

Receipt No. 15003

Purchase Order

Dispatch via Print

PO Number TZA10-0000012390	Date 13/12/2012	Revision	Page 1
Payment Terms Immediate	Freight / INCOTERMS DES	Ship Via Common	
Buyer Alphonse Kiasebe	Phone Tel:	Currency USD	
Approver Titus OSUNDINA			

Dar es Salaam

International House
Shaaban Robert St./Garden Avenue
P.O. Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 21111668

Ship To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O. Box 9182
Dar es Salaam
Tanzania

Tel: 22 2112576
Fax: 22 21111668

Bill To: 6th Floor
International House
Shaaban Robert St./Garden Avenue
P.O. Box 9182
Dar es Salaam
Tanzania
Tel: 22 2112576
Fax: 22 21111668

Order: 0000007381
SANJAN LTD
BOX 425
DAR ES SALAAM
Tanzania

Item	Description	Quantity	UOM	Due Date	Unit Price	Line Total
86101504E	1st installment: Mobilization and start up of the assignment (20%) - 05 December 2012.	1.00	EA	13/12/2012	8,292.40	8,292.40
				(15003)		
86101504E	2nd installment: During the training (20%) - 10 January 2013.	1.00	EA	13/12/2012	8,292.40	8,292.40
86101504E	3rd installment: Upon completion of training (30%) - 31 January 2013.	1.00	EA	13/12/2012	12,438.60	12,438.60
86101504E	Final installment: Upon submission of training report (30%) - 28 February 2013.	1.00	EA	13/12/2012	12,438.60	12,438.60

Receipt # 15020

Receipt No. 15043

Contract #007/2012 - Contract for Professional Consulting Services Between UNDP and Sanjan Ltd
for the Walking safari Guide Training; Southern Circuit of Tanzania].

Total PO Amount USD 41,462.00

PO is subject to UNDP General terms and conditions.

Authorized Signature

This Purchase Order is Electronically Approved by Titus OSUNDINA and does not require Signature.



Certification of Payment

1. For Personnel use only

Name:	SANJAN LTD	Contract No.:	
Project Number:	00077042	Fee: (per diem)	USD12,439
Project Title:	SPANEST	Duration:	30 DAYS
Starting Date:	30/11/2012	Expiry date:	22/02/2013
Nationality:		Expected number of work days per week:	5
Allotment Number(s):		Vendor No.:	
MOD Number(s):		Index no.:	

2. To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		
TANZANIA	30 November 2012	22 April 2013	30	

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank:	Account title:
Address:	Account number:
Currency of Account:	Social Security or Tax Identification No. (if applicable)
Signature: _____	Date: _____

3. To be completed by Area/Requesting Officer

Please check appropriate box

Final report accepted <input checked="" type="checkbox"/>	Assessment sheet attached: <input type="checkbox"/>
Final report not accepted <input type="checkbox"/>	Second Assessment to be added: <input type="checkbox"/>

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: *[Signature]*
 Name: _____

Date: 26/3/2013

4. To be completed by the Certifying Officer

Please process the payment of _____ to the subscriber in accordance with the payment instructions given above.
 Travel Claim received

Certifying Officer

Certifying Bureau/Division

Date

TAX INVOICE NO....209.....
25-Mar-13



Consultants for photography, printing, handicraft production, design and marketing
Also wilderness tourism property development and all safari services including
guide training, safari planning and expedition management.

To: UNDP Office
International House, Gardens Avenue, Shabaan Robe
P.O. Box 9182, Dar es Salaam
Att: Registry

Customer VAT particulars:
VAT Reg. NO..
TIN Reg. No..

SERVICES PROVIDED	RATE/CHARGES	TOTAL
1 Final installment for the Provision of Walking Safari Guide Training In Ruaha National Park	\$12,439	\$12,439

Sub Total	\$12,439
VAT 18%	\$ -
TOTAL	\$12,439

PAYMENT DETAILS:
Exim Bank
Meru Branch
A/C: Sanjan Ltd- OPPS
No. 0723717918

SANJAN LTD.
P.O. BOX 425 ARUSHA TANZANIA
Email: info@sanjan.info
Web site www.sanjan.info
mobile +255 (0) 754 510 741

