



**MUSLIM UNIVERSITY OF MOROGORO**

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**INVITATION TO TENDER (ITT) FOR UNDERTAKING SUPPLY AND  
INSTALLATION OF RADIO EQUIPMENT AND TESTING TRANSMISSION**

August 2009

**PART I**  
**INSTRUCTIONS TO TENDERS**

**1. INTRODUCTION**

Muslim University of Morogoro (MUM) wishes to appoint a contractor to undertake supply and conduct an installation service for Radio Transmission Equipment. This project will be financed by Tanzania Education Authority (TEA). This contractor is required to test the system so as to ensure its full functionality. The appointment shall be made through competitive bidding.

The services for which the Tenderer is invited are:

- a) To undertake Supply of Radio Transmission Equipment,
- b) To conduct Installation service involving integration of all types of cables/connectors and devices supplied for the Studio at the University Campus and for the Base Station at Bondwa Peak, and linking the systems, and
- c) To test the system and make ensure the studio broadcast is fully functional.

**2. BACKGROUND INFORMATION**

MUM is keen to produce graduates who can demonstrate informed and thoughtful as well as pragmatic approaches to their works and potential career. The Department of Mass Communication which offers an Undergraduate degree in Mass Communication has a radio studio equipped with Audio Mixer, Audio Recorder, DVD Player and DJ Microphones.

The studio provides an infrastructure for supporting practical training courses in broadcasting and enabling students learn essential skills and develop critical understanding of broadcast journalism. The training strongly emphasizes researching, writing, news-reading, interviewing, bulletin production, editing, reporting and understanding of broadcasting practices.

The Tanzania Communication Regulatory Authority has given MUM an opportunity of a license to run its radio station that will provide the invaluable practical experience to students, and air programmes to serve the local community.

However, the Studio is lacking some transmission equipment and links essential for broadcasting. The supply and installation of the equipment for which this tender is issued will enable MUM Radio to go on air. The air studio as the control room is located within the campus. The Base Station for maximizing the range of signal transmission will be at Bondwa, which is the highest peak (about 2120m above sea level) on the Uluguru Mountain. Here is also a TTCL mast, part of which will be rented for fixing a transmitter and the antenna systems.

**3. SCOPE OF WORK**

**3.1.0 Equipment Supply**

- 3.1.1 To undertake supply of all equipment and meet applicable standards.
- 3.1.2 To provide detailed pricing with Tender responses.

3.1.3 To provide detailed specifications with Tender responses.

**3.2.0 Installation Service at Campus**

3.2.1 To install STL transmitter in the studio and mount its antenna on the studio mast

3.2.2 To install the audio-mixer in the radio studio

**3.3.0 Transportation**

To transport the Base Station Equipment up the Bondwa Peak

**3.4.0 Installation Service at Bondwa Peak**

3.3.1 To install STL transmitter and mount its antenna on the TTCL mast

3.3.2 To install the Exciter and link it to the 2KW FM transmitter.

3.3.3 To install the 2KW FM transmitter and its small antenna

3.3.4 To programme the transmitter and match it properly with the large antennae system

3.3.5 To install the 5KVA Automatic Voltage Regulator.

**4. CLOSING DATE**

Tenders must be received before 4.00 p.m. Friday, 14<sup>th</sup> August, 2009.

The University shall not undertake to consider Tenders received after this time, unless it formally extends the closing date.

**5. DELIVERY SCHEDULE**

Date, Time and Place of opening of bids: Saturday, 15<sup>th</sup> August 2009 at 10.00 a.m. at Council Chamber, Muslim University of Morogoro.

Delivery within 45 days of placement of order upon the successful bidder but Bidders may state their earlier convenient delivery schedule on the Tender Summary Form.

Completion of Installation Service 5 days after delivery.

**6. Tender RECEIPT**

6.1 Tenders signed and dated must be received in sealed envelopes, before the stipulated date and time specified in the Invitation to Tender and marked as follows:

**“MUSLIM UNIVERSITY OF MOROGORO  
Tender for Supply and Installation of Radio Transmission Equipment”**

6.2 Tender packages should bear no reference to the tenderer by name

6.3 Tenders submitted after the time mentioned above shall be considered noncompliant.

6.4 A prospective Bidder requiring any clarification of the Tender Document may personally contact the Authority. However, submission of request for clarification will not entitle the Bidder to any extension of time in submission of the Tender Document.

