaration that meet the requirements of the Tanzania Public Procurement Act and the World Bank Guidelines on preventing and combating fraud and corruption in project financed by IBRD Loans and the IDA Credits and Grants, dated October 15, 2006 and revised in January, 2011.

## 4. PROCUREMENT ARRANGEMENTS

### 4.1 ORGANISATIONAL ARRANGEMENTS FOR IAS

MoW organisation chart has a Procurement Management Unit headed by a Director who reports to the Permanent Secretary as indicated in Figure 4.1 below.

*Figure 4.1 MoW Organisation Structure.*



DAWASA and DAWASCO are governed by the DAWASA Act November 2001 and DAWASCO order of 2005 respectively. The procurement functions and the position of the Procurement Management Units are clearly illustrated in the respective organisation structure in Figure 4.2 and 4.3 below.

Figure 4.2 DAWASA Organisation Structure

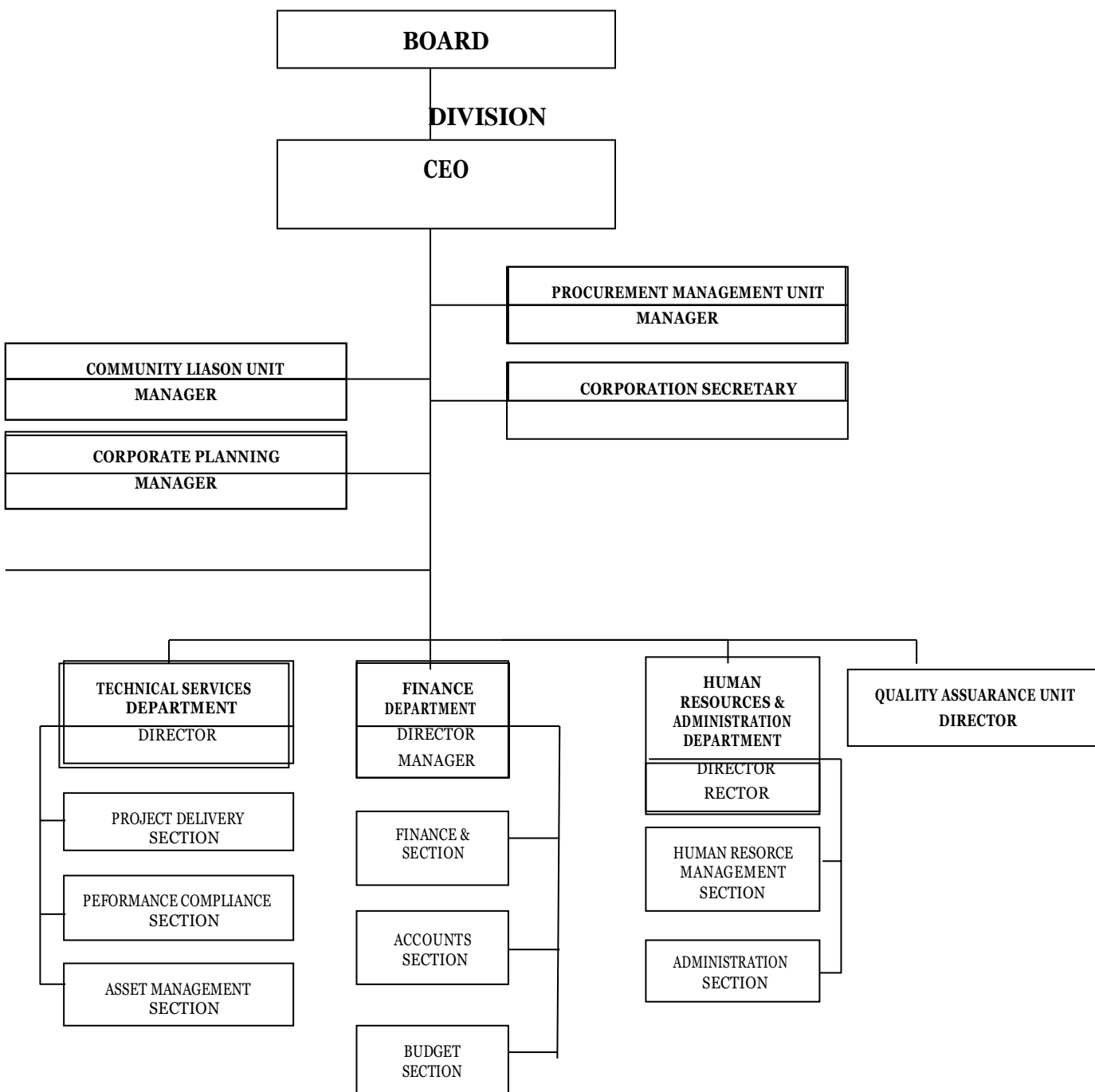
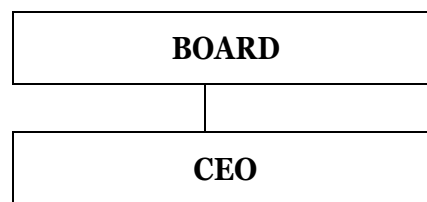


Figure 4.3 Organisation Structure for DAWASCO



IAs have deliberately separated procurement, supervision, and disbursement activities in order to strengthen and facilitate the transparency and accountability of all procurement related activities. In general terms:



- i. The Accounting Officers as the head of the IA, has the responsibility of overseeing all the procurement activities in the IA, and will be responsible for the initiation of all procurements in the IAs. The Accounting Officers will give particular attention to procurement activities up to and including the signing of contracts to ensure transparency, accountability, and enforcement of Fraud and Conflict of Interest Policies.
- ii. The relevant technical department will be responsible for the preparation of TORs, specifications, drawings, and for participation in evaluation of tenders. They will also be responsible for supervising the implementation of goods and works contracts after the award of contract. In the case of non-engineering services (ie Legal Assistance), the TORs and supervision will be provided by the relevant Director.
- iii. Finance Department/ Unit of each IAs will be responsible for overseeing the financial affairs of all contracts and for making all disbursements under the contracts.
- iv. The Director of Administration and or the Contract Managers will assist, where applicable, successful bidders with mobilisation matters such as visas, work permits, duty exemptions, etc.

#### **4.1.1 Procurement Management Units Composition**

IAs Procurement Management Unit staff composition shall be guided by the requirements of the Tanzania Public Procurement Act. The PMUs will be provided with adequate secretarial, transport, and other resources (such as office and document storage space) to enable it to function efficiently and effectively.

The Heads of Procurement Management Units will have appropriate qualifications in procurement and registration with the appropriate professional regulatory body, and also will have a good working knowledge and experience in all aspects of procurement and especially that related to World Bank funded projects. The Head of PMUs (assisted by suitably qualified and experienced staff) will carry out the procurement activities.

#### **4.1.2 Procurement Management Unit Responsibilities**

IAs Procurement Management Units will be responsible for administering and overseeing all aspects related to procurement within IAs. This will include such matters as preparing and issuing EOIs and RFPs, tender documents, evaluating bids, obtaining clearances from the relevant tender board and financier, and awarding contracts. In addition to handling procurements related to WSDP II operations, the Procurement Management Unit will also be responsible for procurements activities under the WSSP II.

The Head of PMUs (assisted by suitably qualified and experienced staff) will carry out the following activities:

- i. Maintaining, updating, and distributing as necessary this Procurement Management Manual

- ii. Prepare procurement plans and schedules

- iii. Coordinate, prepare and issue pre-qualification and bidding documents
- iv. Notify and advertise the general procurement notice, specific procurement notice, invitation for pre-qualification, expression of interest, and call for bids (RFPs, etc).
- v. Prepare short lists of pre-qualified firms
- vi. Evaluate bids and prepare evaluation report
- vii. Notify the successful bidder and arrange for contract negotiations and signing
- viii. Prepare and execute contract documents
- ix. Monitor and report procurement progress

To enhance procurement functions at DAWASCO, a joint DAWASA/DAWASCO procurement management unit will be established for the implementation of WSSP II project under DAWASCO and will be composed of four (4) staffs, two (2) from DAWASA and the other two (2) from DAWASCO.

