



**Request for price Quotation**

**TAN180351T-10168**

For

Capacity Building on Apitherapy

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## 1 Subject-matter of the request.

<b>SUBJECT-MATTER OF THE REQUEST</b>	
Capacity building on Apitherapy	
<b>ENABEL REFERENCES</b>	TAN180351T-10168

## 2 Instructions to tenderers

<b>CONTACT PERSON AT ENABEL during the procedure</b>	
<b>NAME:</b>	Mr. Lutufyo MWAKIPESILE
<b>FUNCTION:</b>	Procurement Officer
<b>ADDRESS:</b>	14/15 Masaki, Haile Selassie Road Oasis Office Park, 4th Floor. P.O Box 23209. Dar es Salaam United Republic of Tanzania

<b>INFORMATION REGARDING THE PROCEDURE</b>		
<b>RECEPTION OF PRICE QUOTATION</b>	<b>DATE:</b>	21/08/2024 at noon at the latest
	<b>EMAIL ADDRESS TO SUBMIT BID:</b>	<a href="mailto:lutufyo.mwakipesile@enabel.be">lutufyo.mwakipesile@enabel.be</a> + <a href="mailto:procurement.tza@enabel.be">procurement.tza@enabel.be</a>
<b>VALIDITY PERIOD OF THE TENDER:</b>	30 days	

### 3 Terms of reference on capacity building for apitherapy

#### 1. Introduction

##### 1.1 About Enabel

Enabel, the Belgian development agency, is an agency of the Belgian government. The agency executes the Belgian governmental cooperation projects as well as projects funded by other donors such as the European Union. In Tanzania, Enabel primarily implements projects in the domains of agriculture, water, and sanitation. One of the flagship projects for Enabel is the Beekeeping Value Chain Support project. This project is funded by the European Union Delegation in Tanzania and is covering the island of Pemba as well as the mainland regions of Katavi, Kigoma, Tabora, Shinyanga and Singida.

##### 1.2 Project Background

The beekeeping value chain has many constraints which are, among others, related to limited capacity of value chain actors and their poor coordination, weak performance of value chain service providers and the lack of an adequate enabling environment. The institutional capacity for demand-driven research and quality assurance needs further strengthening. The Ministry of Natural Resources and Tourism (MNRT), responsible for the development of the beekeeping sector, considers that the lack of adequate and appropriate processing and storage facilities, together with other constraints that restrict the marketing of honey, is one of the factors that hinder beekeeping sector development.

Within this context, the EU, under the 11<sup>th</sup> EDF National Indicative Programme for Tanzania, is financing the Action to support beekeeping sector to enhance its contribution to inclusive economic growth in Tanzania. The action, hereafter referred to as the Beekeeping Value Chain Support project, will improve the beekeeping value chain through enhanced quality production, value addition of bee products and strengthen trade and market access to local, regional, and international markets.

The intervention area for the Action covers the mainland regions of Tabora, Kigoma, Katavi, Singida, Shinyanga, and the whole of Pemba Island.

##### 1.3 Specific Objective and expected outputs of the beekeeping value chain support project

The specific objective of the project is: Quality honey produced in an environmentally sustainable manner leads to increased market penetration.

For achieving the specific objective of the project, the following three expected outputs will be pursued as follows:

**Expected Output 1:** Institutional capacity and enabling environment for beekeeping value chain actors is strengthened while enhancing women's empowerment

**Expected Output 2:** Capacities of beekeeping value chain actors improved, and management of bee reserves and apiaries enhanced

**Expected Output 3:** Market access and trade of bee products strengthened

For expected output 1 the project seeks to achieve the following sub-outputs:

- Policy and regulatory framework reviewed and upgrading strategy for value chain developed.
- Strengthened institutional capacity for training, extension, education, quality assurance and demand-driven research & innovation.
- Effective knowledge management.

For expected output 2 the project seeks to achieve the following sub-outputs:

- Increased quality honey production capacity.
- Improved supply chain for efficient aggregation of quality honey products.
- Improved performance of existing processing centres and the establishment of new viable processing centres are supported.
- Strengthened capacity for the provision of financial services.
- Establishment and sustainable management of bee reserves and bee forage areas in protected areas, village forest and state-owned forest.
- Regional activities coordinated.

For expected output 3 the project seeks to achieve the following sub-outputs:

- Business Support Organizations (BSOs) and Sector Associations enabled to advocate for business interests, and trade policies, including non-tariff barriers to trade at national, regional, and international levels.
- BSOs service portfolio and technical capacities enhanced.
- Access to trade information and market intelligence enhanced.
- Managerial and export capacities of honey and bee products processors and traders improved.
- Local, regional, and international business linkages established and strengthened.
- Enhanced access to business and financial management services.