**7. AMENDMENTS**

7.1 Amendments to a submitted Tender, which the Tenderer thinks necessary, will be permitted if received in writing in a sealed envelope, prior to Tender closing time, and detailed separately in the format set in Appendix A.

- 7.2 Where the University Authority agrees to amendments with a Tenderer to the contract document, then all amendments will be incorporated into the proposed contract by the Authority. This shall constitute a revised offer made by the Tenderer to the Authority. There will not be contract unless and until a form of Agreement has been signed by the Authority and the contractor, sealed by the Tenderer, and endorsed by the same party or parties who signed.

## **8. ELIGIBILITY AND INELIGIBILITY**

- 8.1 Tenders not provided in sealed envelopes, executed on the forms provided by the University, unsigned, improperly signed, illegible, containing arithmetical errors, erasures, and alterations, will be declared non-compliant. The “Tender Summary Form” must be signed.
- 8.2 Tenders submitted after the date and time specified will be declared non-compliant and will be returned to the Bidder unopened, or kept on file for Purchasing records at the discretion of the University
- 8.3 The bidder must be capable of demonstrating that the service requested within the invitation to tender can be provided. Hence the Bidder should be an authorized dealer/agent of the/for Broadcast and Professional products, if not Original Equipment Manufacturer
- 8.4 Prospective bidder must provide the following information within their tender:
- 8.4.1 A summary of the Company Structure, the full range of services/ business activities undertaken
- 8.4.2 Details of insurances held
- 8.4.3 Details of VAT registration
- 8.5. Reputed companies/firms, with relevant experience, preferably having an assured service for Broadcast and Professional products, must submit a proof in the form of testimonials/satisfactory performance certificates.
- 8.6 The Bidder should indicate, for the commissioned installation service, the name(s) and professional qualifications of the staff responsible for the execution of the installation service.

## **9. CONFIDENTIALITY OF INFORMATION**

All documents, information, specifications, or attachments provided by Muslim University of Morogoro and pertaining to this Tender remain the property of the University and shall be treated in strict confidence by the Bidder. No part of this Tender may be transmitted to, or discussed with a third party, nor reproductions made thereof, without prior written consent of the University, except that references may be sought from banks, existing or past clients, or other referees submitted by the tenderers.

## **10. OWNERSHIP OF TENDERS AND FREEDOM OF INFORMATION**

All documents, including Tenders submitted to the University become the property of the University. Any information the Bidder considers ‘personal information’ because of its proprietary nature should be marked as “confidential”, and will be subject to appropriate consideration.

## **11. COMMUNICATION**

- 11.1 All communication regarding this Bid Document shall be directed to the University contact named in the Bidder Document. The University will not assume responsibility for verbal instructions or suggestions. Should the Bidder find discrepancies in, or omissions from the specifications, or in doubt as to their meaning, the Bidder shall notify the University which may, if necessary, issue written addenda to all Bidders.
- 11.2 It is the Bidders responsibility to clarify interpretation on any item in these documents, by contacting the representatives in the Invitation to Tender. Clarifications requested by the Bidders must be submitted in writing by 10:00 a.m. five working days before the closing date. The reply will be in the form on an addendum, a copy of which will be forwarded to known Bidders not later than 1:00 p.m. four working days before the closing date.
- 11.3 The Bidder shall notify the University Authority immediately upon finding discrepancies or omissions from the Tender Documents.

## **12 CORPORATE REFERENCES**

Bidders shall provide three corporate references along with information on the type and scope of business that had provided with the particular organizations. The Bidder who has been the Supplier for a contract similar in nature to the one envisaged in this Tender, should provide that information, along with the name and telephone number of a contact person (See Part II). The University reserves the right to contact references without prior consent of the Bidder.