The joint WSSP II PMU will be responsible for all procurement of WSSP II projects under DAWASCO. The joint PMU will also be responsible for evaluation monitoring and reporting of procurement functions. The project management TA will support the joint PMU. The joint PMU will be operating from DAWASCO premises.

Figure 4.4 DAWASA PMU Organisation Chart

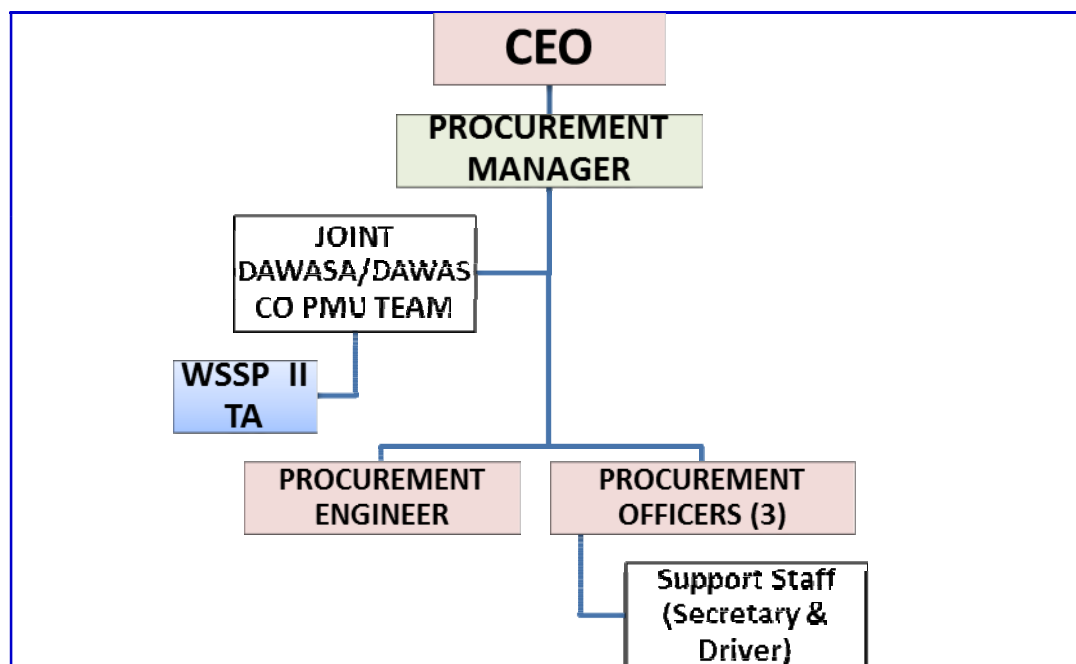
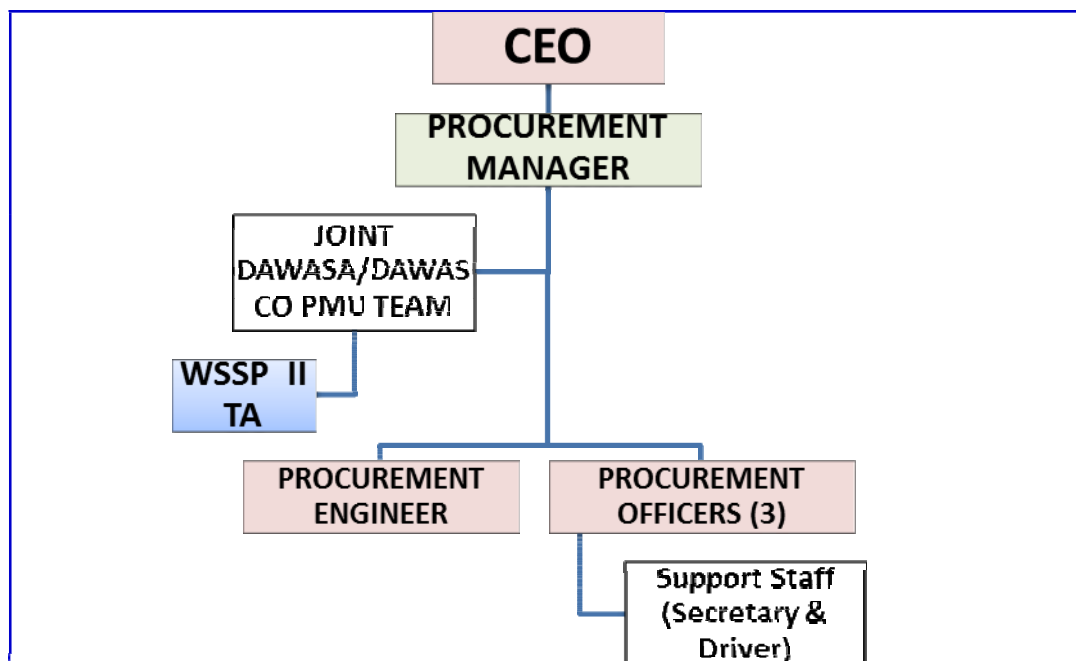


Figure 4.5 DAWASCO PMU Organisation Chart



Following the identified risks that may hinder procurement processes during implementation of WSSP II, the suggested mitigation measures are outlined in the table 4.1 below.

**Table 4.1 Procurement Risk Mitigation Measures**

S/N	Action	Timeframe	Responsibility
1	Establishment of Joint PMU	By May 19, 2017	DAWASA and DAWASCO
2	Refurbishment of available space for provision of more offices and space for keeping of records	By December 31, 2017	MOWI, DAWASA and DAWASCO
3	Recruitment of additional procurement staff	By December 31, 2017	DAWASA and DAWASCO
4	Training of staff in Procurement under World Bank procedures and contract management	During project implementation	MOWI, DAWASA and DAWASCO
5	Provision of heavy duty printers, photocopier and scanners	By September 30, 2017	MOWI, DAWASA and DAWASCO
6	Preparation of Procurement Manual to provide guidance in processing of contracts	By September 30, 2017	DAWASCO

## **4.2 COMPOSITION OF TENDER BOARDS**

Tender Board members shall be selected as per requirements of the Tanzania Public Procurement Act, Section 31.

### **4.2.1 Responsibilities of Tender Boards**

The responsibilities of the IAs Tender Board will be as per Tanzania Public Procurement Act 2011, section 33&34:

- i. Provide general oversight of IAs procurement activities
- ii. Review and approve procurement processes at critical steps
- iii. Review and approve procurement plans, schedules, and methods

## **5. PROCUREMENT GUIDELINES**

IAs will carry out procurement of works and goods in accordance with Government of Tanzania Public Procurement Act of 2011 as amended through the Public Procurement (Amendment) Act of 2016 and the latest edition of the World Bank Procurement and Consultants Guidelines. Where the requirements of the Public Procurement Act and the financier's guidelines differ, the financier's requirements shall prevail.

Standard Bidding Documents for works and goods under International Competitive Bidding (ICB) and National Competitive Bidding (NCB) and standard evaluation forms will be used where applicable. Standard Request for Proposals and evaluation forms will be used for the selection of consultants.

## 6. PROCUREMENT PLANNING

### 6.1 SELECTION OF PROCUREMENT METHOD

#### Works

Contracts costing more than US \$ 15,000,000 equivalent per contract will be procured using ICB in accordance with World Bank Guidelines. Contracts estimated to cost less than US \$ 15,000,000 equivalent per contract will be procured using NCB procedures and contracts costing less than US \$ 200,000 equivalent per contract up to an aggregate amount of equivalent may be procured using national shopping. All contracts costing more than US\$ 10,000,000 equivalent per contract will be a subject of a prior review by the World Bank.