TIN: 104-053-572
VRN: 11-012719C

Faraja Ndulesi

From: Gertrude Lyatuu
Sent: 25 March 2013 16:10
To: Godwell Ole Meing'ataki
Cc: Faraja Ndulesi; Paul Harrison
Subject: FW: 4th Invoice for Request for Proposal RFP/TZA/2012/022 - Walking Safari Guide Training Southern Circuit of Tanzania

Importance: High

Dear Godwell/Paul,
Please note that we have received the invoice for the final installment regarding the Walking Safari Guide Training; please let me know if you have any reservations before we make the final payment. Anything pending? I have seen the final report which to me looks very good.
Thanks, Gertrude

-----Original Message-----

From: ethan kinsey [mailto:ethan@ethan-kinsey.com]
Sent: Monday, March 25, 2013 8:37 AM
To: Yohana Kibhole
Cc: Alphonse Kisesebe; Yonah Samo; Faraja Ndulesi; Gertrude Lyatuu; Eric Kinsey; Paul Oliver
Subject: 4th Invoice for Request for Proposal RFP/TZA/2012/022 - Walking Safari Guide Training Southern Circuit of Tanzania

Ethan Kinsey
Sanjan Ltd. P.O.Box 425, Arusha
Tanzania
+255 787 146058

www.ethan-kinsey.com
& ethan-kinsey.blogspot.com



Certification of Payment

1. For Personnel use only

Name: SANJAN LTD Contract No.: 007/2012
 Project Number: 00077042 Fee: (per diem) USD. 41,462
 Project Title: STRENGTHENING PROTECTED AREAS NETWORK IN SOUTHERN TANZANIA Duration: 2 MONTHS
 Starting Date: 30/11/2012 Expiry date: 28/02/2013 Expected number of work days per week: 6 DAYS
 Nationality: TANZANIAN Vendor No.:
 Allotment Number(s): Index no.:
 MOD Number(s):

To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		
TANZANIA				

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank:

Account title:

Address:

Account number:

Currency of Account:

Social Security or Tax Identification No.: (if applicable)

Signature:

Date:

3. To be completed by Area/Requesting Officer

Please check appropriate box

Final report accepted

Assessment sheet attached:

Final report not accepted

Second Assessment to be added:

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature:

Gertrude Lyatuu
 Name: GERTRUDE LYATUU

Date: 5TH FEBRUARY, 2013

4. To be completed by the Certifying Officer

Please process the payment of USD 12,439

to the subscriber in accordance with the payment instructions given above.

Travel Claim received

Certifying Officer

Certifying Bureau/Division

Date



Certification of Payment

1. For Personnel use only

Name: SANJAN LIMITED Contract No.: 007/2012
 Project Number: 00077042 Fee: (per diem) US\$8,292.00
 Project Title: PROTECTED AREAS SOUTHERN TANZANIA (SPANEST) Duration: 2ND INST. CONTRACT FEE
 Starting Date: 30/11/2012 Expiry date: 28/02/2013 Expected number of work days per week:
 Nationality: TANZANIAN Vendor No.: 000
 Allotment Number(s): Index no.:
 MOD Number(s):

2. To be completed by the subscriber

Please type or print and mail original and first and second copies, along with your travel claim upon completion of travel, to: United Nations Development Programme, One United Nations Plaza, New York, NY 10017.

Attention: (Finance Officer)

Room No.:

I certify that the dates indicated below are an accurate account of the services and duties performed under the terms of this contract.

Countries visited	Dates worked		No. of days worked	Total Payable
	From	To		
TANZANIA	2 JANUARY	25 JANUARY	20% CONTRACT FEE	8,292..00

Please note that payment will be made in the currency of the subscriber's usual residence, unless otherwise indicated in Article 3 of the Special Service Agreement, or paragraph 2 of the Reimbursable Loan Agreement. Payments in other than US dollars will be made at the UN operational rate of exchange in effect at the time payment is made. Bank charges related to payment will be borne by the subscriber.

Please make payment as indicated below:

Name of Bank: EXIM BANK (T) LTD Account title: SANJAN LTD, - OPPTS
 Address: 9 SAMORA AVENUE - DAR ES SALAAM Account number: 0723 717918
 Currency of Account: USD Social Security or Tax Identification No.: (if applicable)
 Signature: _____ Date: 23 JANUARY, 2013

3. To be completed by Area/Requesting Officer

Please check appropriate box Final report accepted Assessment sheet attached:
 Final report not accepted Second Assessment to be added:

I certify that the work was satisfactorily performed during the above mentioned dates.