## **13 EVALUATION BY THE UNIVERSITY**

- 13.1 By using this invitation, the University Authority is not bound in any way and does not have to accept the lowest or any tender, and reserves the right not to award any contract or to accept the whole or any specific part of the tender unless the tenderer expressly stipulates otherwise.
- 13.2 The University shall fairly evaluate all valid Tenders and select the Tender most economically advantageous to the University (that is, value for money basis) and which, in the sole discretion of the University, is deemed to be in best interest of the University in terms of the criteria stated below:
  - 13.2.1 Price and Quality
  - 13.2.2 Compliance to Tender Specifications
  - 13.2.3 Compliance to Contractual Terms and Conditions
  - 13.2.4 Delivery/completion time
  - 13.2.5 Reliability/reputation of product being supplied
  - 13.2.6 Efficiency and effectiveness of Bidder's working methods
  - 13.2.7 Adaptability and modification potential to meet future University needs
  - 13.2.8 Insurance coverage envisaged being appropriate.
  - 13.2.9 Previous experience of providing the service
- 13.3 Where the University has stated specifications that must meet a "minimum" standard, a Bidder may include a project or product, which exceeds said standards provided there are advantages to the University in terms of operating or capital costs or other relevant factors.
- 13.4 The University reserves the right to clarify any portion of a Tender with any Bidder, and to negotiate with one or more Bidders during the evaluation process.

## **14. BIDDER INNOVATION**

The University encourages Bidder innovation. If a Bidder offers equipment or services different from those specified in the Tender, and, these may be of advantage to the University, Bidders are strongly encouraged to submit as many of these alternatives as they see fit. These should be clearly identified as “alternatives” and shall be considered at the sole discretion of the University.

## **15. INDUCEMENT**

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

## **16. DEBRIEFING**

Following the award of contract, debriefing may be offered to tenderer, if required.

## **17. TERMS AND CONDITIONS OF BIDDING**

### **17.1 BID SUBMISSION**

- 17.1.1 These terms and conditions constitute an integral part of this Invitation to Tender (Bid Document) and the registered Bidder acknowledges acceptance by using a format set out in Appendix B and signing the Tender Summary Form. Bid Submissions (Tenders) are to be submitted on the forms provided and/or in the format specified in the Bid Document. Furthermore, Tenders that do not include one signed copy of the Tender Summary Form will be rejected.
- 17.1.2 The submission of a Tender shall be deemed proof that the Bidder is satisfied with all provisions of the Bid Document. The University will not entertain claims based on assertion that the Bidder was uninformed or unaware of specifications, terms or conditions.
- 17.1.3 All Tenders shall be in enough detail to allow the University to determine the Bidder’s position from the documents received. The University may refuse to consider any Tender that does not include documentation or other information specified in the Bid Document.
- 17.1.4 All materials submitted in response to this Bid Document shall become the property of the University.
- 17.1.5 All costs incurred in preparing a Tender, or presenting or elaborating upon a Tender, shall be borne solely by the Bidder.
- 17.1.6 The University will evaluate Tenders based on the evaluation criteria specified in the Tender Document. The lowest of any Tender will not necessarily be accepted.
- 17.1.7 All items should be quoted in Tanzanians Shillings

### **17.2 PURCHASE ORDER (CONTRACT)**

- 17.2. 1. Unless waived or otherwise agreed in writing by the University, this Purchase Order and its terms and conditions shall not be altered, amended, varied, or modified. Any inconsistent or additional terms or conditions proposed by the Supplier are hereby rejected and shall not bind the University in any way. In the event that the terms and conditions of this Purchase Order are in conflict with, or differ from, the Supplier’s terms and conditions, the terms and conditions of this Purchase Order shall prevail.