#### Goods

Contracts costing more than US \$ 5,000,000 equivalent per contract will be procured using ICB in accordance with World Bank Guidelines. Contracts costing less than US \$ 5,000,000 per contract will be procured using NCB procedures and contracts estimated to cost less than US\$ 100,000 equivalent per contract will be procured using National Shopping methods. All contracts costing US\$ 2,000,000 or more equivalent per contract will be a subject of a prior review by the World Bank.

#### Selection of Consultants

All consulting services contracts costing more than US\$ 300,000 equivalent for firms will be awarded through Quality and Cost Based Selection (QCBS) method. Consulting services contracts costing less than US \$ 300,000 for firms will be awarded through Consultant Qualification Selection (CQS) method. All contracts costing US\$ 1,000,000 or more equivalent per contract will be a subject of a prior review by the World Bank.

Individual consultants will be selected in accordance with provisions of the latest World Bank Guidelines for the selection of consultants. All contracts costing US\$ 300,000 or more equivalent per contract will be a subject of a prior review by the World Bank.

Table 6.1 below provides the ICB and Prior Review threshold for works, goods, non-consultancy services and consultancy services.

**Table 6.1: Thresholds for Prior Review, Procurement Approaches and Methods**

<b>A. Goods, Works and Non-Consulting Services</b>				
<b>Category</b>	<b>Prior Review (US\$ millions)</b>	<b>Procurement Approaches and Methods (US\$ millions)</b>		
		<b>Open International</b>	<b>Open National</b>	<b>Request for Quotation (RfQ)</b>
<b>Works</b>	$\geq 10$	$\geq 15.0$	$< 15$	$\leq 0.2$
<b>Goods, IT, and non-consulting services</b>	$\geq 2$	$\geq 5$	$< 5$	$\leq 0.1$
<b>B. Consulting Services</b>				
<b>Category</b>	<b>Prior Review (US\$ millions)</b>	<b>Short List of National Consultants (US\$ million)</b>		
		<b>Consulting Services</b>	<b>Engineering and Construction Supervision</b>	
<b>Consultants (Firms)</b>	$\geq 1$	$\leq 0.3$	$\leq 0.3$	
<b>Individual Consultants</b>	$\geq 0.3$	NA.	NA.	

**Notes:**

**Terms of Reference:** Terms of Reference for all contracts shall be cleared by the Bank, regardless of whether the assignment is for prior or post review.

**Advertisement:** Consultancy Service for Contracts estimated to cost US\$ 300,000 equivalent and above per contract shall be advertised in UNDB online in addition to advertising in National News Paper(s) of wide circulation and/or Regional News Paper(s).



## **6.2 NATIONAL PREFERENCES**

The Public Procurement Act, 2011 as amended through the Public Procurement (Amendment) Act, 2016 will be applied for procurements below the defined thresholds involving National Procurement Procedures. The Public Procurement Act has been reviewed by the World Bank and found to be consistent with World Bank Procurement Guidelines, except for the provisions of Clause 54 of the act, which permits application of national preference in bid evaluation under NCB. There should be no preference accorded to domestic suppliers and contractors under NCB for goods and works. Furthermore, in accordance with paragraph 1.16(e) of the Procurement Guidelines, each bidding document and contract financed out of the proceeds of the credit shall provide that (a) the bidders, suppliers, contractors, and subcontractors shall permit the World Bank, at its request, to inspect their accounts and records relating to the bid submission and performance of the contract, and to have said accounts and records audited by auditors appointed by the World Bank; and (b) the deliberate and material violation by the bidder, supplier, contractor, or subcontractor of such provision may amount to an obstructive practice as defined in paragraph 1.16(a)(v) of the Procurement Guidelines.

## **6.3 PROCUREMENT ARRANGEMENTS**

The Procurement Management Units of IAs will prepare a table showing the contract value and procurement method for the financier (procurement arrangements) and submit this, together with the Procurement Plan, to the World Bank for their clearance prior to undertaking procurement activities.

## **6.4 PROCUREMENT PLAN & GENERAL PROCUREMENT NOTICE**

The Procurement Management Unit for respective IAs will prepare and maintain a global Procurement Plan covering all procurements the IAs will undertake. The Director of Procurement – MoWI and Procurement Managers for DAWASA and DAWASCO will prepare, and submit for approval, the annual Procurement Plans showing contract details, procurement method, and procurement timetable. The IAs will prepare and submit the Annual Procurement Plan by April 1 each year.

The Ministry (PCU) will prepare and submit, to the World Bank, a draft General Procurement Notice. The World Bank will review and arrange for its publication in Development Business (UNDB). The notice will contain information concerning the Borrower, amount and purpose of the loan, scope of procurement under ICB, and the name and address of the agencies responsible for procurement. If known, the scheduled date for availability of pre-qualification or bidding documents will also be indicated. The General Procurement Notice will be updated in case a need for updating will arise and published for all outstanding procurement. The Procurement Unit will maintain a list of responses to the General Procurement Notice.

## **6.5 PROCUREMENT TIMEFRAME & WORK FLOW**

Procurement consists of a number of interdependent activities (steps). Small delays in one step can result in significant delays in implementing a contract. The Procurement Management Units of the respective IAs will actively coordinate all inputs to the procurement process to ensure efficient completion of all activities and so avoid delays to the implementation of critical contracts. The Procurement Plan for the first 18 months is attached in Annex 1 as a guide to IAs for preparation of their specific Procurement Plans



## 7. PROCUREMENT OF GOODS & WORKS

### 7.1 PREPARATION OF BIDDING DOCUMENTS

The Procurement Management Units of the respective IAs will prepare bidding documents using appropriate standard bidding documents and coordinate the preparation of Scope of Work, Specifications, and Bills of Quantities by the Technical Departments. The Head of PMUs will ensure that these inputs are prepared in a timely manner to ensure adequate progress against the agreed procurement plan. If needed, consultants may be employed to assist with the preparation of these documents.

Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of goods and works to be procured. The use of brand names should be avoided.

The Procurement Management Units of respective IAs will submit the Bidding Documents to the Tender Board. The PMUs will incorporate the comments from the TB into the documents, and submit to World Bank for prior review contracts for clearance (No Objection). The Procurement Management Units will incorporate all comments provided by the World Bank. If pre-qualification is required, the bidding documents may be prepared and approved in parallel with the pre-qualification process.

### 7.2 PRE-QUALIFICATION

#### (a) *Purpose*

Some of the contracts which the IAs will be implementing are complex and of high value. These contracts will benefit from pre-qualifying the most capable companies and inviting only those who pre-qualify to bid for the contract. Pre-qualification will take into account the capability and capacity of the prospective bidders to perform the contract taking into consideration their:

- i. Capacity to complete the contract (personnel, facilities, and finances)
- ii. Legal and eligibility standing to enter into contract with IAs
- iii. Experience and past performance in similar contracts.

#### (b) *Pre-qualification Document*

The Procurement Management Units will prepare and submit the pre-qualification documents to the TB. IAs will incorporate the comments from the TB into the documents, and then submit them to the World Bank for clearance (No Objection) before inviting prospective bidders to pre-qualify. The pre-qualification documents will include the scope of the contract and a clear statement of the required qualifications to enable suppliers and contractors understand the criteria for pre-qualification. As minimum the pre-qualification document will contain the following.

- i. Instructions for preparing & submitting applications
- ii. Summary of the terms and conditions that will be entered into
- iii. The information required to support the application
- iv. The place, date, time, and method for submitting applications

The Procurement Management Units will submit the Pre-qualification Documents to the TB. IAs will incorporate the comments from the TB into the documents, and then submit them to the World Bank for clearance (No Objection). The Head of PMUs will incorporate all comments provided by the World Bank as applicable. The pre-qualification documents will not be released to the public earlier than **eight weeks** after the date of publication of the General Procurement Notice.