Signature: Gertbrude Lyatuu Date: 23 JANUARY, 2013
 Name: GERTRUDE LYATUU

4. To be completed by the Certifying Officer

Please process the payment of _____ to the subscriber in accordance with the payment instructions given above.

Travel Claim received

Certifying Officer

Certifying Bureau/Division

Date

TAX INVOICE NO...197.....

14-Jan-13

PHOTOGRAPHY/WILDERNESS TOURISM/SAFARIS/HANDICRAFTS
SANJAN
 BOX 425 ARUSHA TANZANIA WWW.SANJAN.INFO

Consultants for photography, printing, handicraft production, design and marketing
 Also wilderness tourism property development and all safari services including
 guide training, safari planning and expedition management.

To: UNDP Office
 International House, Gardens Avenue, Shabaan Roba
 P.O. Box 9182, Dar es Salaam
 Attn: Registry

Customer VAT particulars:

VAT Reg. NO..

TIN Reg. No..

SERVICES PROVIDED	RATE/CHARGES	TOTAL
1 Mid-training Installment for the Provision of Walking Safari Guide Training In Ruaha National Park	\$8,292	\$8,292

Sub Total \$8,292

VAT 18% \$ -

TOTAL \$8,292

PAYMENT DETAILS:

Exim Bank
 Meru Branch
 A/C: Sanjan Ltd- OPPS
 No. 0723717918

*Certified
 Goods/Works Rendered
 Date: 11/30/13 Sign: [Signature]
 (ARAJA MAREN) TOTAL*

SANJAN LTD.
 P.O. BOX 425 ARUSHA TANZANIA
 Email: info@sanjan.info
 Web site www.sanjan.info
 mobile +255 (0) 754 510 741

TIN: 104-053-572
 VRN: 11-012719C

TAX INVOICE NO...193.....
3-Dec-12



Consultants for photography, printing, handicraft production, design and marketing
Also wilderness tourism property development and all safari services including
guide training, safari planning and expedition management.

To: UNDP Office
International House, Gardens Avenue, Shabaan Robe
P.O. Box 9182, Dar es Salaam
Att: Registry

Customer VAT particulars:
VAT Reg. NO..
TIN Reg. No..

SERVICES PROVIDED	RATE/CHARGES	TOTAL
1- Preliminary set up for the Provision of Walking Safari Guide Training In Ruaha National Park	\$8,292	\$8,292

Sub Total	\$8,292
VAT 18%	\$ -
TOTAL	\$8,292

PAYMENT DETAILS:
Exim Bank
Meru Branch
A/C: Sanjan Ltd- OPPS
No. 0723717918

Certified Goods/Works Rendered
Date: 13/12/12 Sign: *[Signature]*

GEMMA ALTI

SANJAN LTD.
P.O. BOX 425 ARUSHA TANZANIA
Email: info@sanjan.info
Web site www.sanjan.info
mobile +255 (0) 754 510 741

TIN: 104-053-572
VRN: 11-012719C

PO# 12390

Confirmation

[Handwritten signature]

[Handwritten initials]

Requested For: Gemma ALITI
Requisition Name: SANJAN LTD
Requisition ID: 0000010602
Business Unit: TZA10
Priority: Medium
Budget Status: Not Checked


Number of Lines: 4
Total Amount: 41,462.00USD

UNDP Approval

▽ SANJAN LTD: Pending

UNDP Approval

Pending

 Multiple Approvers
UNDP Approval

Approved

GLORIA KIONDO

[Handwritten signature]