- 17.2.2 The Supplier guarantees that equipment or services will be delivered in accordance with the specification, or quotation referenced or attached hereto, and agrees that this guarantee shall survive acceptance of equipment or services by the University. Equipment or services delivered which are not in accordance with this condition may be returned to the Supplier, or rectified by the Supplier, at the Supplier's expense, at the option of the University.
- 17.2.3. In the event of the Supplier's failure to deliver as and when specified, the University may cancel this Purchase Order in whole or in part without prejudice to other rights and remedies, and may return part or all of any shipment at the Supplier's expense.
- 17.2.4. Payments to bidder will be made by Tanzania Education Authority.
- 17.2.5. Regardless of payment, all equipment and services shall be subject to inspection and approval by the University without limitation as to time. The University may reject the equipment and/or services, in whole or in part, and/or terminate the Purchase Order if, in the opinion of the University, the equipment and/or services, in whole or in part, are unsatisfactory, non-conforming to Purchase Order Specifications, or if the Supplier has breached any term or condition of this Tender Document.
- 17.2.5.1. In the case of rejected equipment, the University may either return the equipment to the Supplier at the Supplier's risk and expense, or, advise the Supplier to remove the rejected equipment, at the Supplier's risk and expense, whereupon any responsibility of the University with respect to the rejected equipment shall absolutely cease.
- 17.2.5.2. In the case of rejected services, the University may either require the Supplier to re-perform the services at the Supplier's expense, or terminate the Purchase Order without payment and obtain the services from another source, at the Supplier's expense.
- 17..2..6. In addition to the University's rights and any Supplier warranties, and regardless of payment, the Supplier shall, at its own expense, replace any equipment or parts thereof or redo any services which become defective or unusable as a result of faulty manufacture, design, material or workmanship for a minimum period of not less than one (1) year unless otherwise specified from the date of acceptance:
- (a) of work and/or materials in the event such equipment and services are purchased for the University's use, or,
  - (b) by the University of the entire Project for the purposes of which the University ordered the equipment and services covered by this (contract) Purchase Order.
- 17.2.7. Specific warranties relating to equipment shall survive this clause. The Supplier warrants that the equipment or services covered by this Purchase Order.
- 17.2.8. The Supplier shall not assign or sub-contract its interest in this Purchase Order without the prior written consent of the University. The terms and Conditions of this Purchase Order shall survive any assignment, shall not relieve the supplier of its contractual obligations.
- 17.2.9. The Contract will run for a period of seven (7) weeks, beginning from Monday 31<sup>st</sup> August 2009 and ending 16<sup>th</sup> October 2009, unless terminated by the University Authority.

### **17.3 TERMS OF PAYMENT**

Disbursement of the funds will be made directly to the Supplier by Tanzania Education Authority (TEA) upon submission of the following documents to TEA:

- 1) Original Tax Invoice,
- 2) Delivery Notes,
- 3) Goods Received Notes, and
- 4) Signed Contract between the University and Supplier.

### **18. WARRANTY**

All equipment and system supplied by the Supplier shall be guaranteed against the defects for a period of not less the twelve (12) months from the date of commissioning of equipment and placing it in service.

### **19. FORCE MAJEURE**

Notwithstanding the provision of the tender, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or failure to perform its obligations under the Contract is the result of an event of Force Majeure (that is, the event is beyond the contract of the Bidder)

### **20. STANDARD OF PERFORMANCE**

- 20.1 The qualified Bidder shall carry out the services and obligations under the Contract with due diligence, efficiency and economy in accordance with generally accepted norms, techniques and practices used in the industry. The Bidder shall also adhere to professional standards recognized by international professional bodies. The Bidder shall employ appropriate advanced technology, safe and effective equipment, machinery, materials and methods. The Bidder shall act in respect of any matter relating to this Contract, as faithful advisor to the University.
- 20.2 The Bidder shall provide all services/facilities for undertaking supply, installation, integration and testing the equipment. The scope of integration material includes all types of cables/connectors, etc. required to make the broadcast system fully functional.
- 20.3 The Bidder shall furnish information, drawings and technical documents required for erection, operating and maintaining the equipment system.
- 20.4 The Bidders are advised to visit the Muslim University of Morogoro to see the Radio Studio at the Department of Mass Communication and the available infrastructure, in case they wish to do so.