The project is in its implementation phase and is expected to phase out in February 2026.

## **2. Objectives of the assignment**

In Strengthened institutional capacity for training, extension, education, quality assurance and demand-driven research & innovation. The project is upgrading inadequate training facilities of Beekeeping Training Institute (BTI) by constructing a dormitory for female students and facilitate to improve internet infrastructures. The project supported the review and development of tailor-made curriculum for improving the capacity for delivering effective and practical training to students and other actors in the value chain. The improved curriculum has the additional modules namely bee therapy, Api tourism, climate change and value additions.

The main aim of this assignment is to build the capacity of BTI tutors to comfortably deliver training to BTI student on the newly introduced modules on their curriculum. The specific objectives of this assignment are as follows:

1. Conduct Capacity Need Assessment of BTI tutors and students in regard to Apitherapy
2. Prepare Training Material, Training Guideline and Provide Training to BTI tutors on Apitherapy
3. Solicit feedback from tutors and students and use feedback to Improve the training manual and Guideline.
4. As part of the capacity Building to tutors – Conduct one session to BTI students on one topic of the module as part of the training.

## 5. Reporting

### **3. Scope of the consultancy**

This assignment focuses on building the capacity of tutor on the new modules incorporated in the BTI curriculum i.e. bee therapy.

### **4. Methodology and approach**

The assignment is forecasted to have four main phases:

- Need assessment
- Preparing the guideline and conducting training to tutors and improve the training guide and manual
- Train students as part of the training to tutor
- Reporting

### **5. Deliverables**

The consultant will be required to deliver the following outputs:

- Capacity Need Assessment of BTI tutors and students regarding Api-Therapy.
- Training Material, Training Guideline and Provide Training to BTI tutor on Apitherapy.
- Final report

### **6. Time frame**

This assignment is forecasted to take a total of 32 working days

<b>Task</b>	<b>Est. billable Days</b>
Capacity Need Assessment of BTI tutors and students	4
Prepare Training Materials and Guidelines	3
Conducting training to tutors	15
Train student as part of the training to tutor (2 days per NTA level both theory and practical)	5
Improve the training guide and manual	2
Reporting and presentation to Enabel	3
<b>Total duration</b>	<b>32</b>

## 4 Key personnel

To be selected the consultant must provide a curriculum vitae showing the following requirements:

<b>Experience of the consultant</b>
<p>Conduct Capacity Building for Beekeeping Training Institute (BTI) on Apitherapy</p> <p><u>1) Education</u></p> <p>Bachelor degree (MD, BA/Bsc or other relevant degree):</p> <p>Master's degree in medical therapy (Stem Cell Therapy), Phytotherapy, biological science, Biology, or related field. Extensive relevant experience may be accepted in lieu of the university degree.</p> <p><u>2) Experiences</u></p> <ul style="list-style-type: none"><li>• Proven understanding and experience in bee venom research and applications (at least 3 years)</li><li>• Proven Experience in application of bee products for human treatments (at least 3 years)</li><li>• Proven ability to coach professional trainers to apply and deliver knowledge and skills on apitherapy (at least 3 years)</li><li>• Three-year proven experience and ability to demonstrate clinical simulation of different bee products medicinal value on human body.</li><li>• Three years proven experience of conducting clinical trials using bee products with available documentation.</li><li>• Proven understanding of current application and perceptions on api-therapy around the world.</li><li>• Demonstrated understanding of medicinal content of more than four (4) bee products among (honey, propolis, royal jelly, bee pollen, beeswax, and bee venom)</li></ul>

## 5 Technical proposal

The tenderer will join to his bid a technical proposal of maximum 10 pages, where is describe how he will perform the services described in the Terms of Reference:

- understanding and interpretation of the terms of reference
- Methodology, Approach, and proposed report outline to the assignment, Timeframe

## 6 Evaluation of bids

The tender will be awarded to the best bidder regarding the following criteria:

	Description	Weight
Award Criteria	TOR understanding and interpretation	30%
	Methodology, Approach, and proposed report outline to the assignment, Timeframe	30%
	Price	40%



## **7 Service performance conditions.**

### **7.1 General remarks**

Except when specified otherwise in the order or any related contractual document of the contracting authority, these conditions apply to public contracts for services awarded in the name and on behalf of Enabel (contracting authority).

### **7.2 Conformity of performance**

The services must comply in all respects with the procurement documents. Even in the absence of specifications in the procurement documents, the services must comply in all aspects with good practice.

### **7.3 Execution modalities**

The start date, performance deadlines agreed as well as the instructions about the performance address must be strictly observed.

