



REPOA

INVITATION FOR PREQUALIFICATION AND QUOTATION

FOR

Tender No: REPOA/Q/GDS&NCS/2021

FOR

**The Supply of Goods and Provision of Non- Consultancy Services for
FY 2021 -2022**

1. REPOA has set aside funds towards the cost of **Supply and Provision of Various Goods, and Non-Consultancy Services for** Financial Years 2021-2022.
2. REPOA now intends to Pre-qualify eligible Suppliers and Service Providers for the **supply of Goods and Provision of Non- Consultancy Services** as listed in Table I.
3. All Tender documents in one original plus two (2) copies, properly filled in, and enclosed in plain envelopes marked (*description of goods/services to be supplied or provided*) must be delivered to the address below.
4. Tender will be conducted through the National Competitive Tendering procedures specified in the **REPOA Procurement and Asset Management Manual (2020 edition)** and is open to all registered firms for the following goods, and non-consultancy services:

Table I: Supply of Goods and Provision of Non- Consultancy Services

<i>SN</i>	<i>Quotation description</i>	<i>Quotation Number</i>	<i>Reference</i>
A	Goods and Supplies		
1.	Office Stationery and Supplies (OSS)		REP/T01/2021/OSS
2.	ICT equipment, accessories, software (ICT), and servicing		REP/T02/2021/ICT
3.	Cleaning materials, supplies, and groceries		REP/T03/2021/CSG
B	Non-Consultancy Services		
1.	Air Travel Reservations and Ticketing (AT)		REP/T01/2021/AT
2.	Insurance Brokerage (IB)		REP/T02/2021/IB
3.	Catering services (CAT)		REP/T03/2021/CAT
4.	Printing of various Publications (PP)		REP/T04/2021/PP

5. Interested and eligible applicants may obtain further information from and inspect the Tender Documents at **REPOA** at the indicated address below. A **complete set of Tender Documents** in English may be purchased by interested applicants on the submission of a written application to the address below and upon payment of a non-refundable fee of TZS. 100,000.00 (Tanzania Shillings One Hundred Thousand Only) or any other freely convertible currency. The method of payment shall be cash or banker's cheque in favour of the **Executive Director, REPOA**.
6. All Applicants must provide the following qualification information: **certified** copies of relevant professional registration certificates, valid business license, VAT/TIN registration, current Tax Clearance Certificate and lists of reputable clients, including at least three (3) non-governmental organizations (NGOs) served in the immediate past three years.
7. Application for Tender Documents should be submitted in sealed **envelopes** and delivered to the address in **30 days after publication of the invitation for tender in print media (through Mwananchi and Daily News Papers of 27th April 2021)** and be clearly marked "**Application for Tender Documents for Tender No.....** [**Applicant to insert number and description of the Tender.**"]

8. Applications will be opened immediately thereafter in the presence of applicants' representatives who choose to attend.
9. Late Tender documents, portion of Tender documents, electronic Tender documents and Tender documents not received, Tender documents not opened at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
10. All applications should be addressed to:

**The Executive Director,
REPOA,
Plot 157 Migombani/ REPOA Street,
Regent Estate,
P.O. Box 33223,
Dar es Salaam**

Tel: +255 22 2700083