**TENDER SUMMARY FORM**

S/N	Item & Address	Specification	Qty	Unit Price	Total Price	Warranty Details
1	Transmitter 2 KW  Address: Elenos  Broadcast Experience	a) 2 KW Solid State Transmitter made of MOS fet Amplifier 2 KW, 230V single phase 2 switching power supply with power factor control; High performance, Uninterruptable logic operation 10 X300W power modules coupled; Remote control, SMS external GSM modem.	1 set			
		(b) Exciter 100W (driver) Mos fet Technology, Microprocessor controlled, LCD graphic interface MPX IN, power adjustable from 0 to100W, Telemetry with SMS functions.	1 set			
	Via G. Amendola 9 – 44020  POGGIO RENATICO (FE) ITALY  didier@elenos.com  simona@elenos.com	c) Antennae System 7.5dB gain, max out 4KW / 7, 5 Db gain made of Aluminium dipoles AKG/ M 5, 5 m. cell flex cable ½” with 7/16”. 4 Dipole Wide Band 4KW, 5.5 m. Aluminium dipoles AKG/ M 5, 5 m. cell flex cable ½” with 7/16”. 4 Dipole Wide Band 4KW, 5.5 m. 5.5 m Cell flex cable ½” with 7/16” connectors. Power divider IN 7/8” OUT 4x7/16”. Power divider bracket.	1 set			
		d) 7/8” foam 50 OHM feeder cable dielectric con. Mounted, (80 m. length)				
2	Studio Transmitter Link (STL) with Antennae	a) Complete Radio STL Fq. 300 - 470 MHz Transmitter Link 12W Out, 1 unit. Rack LCD display.	1 set			

		b) 300 – 470 MHz Link Receiver, 1 unit Rack LCD display.	1 set			
		c) Corner Reflector Antenna Fq. 380-530 MHz.	2 sets			
		d) 1/2” Cell flex coaxial cable “N” mounted 100m length.	1 set			
3	Audio Mixer	8 Channel Oxygen for Broadcast Mixing during transmission.	1 set			
4	Digital Electronic Tape Recorders	Size (4’’x1’’x1/2’’) DDR-1232, Output power Max 80mW (speaker 8 Ohms) /Max 5 m W (earphone 16 ohm Frequency Response: / 300Hz-4Khz (Voice Recorder. Power source AAA*2 EA 10 hrs operating sampling. Memory Capacity 32 MB. Requirements: Ram 64MB, 20MB of free hdd space. OS: Windows 98, Me, 2000, XP. Features: Telephone recording Adapter included. Built-in Microphone. 32MB Memory. 19 Hours Record Time. Upload Cable and Software (not USB). Hi Fi Earphones. External “tie clip” Mic. Carrying Strap.	2 sets			
5	Automatic Voltage Regulator	5 KVA 50Hz	1 pc.			
6	Installation charges at MUM Studio/Mast, and at Bondwa; & labour charge for transportation of equipment up Bondwa peak.					

## 2. REFERENCES

Bidders shall provide three corporate references along with information on the type and scope of business that you are providing these organizations. If you have been the supplier for a contract similar in nature to the one envisaged in this Tender, provide that information, along with the name and telephone number of a contact person. The University reserves the right to contact references without prior consent of the Bidder

<b>Previous Scope &amp; Product Supplied</b>	<b>Age</b>	<b>Contact/ Telephone</b>

I declare that the information provided is true and correct to the best of my knowledge.

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Name of Bidder

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Signature

**APPENDIX A**

(FORMAT) PROPOSED AMENDMENTS TO THE CONTRACT DOCUMENTS

Document and Condition reference	Description of non-compliance and/or proposed amendment with revised wording	Explanation and rationale for any proposed amendments	Cost Adjustment applicable

**APPENDIX B**

INVITATION TO TENDER ACKNOWLEDGEMENT

Date: \_\_\_\_\_

To: Muslim University of Morogoro P. O. Box 1031 Morogoro, Tanzania	From:
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INVITATION TO TENDER FOR THE PROVISION OF \_\_\_\_\_

Your Invitation to Tender was received on \_\_\_\_\_

We intend to submit a tender by the required date.

We are unable/do not wish to submit a tender; our reasons are set out below.

The Invitation to Tender documentation is enclosed/is being returned under separate cover.

Please insert here your reasons or in a separate letter
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We confirm that we will treat all information supplied by the Authority as confidential.

We will not communicate any of that information or any documentation to any other party or make use of that information or documentation for any purpose other than preparation of a response to the Invitation to Tender.

Yours faithfully,

For and on behalf of: