



INVITATION FOR PRE-QUALIFICATION

CALL FOR EXPRESSION OF INTEREST FROM SUPPLIERS FOR PROVISION OF GOODS AND SERVICES IN THE FINANCIAL YEAR 2023.

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/00006336 to operate in 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 2023 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	Printing of T-shirts, school uniforms, backpacks, schools learning and teaching materials.	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
2	Supply of Sport gears:-football/netball valleyballs, basketballs jersey football shoes, trophies, whistles e.tc preferably manufacturers agents wholesalers safety equipment, boots driving gears, sports gears (jessy, football shoes, netballs, and other related sports gears)	Geita, Kigoma, Shinyanga
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, Kigoma, Rukwa, Kahama.
4	Supply and production of branded. Promotional and advertising material, signage, billboards, signboards,	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.



	directional signs materials and the related services	
5	Supply of office supplies (sugar, milk, tealeaves milo etc), consumables and cleaning materials)	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
6	Supply of general office equipments /machines-printers, scanners ,photocopy machines, projectors, cameras and related equipment and services-preferably authorized dealers, specialized and wholesalers	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
7	Supply of Furniture and furnishings-imported office furniture and fixtiure	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
8	Supply of Furniture and furnishings-imported office furniture and fixtiure-locally made office furniture and fixture	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
9	Supply of general office stationary, cartridges and tonners	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
10	Supply of motor vehicles.	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
11	Supply of motorcycles	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
12	Supply of Fuel (Diesel and Petrol).	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
13	Supply of motor vehicle and cycle spare parts and accessories	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
14	Supply of ICT consumables and its peripheral devices like mouse, adapter keyboards and others	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
15	Software like; accounting packages and management related package installation	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
16	Provision of photography and accompanied services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
17	Supply of digital and social media services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
18	Designing and printing staff ID Card	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
19	Supply of motor vehicle accessories (seat covers, radio, floor carpets/car polish etc)	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
20	Supply of electrical appliances (refrigerators, television and water dispensers)	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.



21	Supply of mattresses, mosquito nets/ bed sheets preferably manufacturers agents, wholesalers.	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
22	Supply of water buckets, soap, tooth paste tooth brushes petroleum jelly e.tc preferably manufacturers agents wholesaler	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
23	Supply repair, services of fire extinguishers and equipment	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
24	Supply of tents, chairs, tablet and decoration services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
25	Supply of medicine /drug, medical supplies and medical equipment	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
26	Production and supply of village Loan Association (VSLA)kits	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.

CATEGORY II: SERVICES

27	Provision of Motor vehicle hiring services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
28	Provision of Catering services and Conference Hall for trainings and meetings/workshops.	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
29	Accommodation services (Hotels)	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
30	Provision of Motor vehicle /cycle insurance services.	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
31	Provision of office Security services.	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
32	Provision of Internet services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
33	Provision of travel agency services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
34	Provision of hired PA (public Addressing) systems during the community's meetings	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
35	Provision of farmigation services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.
36	Provision of courier and mail order services	Shinyanga, Mara, Geita, Kigoma,Rukwa, Kahama.



37	Installation, services repair and maintenance of local Area network and PBX machines	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
38	Provision of arts works (painting and signs writing services)	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
39	Production of video & audio documentary Production graphic design and layout	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
40	Edutainment (Drama, perform arts, musician)	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
41	Provision of electronical services and maintenance	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.

CATEGORY III: CONSULTANCY SERVICES

43	Provision of Auditing and Tax advisory services	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
44	Provision of computer applications and software development	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
45	Development of M&E system	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
46	Development of Human Resource management systems	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.
47	Development of Back up system	Shinyanga, Mara, Geita, Kigoma, Rukwa, Kahama.

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.
- A copy of request for expression of interest that has been signed by a director or an authorized representative of supplier.
- 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; For Rukwa region-Sumbawanga Municipal Council.

Deadline for submission is 12th December, 2022 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.