Any exceeding of the performance deadline, and this for whatever reason, may result by the expiry of the deadline in the application of a fine for late performance of 0.07% of the amount of the order per commenced week of delay. This fine is limited to a maximum of 10% of the total amount of the order.

In the event of excessive delay or other non-performance, the contracting authority can terminate the public contract and launch another request for price quote and have the services delivered by another provider. Any possible extra cost shall be borne by the defaulting service provider.

Any costs to which the contracting authority would be exposed and attributable to the defaulting service provider are borne by the latter and deducted from amounts owed.

### **7.4 Acceptance of the services**

The contracting authority disposes of a maximum verification term of thirty days starting on the end date of delivery of services to be accepted and to notify the result to the service provider.

### **7.5 Invoicing and payment**

Services will be paid to the service provider monthly, by applying the fee percentage offered for the services, according to the real progress of the works.

An approval from the Managing official about the quality of the documents is required before payment.

Invoice(s) will mention the name of the project “BEVAC”, the reference “TAN180351T-10168.” and “Enabel, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels)”. Invoice(s) will be submitted to:

Enabel Representation in Tanzania  
14/15 Masaki, Haile Selassie Road  
Oasis Office Park, 4th Floor  
P.O Box 23209  
Dar es Salaam  
Tanzania

Invoices in due form and not disputed are paid within 30 calendar days after acceptance.

## **7.6 VAT exemption**

Depending on the Project's Specific Cooperation Agreement under which the services are delivered, Enabel may be (yes or no) exempt from paying local VAT for the services obtained.

For Belgian VAT, the place of service delivery is determining.

## **7.7 Insurance**

The service provider is bound to take out any obligatory insurance and to take out or renew any necessary insurance for the good performance of this public contract, especially insurance covering "civil liability" and "occupational accidents", and this for the whole period of the assignment.

The service provider will send the contracting authority, upon simple demand, a copy of the insurance policies taken out by the service provider and proof of regular payment of the premiums that are borne by him.

## **7.8 Intellectual property rights**

The service provider integrally, definitively, and exclusively and without any financial compensation on top of the price(s) quoted in his tender, cedes any author rights or industrial property rights that it holds or will create in the context of this contract to Enabel. This cession will take place at the time of acceptance of the services or works that are protected by copyrights.

The service provider must assume, without limitation as to the amount, all payments of compensation, costs or expenditure ensuing from and borne by the contracting authority in a legal action, which is based on such a claim, provided the service provider has the right to overview the defence and negotiations with a view to an amicable settlement.

## **7.9 Obligation of confidentiality**

The service provider and its employees are bound by a duty of reserve concerning the information which comes to their knowledge during performance of this public contract. This information may not under any circumstances be communicated to third parties without the written consent of the contracting authority. The contractor may, nevertheless, list this contract as a reference, if he indicates its status correctly (e.g. 'in performance') and that the contracting authority has not withdrawn this consent due to poor contract performance.

Any commercial, organisational and/or technical information (all data, including, and this without limitation, the passwords, documents, schedules, plans, prototypes, figures) that the contractor gets hold of through this public contract remain the property of the contracting authority.

The GDPR applies to this public contract.

## **7.10 Deontological clauses**

In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of integrity (fraud, corruption, sexual exploitation and abuse, etc.) must be sent to the Integrity desk via [integrity@enabel.be](mailto:integrity@enabel.be).

Any failure to comply with one or more of the provisions of Enabel's ethical policies (<https://www.enabel.be/who-we-are/integrity/>) may lead to the termination of this contract and to the exclusion of the service provider from other public contracts for Enabel.

## **7.11 Complaints management and competent courts**

Only Belgian law applies to this public contract.

The parties commit to sincerely perform their engagements to ensure the good performance of the public contract.

In case of litigation or divergence of opinion between the contracting authority and the service provider, the parties will consult each other to find a solution. Where needed, the service provider may request mediation via e-mail to [complaints@enabel.be](mailto:complaints@enabel.be). See <https://www.enabel.be/content/complaints-management>.

Any litigation about the orders and these contract conditions are the exclusive competence of the Brussels Courts.