**(c) Advertisement**

Invitations to pre-qualify will be advertised by the Procurement Units as Specific Procurement Notices (SPN) in the Development Business. The invitation to pre-qualify will also be advertised in:

- i. PPRA Procurement Portal
- ii. One English newspaper of wide circulation in the East Africa
- iii. At least two English newspaper of a wide circulation in Tanzania

More advertisements may be posted in trade journals of a wide international circulation. The invitation to pre-qualify will contain the information.

- i. The name and address of the procuring entity
- ii. The place, date, and time for delivery of the pre-qualification application
- iii. The nature and quantity of works and/or goods required and the place of delivery
- iv. The time for completion of the contract
- v. The procedures and criteria for evaluating the pre-qualification applications
- vi. The limitations related to the nationality of prospective bidders
- vii. The means of obtaining pre-qualification documents, including fee to be paid

The invitation to pre-qualify will also be sent to firms that responded to the General Procurement Notice discussed in Section 6.3. Suppliers / contractors will be allowed a period of **30-45 days** from first publication of the Invitation to Pre-qualify to closing date of submission for Pre-qualification.

**(d) Evaluation of Pre-Qualification Applications**

The Procurement Management Units of IAs will arrange and coordinate the opening of pre-qualification applications. The IAs Tender Boards will open the applications for pre-qualification on the closing date for submission of pre-qualification applications. Procurement Entity will advise suppliers or contractors of the application opening arrangements and invite them to attend if they so choose.

The Accounting Officer of the respective IAs will appoint a team of 3-5 members to evaluate the pre-qualification applications. The team will consist of relevant professionals and Procurement Unit staff. Team members may be drawn from respective IAs or other external organisations if the need arises. Consultants may be engaged to assist with the evaluation if needed.

The evaluation team will evaluate the applications in strict accordance with the criteria stated in the invitation to pre-qualify or the pre-qualification documents. A simple "Yes /

No" ranking system will be applied to each criteria to determine whether a prospective bidder pre-qualifies or not. The evaluation will take into account the following criteria.

- i. Experience and past performance on similar contracts
- ii. Knowledge of local working conditions
- iii. Capacity with respect to personnel, equipment, and operational facilities
- iv. Financial position and current commitments

The evaluation should take 7-14 working days to be completed.

*(e) Approval of Short List*

The TB of respective IAs will review the pre-qualification report and, if it approves the recommendations of the evaluation team, the IA will seek a No Objection from the World Bank to the report and list of pre-qualified bidders. The evaluation team will address any comments submitted by either the TB or World Bank and if necessary amend and resubmit the pre-qualification report.

After the World Bank has given its No Objection, the Procurement Entity will inform the results to all firms that applied for pre-qualification. The Secretary of the respective IAs TB will also notify the successful firms:

- i. Where to obtain tender documents
- ii. The date time and place for submission of bids
- iii. The date time and place for opening of bids

Approval of the shortlist should take 7-14 working days to be issued.

### **7.3 THE BIDDING PROCESS**

The IAs will undertake bidding process for goods and works contracts by the following main methods, and these are described in Sections 8, 9, and 10 of this manual:

- i. International Competitive Bidding
- ii. National Competitive Bidding
- iii. National Shopping

## **8. INTERNATIONAL COMPETITIVE BIDDING**

### **8.1 INITIATION OF PROCUREMENT**

The Procurement Entity is responsible for initiating the procurement process and for ensuring that it is completed in accordance with the agreed Procurement Plan. The initiation of the procurement process should be done by the User Department and approved by the Accounting Officer.

### **8.2 DISTRIBUTION OF BIDDING DOCUMENTS**

The Procurement Entity may issue Bidding Documents after receiving a no objection from the World Bank. The Procurement Entity will issue Bidding documents to:

- i. Pre-qualified bidders where pre-qualification of bidders has taken place
- ii. Those who have expressed interest in bidding where pre-qualification has not taken place.

The amount of bidding document fee to be paid by prospective bidders will be specified in the Invitation to bid.

### **8.3 BIDDING PROCESS**

#### **8.3.1 Bid Preparation**

The Procurement Entity will allow a period of between **21 and 90** days for the preparation of bids depending on the magnitude and complexity of the procurement sought. The Procurement Entity will obtain approval (No Objection) from the World Bank on the bidding document before advertising / inviting bids. Procurement Entity will clearly indicate the period for Bid Preparation and the deadline for submission of bids in the Special Procurement Notice and the Bidding Documents.

#### **8.3.2 Pre Bid Meeting**

The Procurement Entity might hold a pre-bid meeting in the case of complex assignments. The date, time and venue for the meeting will be specified in the Invitation to bid. Prospective bidders may attend if they so wish. All discussions, comments, questions, and answers to questions will be minuted and forwarded to all prospective bidders whether they attended the pre-bid meeting or not.

#### **8.3.3 Clarifications and Amendments**

During the bid preparation period, bidders may request clarification on the bidding documents in writing to the Procurement Entity not later than **14 days** prior to the deadline for the submission. The Procurement Entity will prepare written responses to all "Request for Clarification" and submit these responses to all prospective bidders who collected bidding documents. Neither the TB nor anyone else will reveal the source of the "Request for Clarification".

The Procurement Entity will clearly indicate the deadline for Request for Clarification in the Special Procurement Notice and the Bidding Documents. At any time before the deadline for submission of bids, the respective Procurement Entity may modify the bid documents for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder. Before issuing the proposed amendment to the

Bidding Documents, Procurement Entity will obtain an approval (No Objection) to the

proposed amendment from the World Bank. The respective Procurement Entity will notify all prospective bidders in writing, of the amendment.

The Procurement Entity may extend, at their discretion, the deadline for submission of bids in order to allow prospective bidders reasonable time to take account of any amendments to the bidding documents. Bidders may modify or withdraw their bids after the bid's submission provided that written notice of the modification (including substitution or withdrawal) is received by the TB prior to the deadline prescribed for submission of bids. The TB will not allow or accept modifications to bids after the deadline for submission of bids.

### 8.3.4 Bid Submission

All bids must be submitted in the form and manner specified in the Invitation to Bid.

## 8.4 BID RECEIPTS AND ANALYSIS

### 8.4.1 Receipt of Bids

Prospective bidders shall deliver their bids to the respective Procurement Entity at the time, date, and address indicated in the invitation for bids. All bids must be placed in the Tender Box. In the case of bids received by mail, the Procurement Entity staffs responsible for collecting mail from the post office will deposit the bids in the Tender Box. The Procurement Entity will issue a receipt to bidders whose bids, because of size, cannot be placed into the Tender Box.

### 8.4.2 Opening of Bids

The Procurement Entity will arrange and coordinate the opening of bids. The Procurement Entity will open the bids on the **closing date** and at the time for the deadline for submission of bids and will advise bidders of the bid opening arrangements and invite them to attend if they so choose.

The time for bid opening will be the same as for the deadline for receipt of bids, or promptly thereafter. Late bids will be rejected and returned unopened to the bidder. The Procurement Entity will record general information about the bid opening and the bids received in a format acceptable to the World Bank. The bid opening records will include at least the information shown in Table 8.1.

**Table 8.1 Bid Opening Record**

List of Procurement Entity Tender Board members, Procurement staff, & Evaluation Team members who attended the session
List of bidders who attended the session
Contract name, number, financier
Bidders name and nationality
Bid prices, currency
The presence or absence of requisite bid security (currency, amount, validity period, issuing bank) or power of attorney to sign bids



The Procurement Entity will advise bidders on the general evaluation procedure in summary and the expected time the Evaluation Team will take to complete bid evaluation and obtain necessary approvals for the award of contract. The Procurement Entity will also advise bidders that the evaluation process is confidential and that no one is allowed to seek information about the evaluation before final announcement of the selected bidder. Formal minutes of the Bid Opening Meeting will be recorded and a copy of the minutes forwarded to the World Bank.

#### **8.4.3 Evaluation of Bids**

##### *(a) Evaluation Team*

Immediately before opening bids, the Accounting Officer of each Procurement Entity will appoint a team of 3-5 members to evaluate the bids. The team will consist of relevant professionals and Procurement Management Unit staff. Team members may be drawn from Procurement Entity or other external organisations if the need arises. Consultants may be engaged to assist with the evaluation if needed.

##### *(b) Evaluation Period*

The Procurement Entity will set the time for completing the evaluation, and submitting the evaluation report. And will generally allow up to **two to four weeks** evaluating bids depending on the number and complexity of bids received. The Evaluation Team may request the Procurement Entity for an extension of time if they cannot complete the evaluation within the scheduled period.

##### *(c) Bid Evaluation*

The purpose of bid evaluation is to determine the submitted bid, which corresponds to the technical and commercial requirements, and has lowest evaluated cost. The evaluated cost will be the bid sum converted to equivalent Tanzanian Shillings, and adjusted for items required in the bid documents but not included in the bid sum by the bidder.

The Evaluation Team will carry out the evaluation strictly in accordance with the criteria, terms, and conditions set forth in the bidding documents. The Evaluation Team will consider domestic preference in accordance with the requirements of the World Bank. Evaluation consists of the following stages: Preliminary examination, Evaluation and Comparison of Bids and Post-qualification.

#### **8.4.4 Bid Evaluation Report**

The Evaluation Team will prepare an evaluation report in accordance with the requirements of the PPA 2011 regulations and the requirements of the World Bank. The Standard Bid Evaluation Forms of the World Bank will be used for preparation of the bid evaluation report. Generally, the Evaluation Report will include:

- i. General information about the Project, implementing agency and purchaser
- ii. Procurement method
- iii. Contract identification number
- iv. List of companies that purchased the bidding documents
- v. Deadline and date of submission
- vi. Minutes of bid opening
- vii. List of bidders (names and nationality)
- viii. Bidders name and nationality, bid prices, currency and terms
- ix. Detailed description of evaluation procedure and evaluation criteria

- x. Detailed description of reasons for which bids were rejected / accepted
- xi. Recommendation for award of contract to the bidder whose bid has been determined as substantially responsive with the lowest evaluated cost
- xii. List of specific issues that should be raised during contract negotiations
- xiii. Detailed evaluation tables in accordance with the standard bid evaluation format of the relevant financier.

The Evaluation Team will submit the Evaluation Report to the respective Procurement Entity for their review and approval. For contracts which are a subject of prior review, the Procurement Entity will submit the report to the World bank for approval after the internal clearances. The review by the TB and the WB will take not more 7 days each. The Evaluation Team will incorporate the comments from the TB and the World Bank into the final Bid Evaluation Report within 7 days of receiving them.

## 8.5 APPOINTMENT OF SUPPLIER / CONTRACTOR

### 8.5.1 Notification of Intention to Award

The Accounting Officer of IA will issue a notice of intension to award the contract to all bidders in question giving them **14 days within which to submit a complaint**, if any. The Accounting Officer of Procurement Entity will inform the successful bidder on the intention to award and request them to confirm in writing their desire to enter into contract for the goods / works specified in the bidding documents. If the selected bidder withdraws, the Procurement Entity will forfeight the bid security and select the next lowest evaluated bidder and seek approval from the TB and World Bank before proceeding.

The Accounting Officer will notify the successful bidder of the award of the contract before the expiry of the bid validity period. In the event of delays in the bid evaluation process, the Procurement Entity will request bidders to extend the period for bid validity and the bid security. IAs should note that in fixed price contracts subject to prior review, approval (No Objection) by the World Bank will be required for extensions of bid validity periods. The accounting officer shall send a copy of the award letter to the Chief Executive Officer of the Authority, the Controller and Auditor General, the Attorney General and the Internal Auditor General.

### 8.5.2 Contract Negotiations

The successful bidder will be given an opportunity to attend contract negotiations with respective Procurement Entity. At these negotiations, Procurement Entity will raise specific issues observed by the bid Evaluation Team. The bidder will be required to clarify / confirm issues raised and to confirm the availability of proposed staff, equipment, and other resources proposed in the bid.

Procurement Entity will give the bidder opportunity to seek clarification of any outstanding matters such as taxes, payment terms, materials, etc to be provided by the client. IAs will provide a draft contract document to the bidder for comment. The minutes of the contract negotiations will be prepared and shared between the Contractor and the Procurement Entity for their confirmation. Negotiation should be completed within 7 days for local bidders and 14 days for international bidders. The approval of the negotiation minutes and report should be made within 7 days.

### **8.5.3 Contract Signing**

The Procurement Entity will arrange for contract signing by:

- i. Arranging the date, time, and venue for contract signing

The review of the Draft contract by the Ministry legal department should be completed within 7 to 10 days of receiving the draft contract. The approval by the Arttonev General where applicable should be completed within 14 days and the signing of the final contract by all parties should be completed within 7 days.

- ii. Informing the Procurement Entity Accounting Officer of the contract signing arrangements
- iii. Informing the successful bidder of the contract signing arrangements

The parties to the contract shall sign the contract within **28 days** of date of notification of award of contract (Period of Notice) and within the bid validity period. Accounting Officer of respective Procurement Entity will request the successful bidder to submit a performance security in exchange for their bid security at the time of contract signing. The Procurement Entity Accounting Officer will sign the contract on behalf of respective Procurement Entity and a person with power of attorney to sign contracts for the supplier or contractor will sign on behalf of the contractor or supplier. After contract signing, the Head of PMU, in association the Legal and Regulatory Affairs Unit of IAs will, where necessary:

- i. Notify the department / agent responsible for contract supervision
- ii. Notify the department / agent responsible for contract administration
- iii. Notify the Finance Units

In event that the selected bidder fails to sign the contract or to provide performance security within the period of notice, the Procuring Entity Shall on the recommendations of the TB, select a competitive bidder from among the remaining bidders that are in force, subject to the right of the Procuring Entity to reject all remaining Tenders, and subject to written approval of the World Bank.

## 9. NATIONAL COMPETITIVE BIDDING

National Competitive Bidding differs from ICB, only in the invitation for bids. In the case of NCB, Procurement Entity will advertise the invitation only within Tanzania. Even so, all suppliers and contractors may bid regardless of their nationality. Procurement Entity may use NCB method of procurement when:

- i. The goods are available locally and of adequate quality
- ii. Materials required for the works are available locally and the potential contractors have adequate capacity to undertake the work
- iii. The work is labour intensive
- iv. The contract value is within the limits specified in Section 6
- v. The advantages of ICB are clearly outweighed by administrative or financial burden.

NCB procedures are the same as ICB procedure described in Section 8. The national standard bidding documents may be used in NCB. The other differences between NCB and ICB are that in the case of NCB:

- i. The Specific Procurement Notice will be published only in Tanzania unless approved by the Procurement Entity
- ii. Bidding Documents will be issued only in Tanzania
- iii. Tender Documents may be issued in Kiswahili if considered necessary to attract more bidders. Documents submitted to the World Bank will be translated into English.
- iv. The local preference requirements of the Tanzania Public Procurement Act will not apply.

## 10. NATIONAL SHOPPING

Procurement Entity may approve and invite competition through request for quotations at national level if,

- Works and goods can be procured in Tanzania from more than one source
- The works and goods have small value as per procurement thresholds.
- The prospective suppliers have the capacity to deliver the required quality and quantity
- The potential prices are competitive
- The respective financier for such works and goods has no objection

Procurement Entity will consider using National Shopping to procure the works and Goods. Selection of a supplier / contractor will be based on comparing the price quotations of at least three suppliers. The process of selecting prospective bidders, obtaining quotations, and evaluating quotations will be in strict compliance with the Tanzania Public Procurement Act.

## **11. PROCUREMENT OF CONSULTANCY SERVICES**

### **11.1 BIDDING METHOD**

The Procurement Entity will generally use the Quality and Cost Based Selection (QCBS) method for procurement of consultancy services, and this method is detailed in this section. Other methods may be used under exceptional circumstances, these methods, if used, will comply with the World Bank guidelines for employment and use of consultants.

