



INVITATION FOR PRE-QUALIFICATION

CALL FOR EXPRESSION OF INTEREST FROM SUPPLIERS FOR PROVISION OF GOODS AND SERVICES IN THE FINANCIAL YEAR 2025.

RAFIKI-SDO is a Non- governmental and Nonprofit making organization working with children, youth, marginalized and vulnerable groups, families and their communities to reach their full potential by advocating their rights and tackling the causes of poverty and injustice. The organization was established in 2005 and registered under NGO Act of 2002, issued with registration number No.00NGO/R1/00226 to operate in Tanzania Mainland.

RAFIKI-SDO is currently inviting interested and eligible suppliers and service providers for various goods and services so that it can obtain a relevant list of the suppliers and service providers that can work with the organization during the financial year 2025 in the following list of goods and services:

CATEGORY I: GOODS/SUPPLIES

Lot Number	DESCRIPTION- GOODS/SUPPLIES/SERVICES	RAFIKI-SDO OFFICE LOCATION WHERE GOODS/SUPPLIES/SERVICES REQUIRED
1	Supply of general office stationary, cartridges and tonners.	Shinyanga, Mara, Geita and Kigoma.
2	Printing of T-shirts, school uniforms, backpacks, schools learning and teaching materials.	Shinyanga, Mara, Geita and Kigoma.
3	Supply and printing of business cards, newsletters flies brochures, fliers, branded stationary items, envelopes, calendars, diaries, mugs, coasts, T-shirts, Christmas cards. Magazine, banners, tear drops, branded tents and the related services	Shinyanga, Mara, Geita and Kigoma.
4	Supply and production of branded. Promotional and advertising material, signage, billboards, signboards, directional signs materials and the related services	Shinyanga, Mara, Geita and Kigoma.
5	Supply of office supplies (sugar, milk, tealeaves milo etc), consumables and cleaning materials)	Shinyanga, Mara, Geita and Kigoma.



6	Supply of general office equipment /machines-printers, scanners, laptops ,photocopy machines, projectors, cameras, and related equipment and services.	Shinyanga, Mara, Geita and Kigoma.
7	Supply of Furniture and furnishings (conference table and chairs, office tables & chairs .	Shinyanga, Mara, Geita and Kigoma.
8	Supply of Fuel (Diesel and Petrol).	Shinyanga, Mara, Geita and Kigoma.
9	Supply of motor vehicle and cycle spare parts and accessories	Shinyanga, Mara, Geita and Kigoma.
10	Supply of ICT consumables and its peripheral devices like mouse, adapter keyboards and others	Shinyanga, Mara, Geita and Kigoma.
11	Software like; accounting packages, M&E systems, Humana resource management system, and management related package installations.	Shinyanga, Mara, Geita and Kigoma.
12	Provision of photography and accompanied services	Shinyanga, Mara, Geita and Kigoma.
13	Supply of digital and social media services	Shinyanga, Mara, Geita and Kigoma.
14	Designing and printing staff ID Cards	Shinyanga, Mara, Geita and Kigoma.
15	Supply of motor vehicle accessories (seat covers, radio, floor carpets/car polish etc)	Shinyanga, Mara, Geita and Kigoma.
16	Supply of electrical appliances (refrigerators, television and water dispensers)	Shinyanga, Mara, Geita and Kigoma.
17	Supply of mattresses, mosquito nets/ bed sheets preferably manufacturers agents, wholesalers.	Shinyanga, Mara, Geita and Kigoma..
18	Supply of water buckets, soap, tooth paste tooth brushes petroleum jelly and other sanitary materials.	Shinyanga, Mara, Geita and Kigoma.
19	Supply repair/services of fire extinguishers and equipment	Shinyanga, Mara, Geita and Kigoma.
20	Supply of tents, chairs, tables and decoration services	Shinyanga, Mara, Geita and Kigoma.



CATEGORY II: SERVICES

21	Car rental services	Shinyanga, Mara, Geita and Kigoma.
22	Conference venues, hotel accommodation and catering services for trainings and meetings/workshops	Shinyanga, Mara, Geita and Kigoma.
23	Provision of Motor vehicle /cycle insurance services.	Shinyanga, Mara, Geita and Kigoma.
24	Provision of office Security services.	Shinyanga, Mara, Geita and Kigoma.
25	Provision of Internet services	Shinyanga, Mara, Geita and Kigoma.
26	Provision of travel agency services(air)	Shinyanga, Mara, Geita and Kigoma.
27	Provision of farmigation services	Shinyanga, Mara, Geita and Kigoma.
28	Provision of courier and mail order services	Shinyanga, Mara, Geita and Kigoma.
29	Provision of arts works (painting and signs writing services)	Shinyanga, Mara, Geita and Kigoma.
30	Production of video & audio documentary Production graphic design and layout	Shinyanga, Mara, Geita and Kigoma.
31	Provision of electronical services and maintenance	Shinyanga, Mara, Geita and Kigoma.

CATEGORY III: CONSULTANCY SERVICES

32	Provision of Auditing and Tax advisory services	Shinyanga, Mara, Geita and Kigoma.
33	Provision of computer applications and software development	Shinyanga, Mara, Geita and Kigoma.



REQUIRED DOCUMENTS FOR SUBMISSION ARE AS FOLLOWS

- A cover letter explaining reasons that made supplier or service provider be interested to respond to the request of expression.
- Tax clearance certificate.
- Certified copy of valid business license. Company profile (detailing information about goods/services provided by the company, list of contracts that the company had/has with clients with relevant evidence.
- VAT registration certificate (if applicable).
- Copy of TIN certificate or number.
- Certified copy of business registration.
- Copy of VRN certificate (if applicable).

The prospective suppliers may submit proposal for one or more category of goods/services.

1. Applications for pre-qualification should be submitted to Executive Director, Rafiki Social Development Organization, P.O Box 2078, Shinyanga. **Soft copies can be submitted through:** procurement@rafikisdo.or.tz.

Or one original copy in sealed envelope delivered to the nearest respective Rafiki-SDO offices: For Shinyanga region-Shinyanga Municipal Council; For Mara region-Musoma Municipal Council; For Geita and Kigoma region-Geita Town Council.

Deadline for submission is 15th December,2024 at 17:00 hours. Tender envelope must be clearly marked description, respective category of goods/service and lot number (s).

Rafiki-SDO will not be held responsible for any costs related to printing and submission of the bid documents.