## 8 Tender forms to be signed by the tenderer

### 8.1 Identification form

<b>OFFICIAL NAME<sup>1</sup></b>				
<b>BUSINESS NAME (if different)</b>				
<b>ABBREVIATION</b>				
<b>LEGAL FORM</b>				
<b>ORGANISATION</b>	<b>FOR PROFIT</b>			
<b>TYPE</b>	<b>NON FOR PROFIT</b>	<b>NGO<sup>2</sup></b>	<b>YES</b>	<b>NO</b>
<b>MAIN REGISTRATION NUMBER<sup>3</sup></b>				
<b>SECONDARY REGISTRATION NUMBER (if applicable)</b>				
<b>PLACE OF MAIN</b>				
<b>REGISTRATION</b>	<b>CITY</b>	<b>COUNTRY</b>		
<b>DATE OF MAIN REGISTRATION</b>				
	<b>DD</b>	<b>MM</b>	<b>YYYY</b>	
<b>VAT number</b>				
<b>ADDRESS OF</b>				
<b>HEAD OFFICE</b>				
<b>POSTCODE</b>	<b>P.O. BOX</b>	<b>CITY</b>		
<b>COUNTRY</b>	<b>PHONE</b>			
<b>E-MAIL</b>				
<b>DATE</b>		<b>STAMP</b>		
<b>SIGNATURE OF AUTHORISED REPRESENTATIVE</b>				

<sup>1</sup> National denomination and its translation in EN or FR if existing.

<sup>2</sup> NGO = Non-Governmental Organisation, to be completed if NFPO is indicated.

<sup>3</sup> Registration number in the national register of companies. See table with corresponding denomination by country.

## 8.2 Declaration on honour – Exclusion grounds

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer declare that the tenderer is not in any of the following cases of exclusion:

1. The tenderer nor any of his directors was found guilty following **an indefeasible judgement** for one of the following offences:
  - 1° involvement in a **criminal organisation**
  - 2° **corruption**
  - 3° **fraud**
  - 4° **terrorist offence**, offence linked to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence.
  - 5° **money laundering or financing of terrorism**
  - 6° **child labour** and other trafficking in human beings
  - 7° employment of foreign citizens under illegal status
  - 8° creation of a shell company.

The exclusions based on this criterion apply for a 5-year term from the date of judgement (or the end of the offence for 7°).

2. The tenderer has failed to fulfil his obligations to **pay taxes or social security contributions**, i.e. Late payment for an amount more than EUR 3 000, except if the tenderer can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.

3. The tenderer is in **a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation** or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.

4. The tenderer or one of his directors has committed **serious professional misconduct which calls into question their integrity**.

The following are considered serious professional misconduct, among others:

- a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019
- b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019
- c. A breach of a legal regulatory provision applicable in the country of performance of the services regarding au sexual harassment on the workforce;
- d. The tenderer was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria or concealed this information.
- e. Where Enabel has sufficient plausible evidence to conclude that the tenderer has committed acts, entered into agreements, or entered arrangements to distort competition.

The presence of this tenderer on one of Enabel's exclusion lists because of such an act/agreement/arrangement is sufficiently plausible an element.

5. When a conflict of interest cannot be remedied by other, less intrusive measures.
6. When **significant or persistent failures** by the tenderer were detected during the execution of an **essential obligation** incumbent on him in the framework of a past contract concluded with Enabel or another contracting authority, when these failures have given rise to measures as of right, damages, or another comparable sanction. Failures to respect applicable obligations regarding environmental, social, and labour rights under European Union law, national law, labour agreements or international provisions on environmental, social, and labour rights are considered 'significant'.  
The presence of the tenderer on the exclusion list of Enabel because of such a failure serves as evidence.

7. The tenderer or one of his directors are on the lists of persons, groups, or entities subject to United Nations, European Union or Belgian financial sanctions:

For the United Nations, the lists can be consulted at the following address:  
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:  
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

<https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions>

[https://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-01-17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf)

For Belgium: <https://finance.belgium.be/en/treasury/financial-sanctions>

8. <...>If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

- I have / we have read and understood the articles about deontology of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management and I / we declare fully endorsing and respecting these articles.

Date

Place

Signature

### 8.3 Price form

By submitting this price quotation, the bidder commits to performing the public contract TAN180351T-10168 in conformity with the terms of reference and performance conditions of this public contract and explicitly declares accepting all conditions listed in the request for a price quote and renounces any derogatory provisions such as his own general sales conditions.

Description	Unit price	Total price in Euro Excl.VAT
Conducting Capacity Building for Beekeeping Training Institute (BTI) on Apitherapy	Lump sum	

Percentage of withholding tax to apply to the price services		%
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Please note that the services providers must count in their prices **withholding tax** for consultancies following the Tanzanian legislation.

Certified true and sincere,

Done at ....., on .....

## **8.4 Documents to be submitted – exhaustive list.**

1. Identification form of the tenderer
2. Documents 7.2 “Declaration on honour- Exclusion Grounds
3. Documents 7.3 “Tender form - Prices
4. Integrity statement
5. Technical proposal with amongst others how to address to deliverables mentioned and bidder's understanding of the TOR.
6. Attach CVs related to the assignment.
7. Copy of TIN Number