13/12/2012

General

Submission history

Date/Time	Status	Submitted By
29 Nov 2012 10:01:56	RR/Head of BU approved the case	Alberic Kacou
29 Nov 2012 09:01:53	CAP Chairperson forwarded to RR/Head of BU to approve/reject	Titus Osundina
29 Nov 2012 04:06:01	Requester provided clarifications - CAP Chairperson to finalize recommendation	Dinna Urio
29 Nov 2012 03:43:36	CAP Chairperson/CAP Secretary requires clarifications - Requestor to respond	Yonah Samo
29 Nov 2012 00:50:12	RR/Head of BU returned the case to CAP Chairperson	Alberic Kacou
28 Nov 2012 09:50:50	CAP Chairperson forwarded to RR/Head of BU to approve/reject	Titus Osundina
28 Nov 2012 02:59:29	CAP Secretary added recommendation - CAP Chairperson to finalize recommendation	Yonah Samo
22 Nov 2012 10:34:06	CAP Secretary assigned to CAP meeting	Yonah Samo
17 Nov 2012 11:01:06	Requester submitted to CAP for review	Dinna Urio

Status

Case ID

0000001065

Case tag

CAP-CRC-2012-TZA-RBA

Status

RR/Head of BU approved the case

Selection process

Competitive

Requester

Dinna Urio

Alternate requester

Other staff members to be notified

Staff Member's Name
Titus Osundina
Yonah Samo

Basic Information

Committee selection

CAP

Track selection

Contract Review

Selection process

Competitive

Type of review

Committee

Fast Track Process?

No

Region

RBA

Requesting unit

United Republic of Tanzania

Head of organizational unit

Alberic Kacou

Other Basic Information

Funding Source/Project ID

TZA10-00077042

Funds available (in USD)

50,000

Proposed Contract Or Amendment Information

Short Description of Requirement

Training for Walking Safari Guides

Category of Procurement

Services

Type of contract

Contract for Professional Services

Related previous cases

Is this an amendment request? No

Number of Previous Amendments

Amount of this contract or amendment (in USD)

41,462

Currency of Payment (if different from USD)

US Dollar

Proposed Vendor(s)

Vendor Set ID	Vendor ID	Vendor Name	Country Of Origin	Contract Amount in USD
TZA10		Sanjan Ltd	Tanzania	41,462

Screening against UN Sanctions and Eligibility

UN Security Council
Not Listed

Is this an LTA?

No

Purpose of proposed contract or amendment (brief scope)

To provide training for walking tour guides in the National Parks of the Tanzania Southern Circuit under the SPANEST Project. The training course includes theoretical lectures, weapons training, walking practicals and administration of first aid service. It entails engagement of an institution with qualified walking guide instructors, a weapon handling instructor and an external examiner from an accreditation body.

Project Information

Modality of project execution

NIM

Name of Direct Beneficiary/End-user Tanzania National Parks (TANAPA)	Requirement generated from an Approved Procurement Plan for the project? No
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Project background

The Project; *Strengthening the Protected Area Network in Southern Tanzania – (SPANEST): Improving the Effectiveness of National Parks in Addressing Threats to Biodiversity*; entails the creation of active and functioning inter-sectoral district land management coordination mechanisms between TANAPA, district authorities, the Wildlife Division (WD) and Tanzania Forest Services (TFS) and will also involve planning, implementation, and monitoring by key state and civil society partners. The resulting coordination mechanisms will be used primarily for integration of management of National Parks (NPs) and broader landscapes in Southern Tanzania in both the Greater Ruaha and the Greater Kitulo-Kipengere landscapes through ensuring both that biodiversity management in National Parks, and wildlife migration corridors and dispersal areas is factored into decision-making governing land use management and that operational capacity is sufficiently enhanced to manage protected areas (PAs) effectively.

This project also aims to demonstrate that all sectors can work together through an integrated approach and that the development of land management coordination mechanisms that involve the state, communities, civil society and the private sector in decision making can lead to better conservation and sustainable livelihoods.

Walking Safaris:

There has been an increased demand in recent years for tour operators and camps in Tanzania to provide walking activities for paying guests. As a result there is a latent demand for guide training from the tourism industry in Tanzania, particularly in the Southern Circuit. For Tanzania to compete for a place in the market in today's competitive tourism industry it is imperative for Tanzania to promote and provide excellent walking safari services.

Unfortunately in recent years there has been an increase in deaths and injuries from dangerous animals due to this increased demand as many paying guests are sent walking with inexperienced, under trained and incompetent guides or rangers. Many of these guides have a wealth of driving experience or ranger experience but walking and driving activities are very different in their nature and extra training is required for those who wish to lead walks safely.

Training Initiative:

It is imperative for TANAPA to create training opportunities to produce walking guides as well as establish standards, regulations and examinations to govern walking in the Parks. Therefore the solution is to provide direct support for enhanced operations in core Protected Areas (PA) in both the Greater Ruaha and Greater Kitulo-Kipengere Landscapes.

Training is not only a solution for enhancing existing PA operations, it is also crucially required for new niches that the Southern Circuit parks can lead on in the future, such as walking safaris using dedicated and highly trained guides that can allow Tanzania's parks and reserves to compete with Southern Africa, particularly the southern circuit.

Other relevant information

There has been an increased demand in recent years for tour operators and camps in Tanzania to provide walking activities for paying guests. As a result there is a latent demand for guide training from the tourism industry in Tanzania, particularly in the Southern Circuit. For Tanzania to compete for a place in the market in today's competitive tourism industry it is imperative for Tanzania to promote and provide excellent walking safari services.

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Procurement Process Information

Procurement method (proposed submission resulted from)

RFP

Type of Competition

Open International Competition

Was prequalification/short-listing followed or vendors invited from pre-established roster?

No

Were all prequalified/short-listed bidders invited to submit bids?

No

Advertisement Method(s)

- UNDP Website

Issue date of bidding documents (DD-MON-YYYY)

17-Sep-2012

Deadline for submission (final date if there were extensions) (DD-MON-YYYY)

10-Oct-2012

Date of expiry of bids or expiry of original contract (In case of amendment) (DD-MON-YYYY)

10-Jan-2013

Was there a pre-bid meeting or site visit?

No

Evaluation Process

No. of bids received (inc. late bids)

3

No. of Late bids received and returned unopened (if any)

Was there a public bid opening?

No

Evaluation procedure employed

RFP - Combined weighting

Details of evaluation process

As per attached Evaluation Report

No. of bids rejected during preliminary examination

0

No. of technically responsive bids after evaluation

Date of opening of financial bids (for

RFP (DD-MON-
YYYY)
19-Oct-2012

2

Overall Results of Evaluation, include all bids including those deemed technically non-compliant

Bidder Name	Country of Origin	Technical Score for RFP (Yes/No if ITB)	Original Bid Price (in USD)	Final/corrected Bid Price (in USD)	Combined Weighted Score for RFP (N/A if ITB)	Ranking
Sanjan Ltd	Tanzania	640	57,212	41,462	836/910	1

Details of Technical and Financial Evaluation

Technically understands the assignment very well. Approach is very detailed. They have very experienced staff recommended in each category; relevant to respective tasks. Although the financial offer appears high, it is detailed with breakdown of every requirement.

Itemized items on the financial offer appears reasonable but needs negotiations/clarification against the TOR esp. in areas where TANAPA is providing basic facilities/logistics/ support vehicles and some arms/ammunition/tents and assistance in reproduction of materials.

Qualifications Assessment of the proposed contractor

The company appears highly qualified technically with very experienced staff recommended in each category; relevant to respective tasks. They are even providing a Medical Doctor for wilderness first aid module.

Value for Money Analysis

The Evaluation Team scrutinized the financial offers of both companies and noted the one from Eco-Training was very general while the one from SANJAN Ltd was very detailed. With further examination it was noted that the Sanjan financial offer needed some clarification as some priced items did not tally with the TOR. This included provision of three vehicles with respective hire fees and drivers' transport, allowances etc. Also the issues of type of firearms and ammunition needed to be reviewed against what will be provided by TANAPA. The training outdoor classroom (tent) as well as a generator were to be provided by TANAPA. Thus a joint teleconference was held by the Evaluation Team with the SANJAN management who agreed to review the costs to exclude services/equipment and other facilities being provided by TANAPA. The revised Price Schedule was received on 31 October reflecting the revised total sum as USD 41,462. However some arithmetical errors were noted and SANJAN was notified in writing from the tenders.tz e-mail address. They rectified the errors by adding some skipped items. The revised total sum remained the same i.e. USD 41,462. Some of the skipped items included firearms cost for the type being provided by them, although other ammunitions will be provided by TANAPA. The others not listed on the revised offer included ear protection, library, stationery, medical kits, red flags for shooting range, targets and holders, firearm cleaning kits. The total fees for these items was included on the revised offer but the list (details/description) of items was skipped. This is now fully indicated on the final version.

Quality Assurance and Contract Management Mechanism

Sanjan Ltd understands the assignment very well. In the technical proposal submitted the approach is very detailed. They have very experienced staff recommended in each category; relevant to respective tasks.

Risk Management

Deliverables under this contract will be managed by both UNDP and Government counterpart i.e. the Tanzania National Parks (TANAPA).

Payment will be linked to clear deliverables/milestone certified by the Tanzania National Parks (TANAPA).

Any other information concerning this case









SANJAN LTD scored 910 points out of the obtainable 1000 points on combined technical and financial scores. As already noted, this offeror's technical proposal indicates a very clear account of relevant training experience. They have ably articulated the nature of the training, scope and expected output.

SANJAN LTD is therefore recommended by the evaluation team as the most suitable training institution for this assignment.

Attachments

Attached document(s)

Document Type	Document Title	Created By	Created Date

	Other Documentation	Purchase Request (PR)	Dinna Urio	16 Nov 2012 07:29:26
	Advertisement Document	Companies	Dinna Urio	16 Nov 2012 07:32:07
	Solicitation Document	RFP	Dinna Urio	17 Nov 2012 04:31:51
	Other Documentation	Bid Receipt Sheet	Dinna Urio	17 Nov 2012 04:34:00
	Bid Opening Record	Bid Opening Record	Dinna Urio	17 Nov 2012 04:35:22
	Other Documentation	Declaration of Impartiality and Confidentiality	Dinna Urio	17 Nov 2012 04:45:01
	Other Documentation	Revised Price Schedule - Sanjan Ltd	Dinna Urio	17 Nov 2012 04:47:11
	Evaluation Reports (Technical and Financial)	Evaluation Report	Dinna Urio	17 Nov 2012 04:49:46

Committee Review Report

Type of review	Meeting No.	Purpose
Committee	2012-000000573	Training for Walking Safari Guides

Case background

Strengthening the Protected Area Network in Southern Tanzania – (SPANEST): Improving the Effectiveness of National Parks in Addressing Threats to Biodiversity; entails the creation of active and functioning inter-sectoral district land management coordination mechanisms between TANAPA, district authorities, the Wildlife Division (WD) and Tanzania Forest Services (TFS) and will also involve planning, implementation, and monitoring by key state and civil society partners. The resulting coordination mechanisms will be used primarily for integration of management of National Parks (NPs) and broader landscapes in Southern Tanzania in both the Greater Ruaha and the Greater Kitulo-Kipengere landscapes through ensuring both that biodiversity management in National Parks, and wildlife migration corridors and dispersal areas is factored into decision-making governing land use management and that operational capacity is sufficiently enhanced to manage protected areas (PAs) effectively.

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There has been an increased demand in recent years for tour operators and camps in Tanzania to provide walking activities for paying guests. As a result there is a latent demand for guide training from the tourism industry in Tanzania, particularly in the Southern Circuit. For Tanzania to compete for a place in the market in today's competitive tourism industry it is imperative for Tanzania to promote and provide excellent walking safari services.

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Scope definition (TOR/Specifications/Statement of works)

The ToRs with clear scope of the training requirement is incorporated in the attached RFP.

Assessment of Procurement process

The procurement followed due competitive process as clearly stipulated in the attached Evaluation Report and summarized in the submission above.

Assessment of Evaluation Process

The evaluation process was very transparent. UNDP standard evaluation process for RFPs was fully followed where technical evaluation was first undertaken, thereafter, financial offers of technically responsive bidder were opened. Cumulative approach was used to determine the most competitive offer.

Value for money

The Evaluation Team scrutinized the financial offers of both companies and noted the one from Eco-Training was very general while the one from SANJAN Ltd was very detailed. With further examination it was noted that the Sanjan financial offer needed some clarification as some priced items did not tally with the TOR. This included provision of three vehicles with respective hire fees and drivers' transport, allowances etc. Also the issues of type of firearms and ammunition needed to be reviewed against what will be provided by TANAPA. The training outdoor classroom (tent) as well as a generator was to be provided by TANAPA. Thus a joint teleconference was held by the Evaluation Team with the SANJAN management who agreed to review the costs to exclude services/equipment and other facilities being provided by TANAPA. The revised Price Schedule was received on 31 October reflecting the revised total sum as USD 41,462. However some arithmetical errors were noted and SANJAN was notified in writing from the tenders.tz e-mail address. They rectified the errors by adding some skipped items. The revised total sum remained the same i.e. USD 41,462. Some of the skipped items included firearms cost for the type being provided by them, although other ammunitions will be provided by TANAPA. The others not listed on the revised offer included ear protection, library, stationery, medical kits, red flags for shooting range, targets and holders, firearm cleaning kits. The total fees for these items were included on the revised offer but the list (details/description) of items was skipped. This is now fully indicated on the final version.

Assessment of Quality assurance Mechanism

Sanjan Ltd understands the assignment very well. In the technical proposal submitted the approach is very detailed. They have very experienced staff recommended in each category; relevant to respective tasks as noted in the submission above.

Assessment of Vendor qualifications

As noted above, Sanjan Ltd is technically strong, have high experience training team and wide knowledge of the area and the needs of the project in particular.

Screening against UN Sanctions and Eligibility

UN Security Council
Sanjan Ltd is not in the list of UN Sanctions and Eligibility vendors.

Details of Quality Rating

Good

Overall Quality Rating of Procurement comments

Assessment Criteria	Excellent	Good	Fair	Needs Improvement
Procurement Process & Evaluation or Justification for Direct Contracting		X		
Value for Money Analysis	X			
Quality Assurance & Risk Assessment		X		
Overall Presentation & Organization of Attachments		X		

Type of contract

Contract for Professional Services

Committee's additional comments

No further comments.

Committee's recommendation

Satisfied with recommendation and clarifications provided by the submitting official, the CAP Members endorsed the submission to engage Sanjan Ltd to provide training of four guide walking safari at the total sum of USD 41,462.00 only.

Chairperson's recommend to

APPROVE

Chairperson's optional comments

This case has been reviewed and I agree with the recommendation of the CAP members for the award of the contract to Messrs Sanja Limited on the basis of the fact that they are the lowest bidder and highest ranking for the finance and technical evaluation. The process demonstrated value for money. The documentation is well presented and complete. The case is therefore recommended for the approval of the Resident Representative.

Further Clarifications

Further Clarifications

007/2012



Contract for Professional Consulting Services
Between
United Nations Development Programme
And
SANJAN LTD

Date: 30th November 2012

Dear Sir/Madam,

Ref: **PROVISION OF TRAINING FOR THE WALKING SAFARI GUIDE TRAINING;
SOUTHERN CIRCUIT OF TANZANIA**

The United Nations Development Programme (hereinafter referred to as "UNDP"), wishes to engage your company duly incorporated under the Laws of United Republic of Tanzania (hereinafter referred to as the "Contractor") in order to perform services in respect of Training for the Walking Safari Guide Training, in accordance with the following Contract:

1. Contract Documents

- 1.1 This Contract is subject to the UNDP General Conditions for Professional Services attached hereto as Annex I. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this letter and any other Annexes, unless otherwise expressly stated under section 4 of this letter, entitled "Special Conditions".
- 1.2 The Contractor and UNDP also agree to be bound by the provisions contained in the following documents, which shall take precedence over one another in case of conflict in the following order:
 - a) this letter;
 - b) the Terms of Reference which is a part of the RFP dated 17th September 2012.
 - c) The Contractor's Technical Proposal.
- 1.3 All the above shall form the Contract between the Contractor and UNDP, superseding the contents of any other negotiations and/or agreements, whether oral or in writing, pertaining to the subject of this Contract.

2. Obligations of the Contractor

- 2.1 The Contractor shall perform and complete the Services described in Annex II with due diligence and efficiency and in accordance with the Contract.
- 2.2 The Contractor shall provide the services of the following key personnel:

<u>Name</u>	<u>Specialization</u>
Ethan Kinsey	Lead Trainer and Coordinator
Pietro Luraschi	Ruaha Walking Safari Expert 1
Andrew Molinaro	Ruaha Walking Safari Expert 2
Mark Radloff	Firearms Instructor
Dr. Anol Kulkarni	Wilderness First Aid Instructor with Savanna Medicine
Krissie Clarke/Wayne Lotter	Independent Assessor (Interpretive Guides Society Standards)

EX

- 2.3 Any changes in the above key personnel shall require prior written approval of Mr. Titus Osundina, Deputy Country Office/Operations, UNDP.
- 2.4 The Contractor shall also provide all technical and administrative support needed in order to ensure the timely and satisfactory performance of the Services.
- 2.5 The Contractor shall submit to UNDP the deliverables specified in the TOR and various attachments.
- 2.6 All reports shall be written in the English language, and shall describe in detail the services rendered under the Contract during the period of time covered in such report. All reports shall be transmitted by the Contractor by mail to the address specified in 2.1 below.
- 2.7 The Contractor represents and warrants the accuracy of any information or data provided to UNDP for the purpose of entering into this Contract, as well as the quality of the deliverables and reports foreseen under this Contract in accordance with the highest industry and professional standards.

3. Price and Payment

- 3.1 In full consideration for the complete and satisfactory performance of the Services under this Contract, UNDP shall pay the Contractor a fixed contract price of USD 41,462.00 (United States Dollar Forty One Thousand Four Hundred and Sixty Two Only).
- 3.2 The price of this Contract is not subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Contract.
- 3.3 Payments effected by UNDP to the Contractor shall be deemed neither to relieve the Contractor of its obligations under this Contract nor as acceptance by UNDP of the Contractor's performance of the Services.
- 3.4 UNDP shall effect payments to the Contractor after acceptance by UNDP of the invoices submitted by the Contractor to the address specified in 2.1 below, upon achievement of the corresponding milestones and for the following amounts:

<u>Milestone</u>	<u>%</u>	<u>Amount (USD)</u>	<u>Target date</u>
1 st installment: For mobilization and start up of the assignment.	20%	8,292.40	05 th December 2012
2 nd installment: during the training	20%	8,292.40	10 th January 2013
3 rd installment: upon completion of training.	30%	12,438.60	31 st January 2013
Final installment: upon submission of training report.	30%	12,438.60	28 th February 2013

Invoices shall indicate the milestones achieved and corresponding amount payable.

4. Special conditions

No special conditions apply.

JK

5. Submission of invoices

5.1 An original invoice shall be submitted by mail by the Contractor for each payment under the Contract to the following address:

UNDP Office, International House, Garden Avenue/Shaaban Robert Street
P.O. Box 9182
Dar es Salaam, Tanzania.
Att: Registry

5.2 Invoices submitted by fax shall not be accepted by UNDP.

6. Time and manner of payment

6.1 Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an invoice or so advise the Contractor of its non-acceptance within a reasonable time from receipt.

6.2 All payments shall be made by UNDP to the following Bank account of the Contractor:

Bank Name:
Branch Name:
Name of account:

7. Entry into force. Time limits.

7.1 The Contract shall enter into force upon its signature by both parties.

7.2 The Contractor shall commence the performance of the Services on 30th November 2012 and shall complete the Services within the period specified in the attached work plan but no later than 28th February 2013.

7.3 All time limits contained in this Contract shall be deemed to be of the essence in respect of the performance of the Services.

8. Modifications

8.1 Any modification to this Contract shall require an amendment in writing between both parties duly signed by the authorized representative of the Contractor and the Deputy Country Director (Operations), UNDP.

9. Notifications

For the purpose of notifications under the Contract, the addresses of UNDP and the Contractor are as follows:

JK

For UNDP:

International House
Garden Avenue/Shasban Robert Street
PO Box 9182
Dar Es Salaam, Tanzania

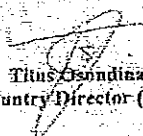
Tel: +255-22-266 8000	Fax: +255-22-266 8749	Cable: UNDEVPRO DAR ES SALAAM
e-mail: registry.tz@undp.org		

For the Contractor:

Name: SANJAN LTD
Address: P.O. Box 425, Arusha.
Mobile: +255 787146658
e-mail: ethan@ethan-kirsey.com Website: www.ethan-kirsey.com

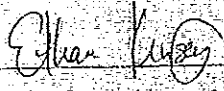
If the above terms and conditions meet with your agreement as they are typed in this letter and in the Contract Documents, please initial every page of this letter and its attachments and return to this office one original of this Contract, duly signed and dated.

Yours sincerely,


Titus Gondika
Deputy Country Director (Operations)

For: SANJAN LTD

Agreed and Accepted:

Signature: 
 Name: ETHAN KIRSEY
 Title: DIRECTOR
 Date: 02 - DEC - 2012