### **11.2 PREPARATION OF BIDDING DOCUMENTS**

The Procurement Entity will prepare bidding documents in accordance with the latest edition of the "Standard Request for Proposals Document" for the World Bank. Head of PMUs will coordinate preparation of the Terms of Reference (TOR) by the relevant department. In most cases, this will be the Technical Services Department. However for some contracts, such as Legal Representation, others will prepare the TOR. The objective of the TOR is to provide the prospective bidder with a clear and brief explanation of the background, objective, scope of work, expected timeframe, outputs, inputs, and reports related to the assignment. The intention is to provide bidders enough information to enable them to prepare responsive bids. Procurement Entity will ensure that this input is prepared in a timely manner to ensure adequate progress against the agreed Procurement Plan.

Head of PMU will submit the Request for Proposals Documents (RFP) to the TB and incorporate comments from the TB into the documents, and the Accounting Officer of the Procurement Entity will then submit them to the World Bank for clearance (No Objection). The Procurement Entity will incorporate all comments provided by the World Bank within 7 – 14 days of receiving the comments.

### **11.3 EXPRESSION OF INTEREST AND SHORT LISTING**

#### *(a) Purpose*

Procuring Entity will invite expressions of interest for the procurement of consulting services. The request for expression of interest invites prospective bidders to indicate their willingness to bid for the contract as well as give Procuring Entity an opportunity to select a short list of prospective bidders that have adequate capacity and experience to undertake the proposed assignment. The request for expression of interest will provide general information about the intended contract and will only require bidders to provide general information about their ability to undertake the works. The general information sought will be that which will enable Procuring Entity to assess the capability of consultants in the short-listing process.

#### *(b) Advertisement*

Invitations for EOIs will be advertised by the Procurement Entity as Specific Procurement Notices (SPN). The invitation will also be advertised in:

- i. PPRA Procurement Portal
- ii. One English newspaper of wide circulation in the East Africa

- iii. At least two newspaper of a wide circulation in Tanzania
- iv. Business Online through World Bank.

More advertisements may be posted in trade journals of a wide international circulation. The request for expression of interest will contain at least the following information and will comply with Procurement Regulations.

- i. The name and address of the procuring entity
- ii. The place, date, and time for delivery of the expression of interest
- iii. The nature of the services required and the place of delivery
- iv. The time for completion of the contract
- v. The procedures and criteria for evaluating the expression of interest
- vi. The limitations related to the nationality of prospective bidders
- vii. The means of obtaining expression of interest documents

The request for expression of interest will also be sent to firms that responded to the General Procurement Notice discussed in Section 6.3. Consultants will be allowed a period of **14-30 days** from first publication of the EOI Advertisement to closing date of submission for the EOI.

*(c) Evaluation of Submitted Expressions of Interest*

The Procurement Entity will arrange and coordinate the opening of pre-qualification applications. The respective Procurement Entity will open the Expressions of Interest on the closing date for submission of EOIs. Procurement Entity will advise consultants of the EOI opening arrangements and invite them to attend if they so choose.

The Accounting Officer will appoint a team of 3-5 members to evaluate the EOIs. The team will consist of relevant professionals and Procurement Unit staff. Team members may be drawn from Procurement Entity or other external organisations if the need arises. Consultants may be engaged to assist with the evaluation if needed.

The evaluation team will evaluate the applications in strict accordance with the criteria stated in the EOI advertisement. A simple "Yes / No" ranking system will be applied to each criteria to determine whether a prospective bidder pre-qualifies or not.

The evaluation will also take account of the country of origin of the applicants. At most only two applications from each country will be considered for the pre-qualified list. In exceptional circumstances, the evaluation team may seek to have this requirement waived where in the opinion of the team effective competition might be impaired or where a particularly strong applicant will fail to be pre-qualified. In such cases the No Objection of the World Bank must be sought. At least one firm will be from Tanzania if Tanzanian firms of adequate capacity showed interest.

The evaluation team will select a short list of six (6) firms to submit proposals for the contract. The evaluation team will prepare a report of its findings and recommendations and submit the report to the respective IA TB for their review and approval. The evaluation of the EOI should take from 14 to 28 days depending on the complexity of the procurement.



**(d) Approval of Short List**

The Procurement Entity will review the EOI evaluation report within 7 days after submission of the report by the evaluation committee and, if it approves the findings and recommendations of the evaluation team, seek a No Objection from the World Bank to the report and list of pre-qualified bidders. The Procurement Entity evaluation team will address any comments submitted by either the TB or World Bank within 7 days of receipt of the comments and if necessary amend and resubmit the evaluation report.

After the World Bank has given its No Objection, the Procurement Entity will inform the results to all firms that submitted EOIs. The Procurement Entity will also notify the successful firms:

- i. Where to obtain RFP documents
- ii. The date time and place for submission of proposals
- iii. The date time and place for opening of proposals

Prior to issue of the RFP(s), the short-listed consultants will be requested to confirm their desire to submit a proposal. In case of a negative response from any firm, the Tender Board may replace it with another firm, to ensure that the final list does not drop. Firms that expressed interest as well any other firm that specifically so request, will be provided with the final shortlist of firms invited to submit proposals.

**11.4 INITIATION OF PROCUREMENT**

Procurement Entity are responsible for initiating the procurement process and for ensuring that it is completed in accordance with the agreed Procurement Plan.

**11.5 DISTRIBUTION OF BIDDING DOCUMENTS**

Procurement Entity may issue Bidding Documents after receiving a no objection from the World Bank. Procurement Entity will issue Bidding documents to prospective bidders on the approved short list.

**11.6 BIDDING PROCESS****11.6.1 Bid Preparation**

The Procurement Entity will allow a period of between **30 and 45 days** for the preparation of bids depending on the magnitude and complexity of the procurement sought. The Procurement Entity will obtain approval (No Objection) for the proposed bid period from the World Bank before advertising / inviting bids. The Procurement Entity will clearly indicate the period for Bid Preparation and the deadline for submission of bids in the Special Procurement Notice and the Bidding Documents.

**11.6.2 Pre Bid Meeting**

Procurement Entity might hold a pre-bid meeting in the case of complex assignments. The date time and venue for the meeting will be specified in the Invitation to bid. Prospective bidders may attend if they so wish. All discussions, comments, questions, and answers to questions will be minuted and forwarded to all prospective bidders whether they attended the pre-bid meeting or not.

### 11.6.3 Clarifications and Amendments

During the bid preparation period, bidders may request clarification of matters contained in the bid documents in writing to the Accounting Officer. The Head of PMU will prepare written responses to all "Request for Clarification" and submit these responses to all prospective bidders who collected bidding documents. Neither the TB nor anyone else shall reveal the source of the "Request for Clarification".

At any time before the deadline for submission of bids, the Procurement Entity may modify the bid documents for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder. Before issuing the proposed amendment to the Bidding Documents, the Procurement Entity will obtain an approval (No Objection) to the proposed amendment from the World Bank. The Accounting Officer will notify all prospective bidders in writing, of the amendment.

The Procurement Entity may extend, at their discretion, the deadline for submission of bids in order to allow prospective bidders reasonable time to take account of any amendments to the bidding documents.

Bidders may modify or withdraw its bid after the bid's submission provided that written notice of the modification (including substitution or withdrawal) is received by the Procurement Entity prior to the deadline prescribed for submission of bids. The Procurement Entity will not allow or accept modifications to bids after the deadline for submission of bids.

### 11.6.4 Form of Bid Submission

All bids must be submitted in the form and manner specified in the Invitation to Bid.

## 11.7 BID ANALYSIS PROCESS

Bids analysis process will follow the Public Procurement Act and the World Bank guidelines.

## **12. PROCUREMENT MONITORING AND REPORTING**

### **12.1 MONITORING AND REPORTING**

The Head of Procurement Management Unit will prepare and submit WSSP II Quarterly Progress Reports quarterly. The reports will conform to World Bank guidelines that track disbursements by category, component, sources of funds, etc. WSSP II Quarterly Progress Reports will address the following underlying principles:

- i. Funds distributed to the project are being used for the intended purpose
- ii. Project progress is on track to comply with agreed goals and objectives
- iii. Budgeted costs will not be exceeded

Procurement Entity will use WSSP II Quarterly Progress Reports to inform the World Bank of project progress and performance against the agreed measures. These reports will cover three general aspects of project delivery: Financial, Physical, and Procurement. The basis for WSSP II monitoring and evaluation activities will be the:

- i. WSSP II Result Framework
- ii. WRM Performance Assessment Framework
- iii. DAWASA – DAWASCO Lease/Bulk Agreement
- iv. Financial Management Plan
- v. Approved Annual Procurement Plans

#### *(a) Procurement Reports*

The IAs Procurement Management Unit will prepare Quarterly Procurement Reports. The reports will provide information on activities undertaken, compliance with agreed procedures, and compare performance against the approved plan. The reports will also highlight complaints from bidders, contractor performance, and corrective actions implemented to strengthen procurement activities.

The procurement report will contain a narrative as well as schedules to detail progress and performance related to the project goals and objectives. The reports shall also comply with the requirements of PPRA.

### **12.1 AUDITING PROCUREMENT ACTIVITIES**

#### *(a) Internal Review*

The Auditing Units of IAs, from time to time, will audit the performance and procedures of the IAs Procurement Management Units to ensure that IAs are complying with the Tanzania Public Procurement Act and the agreed World Bank guidelines and work plans.

#### *(b) External Review*

The Independent Financial & Technical Auditor may audit the performance and procedures of the Procurement Entity to ensure that IAs are complying with the Tanzania Public Procurement Act and the World Bank agreed guidelines and work plans.

## 12.2 PROCUREMENT RECORDS

### (a) *Filing System & Document Control*

The Procurement Entity will maintain a suitable filing system and a register of all files maintained by them. Each file will contain:

- i. Title and registration number clearly indicated on the front cover
- ii. Cross reference to relevant files clearly indicated on the front cover
- iii. Schedule of folios attached to the inside front cover
- iv. Folios in date order (earliest at back) and numbered sequentially

### (b) *Minimum Period for Holding Records*

All documents related to the procurement of each contract package will be kept for a minimum period of **five (5) years** after the completion of the contract in accordance with the Tanzania Public Procurement Act.

*NB: The other part of this Agreed Action out of the 8<sup>th</sup> ISM, was to also propose the acceptable number of revisions for the procurement documents submitted for review and approval. This is difficult to determine because one can not tell at what point the issues would be satisfactorily addressed. The purpose of revising documents is to make them better and perfect by addressing all issues raised by the reviewer so it is not until all the issues are adequately addressed that the revision is concluded. We seek more guidance on this.*

**ANNEX I:**

**UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WATER AND IRRIGATION**



**SECOND WATER SECTOR SUPPORT PROJECT (WSSP II)  
(ID No.: P150361)**

**PROCUREMENT PLAN FOR THE FIRST 18 MONTHS**

**DECEMBER, 2016**

**ACRONYMS AND ABBREVIATIONS**

BWOs	Basin Water Offices
DAWASA	Dar es Salaam Water and Sewerage Authority
DAWASCO	Dar es Salaam Water and Sewerage Corporation
ICB	International Competitive Bidding
IDA	International Development Agency
MoWI	Ministry of Water and Irrigation
NCB	National Competitive Bidding
PQ	Pre-qualification
QCBS	Quality and Cost- Based Selection
CQS	Consultancy Quality Selection
DC	Direct Contract
SSS	Single Source Selection
LCS	Least Cost Selection
WSDP	Water Sector Development Programme
WSSP	Water Sector Support Project
UWSAs	Urban Water and Sewerage Authorities
SESA	Strategic Environmental Social Assessment
ESIA	Environmental and Social Impact Assessment
TA	Technical Advisor
IC	Individual Consultant
IWRDP	Integrated Water Resources Management and Development Plan
WRMA	Water Resources Management Act
IDB	Internal Drainage Basin
USD	United States Dollar
LVBWO	Lake Victoria Basin Water Office

## I. GENERAL

Project Information: **Water Sector Support Project II (WSSP II)**

Bank's Approval Date of the Procurement Plan: **December 13, 2016**

Date of General Procurement Notice: .....

Period covered by this Procurement Plan: **First 18 Months**

## II. THRESHOLDS FOR PROCUREMENT METHODS AND PRIOR REVIEW

**Goods and Works and Non-Consulting Services:** Procurement Decisions subject to Prior Review by the Bank as stated in Appendix 1 to the Guidelines for Procurement:

**Selection of Consultants:** Selection decisions subject to Prior Review by Bank as stated in Appendix 1 to the Guidelines Selection and Employment of Consultants.

Expenditure Category	Contract Value Threshold (US\$)	Procurement/ Selection Method	Contracts Subject to Prior Review
<b>Works</b>	$\geq 15,000,000$	ICB	All
	$< 15,000,000 \geq 10,000,000$	NCB	All
	$< 10,000,000$	NCB	None (Post Review)
	$< 200,000$	Shopping	None (Post review)
<b>Goods</b>	$\geq 5,000,000$	ICB	All
	$< 5,000,000 \geq 2,000,000$	NCB	All
	$< 2,000,000$	NCB	None (Post Review)
	$< 100,000$	Shopping	None (Post review)
<b>Consulting Services -Firms<sup>1</sup></b>	$\geq 1,000,000$	QCBS/ Other <sup>2</sup> (QBS/FBS/ LCS)	All
	$< 1,000,000 \geq 300,000$	QCBS/ Other <sup>2</sup> (CQS/QBS/ FBS/LCS)	None (Post Review)
	$< 300,000$	CQS/ Other <sup>2</sup> (QCBS/QBS/ FBS/LCS)	None (Post Review)
<b>Consulting</b>	$\geq 300,000$	IC – Qualification	All



<b>Services – Individuals (IC)</b>	<300,000	IC – Qualification	None (Post review)
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**SECOND WATER SECTOR SUPPORT PROJECT (WSSP II)  
PROCUREMENT PLAN (For the First 18 Months)**

**Goods, Works, and Non Consulting Services.**

**List of Contract packages to be procured following ICB and Other Methods:**

**Component 1: Integrated WRM**

1	2	3	4	5	6	7	8
Ref. No.	Contract (Description)	Estimated Cost (Million US\$)	Procure ment Method	P-Q (Yes/No)	Domestic Preference (Yes/No)	Review by Bank (Prior/Post)	Expected Bid- Opening Date
<b>GOODS</b>							
C1-G01	Supply of WUAs' survival working kits (100 units)	0.150	NCB	No	No	Post	July 2017
C1-G02	Supply of eighteen four-Wheel Drive Vehicles for the Basin Water Boards and MoWI's Division of WR.	1.080	NCB	No	No	Post	July 2017
C1-G03	Supply of Motorbikes and Bicycles (100 of each) to support 100 WUAs	0.350	NCB	No	No	Post	July 2017
C1-G04	Supply of surface and groundwater monitoring network gauges; monitoring instruments for large dams; and sediment monitoring equipment	2.900	NCB	No	No	Prior	July 2018
C1-G05	Supply of water quality monitoring equipment and tools	0.300	NCB	No	No	Post	August 2017
C1-G06	Supply of WUA led community works equipment for conservation of water sources	2.500	NCB	No	No	Prior	September 2017

1	2	3	4	5	6	7	8
Ref. No.	Contract (Description)	Estimated Cost (Million US\$)	Procure ment Method	P-Q (Yes/No)	Domestic Preference (Yes/No)	Review by Bank (Prior/Post)	Expected Bid- Opening Date
C1-G07	Supply of office data management tools and equipment (including ICT equipment) for Center of Excellency (COE)	1.300	NCB	No	No	Post	March 2018
C1-G08	Supply of Communication Strategy Materials	0.500	NCB	No	No	Post	October 2018
	<b>Total Goods</b>	<b>9.080</b>					
<b>WORKS</b>							
C1-W01	Drilling Works for Ground Water Monitoring Network in Wami-Ruvu and Internal Drainage Basins	1.000	NCB	No	No	Post	September 2017
C1-W02	Construction of office and water laboratory buildings for Wami-Ruvu Basin Water Board (BWB) Headquarter at Morogoro and Water Users Association (WUA) Offices at Msowero; and rehabilitation and extension of office building for Wami-Ruvu BWB in Dodoma.	1.000	NCB	No	No	Post	June 2018
C1-W03	Civil Works Construction and Installation of Water Resources Monitoring Gauges in all the nine Basins in Tanzania	2.750	NCB	No	No	Post	July 2018
C1-W04	Construction of Office Block for the Proposed Water Resources Centre of Excellency (COE) in Dar es Salaam	0.750	NCB	No	No	Post	March 2019
	<b>Total Works</b>	<b>5.50</b>					

1	2	3	4	5	6
Ref. No.	Description of Assignment	Estimated Cost USD	Selection Method	Review by Bank (Prior/Post)	Expected Proposals Submission Date
<b>CONSULTANCY SERVICES</b>					
C1-C01	Consultancy services for Development of Water Resources Management Financing Options Study	0.400	QCBS	Post	September 2016
C1-C02	Consultancy services for preparation of IWRMD Plan for Wami-Ruvu Basin	0.750	CQS	Post	October 2016
C1-C03	Consultancy services for Consolidation of Data, Information and Models from the IWRMD Plans and Preparation of Requirements Specification for WRIS & Web Portal	0.300	CQS	Post	October 2016
C1-C04	Consultancy services for design review and supervision of construction of office and water laboratory buildings for Wami-Ruvu Basin Water Board (BWB) Headquarter at Morogoro and Water Users Association (WUA) Offices at Msowero; and rehabilitation and extension of office building for Wami-Ruvu BWB in Dodoma	0.600	QCBS	Post	November 2017
C1-C05	TA-to assist WUAs prepare Action Plans and training/ empower them to implement their plans.	0.750	IC	Prior	July 2017
C1-C06	Short term TA (several) on specific topics TBD	0.350	IC	Prior	July 2017
C1-C07	Consultancy Service for Hydromet Modernization and Raw Data Portal Development	1.750	QCBS	Prior	September 2017
C1-C08	Individual consultants to support the COE core team in its role of providing multi-sectoral analysis and policy support to the different stakeholder (multiple).	1.200	IC	Prior	October 2017
C1-C09	Consultancy Service for Ground Water Aquifer Mapping Survey	1.750	QCBS	Prior	October 2017

1	2	3	4	5	6
Ref. No.	Description of Assignment	Estimated Cost USD	Selection Method	Review by Bank (Prior/Post)	Expected Proposals Submission Date
C1-C10	Consultancy for Development and Implementation of Laboratory Information Management System (LIMS)	0.150	CQS	Post	November 2017
C1-C11	Consultancy Service for Water Resources Information System (including ODSS&FEWS) Development	2.500	QCBS	Prior	December, 2017
C1-C12	Institutional development support technical assistance COE	1.000	QCBS	Prior	December 2017
C1-C13	Consultancy for Conceptualization and strategic planning for COE	0.200	CQS	Post	January 2018
C1-C014	Consultancy Service for preparation of future investments (small scale infrastructure)	0.300	CQS	Post	January 2018
C1-C015	Consultancy Service for design and supervision for COE building. <i>(building scope and design to be determined based on the COE organization arrangement )</i>	0.250	CQS	Post	July 2018
	<b>Total Consultancy Services</b>	<b>12.250</b>			

**Component 2 & 3: Dar es Salaam WSS Improvement**

	2	3	4	5	6	7	8
Ref. No.	Contract (Description)	Estimated Cost (million US\$)	Procurement Method	P-Q	Domestic Preference (yes/no)	Review by Bank (Prior/Post)	Expected Bid-Opening Date
<b>GOODS</b>							
C2-G01	Supply of household/domestic meters	2.50	NCB	No	No	Prior	March 2017
C2-G02	Supply and installation of SCADA System: Bulk meters, pressure meters, central station meters, telemetry for network management; and clamp-on and acoustic equipment for leak detection	0.70	NCB	No	No	Post	April 2017
C2-G03	Supply of Billing equipment (this is specific to hand held meter reading/billing tools)	0.10	NCB	No	No	Post	May 2017
C2-G04	Renewal of pipeline (pipes for network rehabilitation)	0.50	NCB	No	No	Post	October 2017
	<b>Total Goods</b>	<b>3.80</b>					
<b>WORKS</b>							
C2-W1	Construction of water supply distribution network Part 1. (from University reservoir to Bagamoyo)	45.00	ICB	Yes	No	Prior	May 2017
C2-W02	Implementation of Performance Based Contracts to reduce NRW in selected DMAs (multiple)	20.00	ICB	Yes	No	Prior	February 2018
C2-W03	Construction of Mbezi beach waste water treatment plant, pumping station, and sewerage network and their operation (DBO)	65.00	ICB	Yes	No	Prior	March 2018

	2	3	4	5	6	7	8
Ref. No.	Contract (Description)	Estimated Cost (million US\$)	Procurement Method	P-Q	Domestic Preference (yes/no)	Review by Bank (Prior/Post)	Expected Bid-Opening Date
C2-W04	Construction of Decentralized Fecal Sludge Management (FSM) treatment (about 50 units@USD120,000 per unit starting with 10 units first phase)	0.600	NCB	No	No	Post	April 2018
C2-W05	Construction of transfer stations (about 30 units@USD40,000 per unit) first phase	0.400	NCB	No	No	Post	April 2018
C2-W06	Construction of off-grid water supply small piped schemes to serve about 100,000 people @ USD 50 per capita (several packages-first phase)	2.50	NCB	No	No	Post	May 2018
C2-W07	Construction of Condominium sewerage (about 250 houses/scheme @USD500,000)	0.50	NCB	No	No	Post	May 2018
C2-W08	Construction of Public toilets in selected areas	0.20	NCB	No	No	Post	July 2018
	<b>Total Works</b>	<b>134.20</b>					

<b>CONSULTANCIES</b>					
Ref. No.	Contract Description	Estimated Cost (million US\$)	Selection Method	Review by Bank (Prior/Post)	Expected Proposal Opening Date
C2-C01	Consultancy for Construction supervision of distribution networks Part 1 - From University Reservoir to Bagamoyo.	2.15	QCBS	Prior	March 2017
C2-C02	Consultant for review of designs and construction supervision of Mbezi beach waste water treatment plant, pumping station,	2.00	QCBS	Prior	March 2017

	and sewerage network				
C2-C03	Consultancy Services for preparation of ESIA and RAP for the Mbezi Beach Waste Water Treatment Plant	0.10	CQS	Post	July 2017
C2-C04	<b>Off-grid WS:</b> detailed city-wide survey and project design (unserved priority areas), technical and QC support,	0.40	QCBS	Post	July 2017
C2-C05	<b>Utility modernization consultancy:</b> tariff study, water supply and water quality plan, preparation of business and investment plans, support for improving Operational Efficiency (multiple)	1.50	QCBS	Prior	July 2017
C2-C06	<b>NRW consultancy:</b> asset management, hydraulic model, DMA installation for NRW management, NRW management Material Handbook, customer metering and billing (multiple)	1.50	QCBS	Prior	July 2017
C2-C07	Sanitation Consultancy for FSM social marketing and community development, Off-grid sanitation – detailed city-wide survey and project design, FSM technical and QC support,	1.50	QCBS	Prior	Sept 2017
	<b>Total Consultancies</b>	<b>9.15</b>			