



## INVITATION FOR PRE-QUALIFICATION

**PRE-QUALIFICATION NO: REPOA/Q-01/GDS & NCS/2023**

### PRE-QUALIFICATION OF SUPPLIERS FOR

#### **The Supply of Goods and Provision of Non- Consultancy Services for Financial Years 2023 and 2024**

REPOA is an independent, not for profit research organization established in 1994. REPOA's mission is to engage in policy research and dialogue that promote socio-economic transformation for inclusive development. The organization has three main objectives: to conduct and disseminate evidence-based research outputs to inform national policies and strategies; to strengthen the capacity of researchers and research users to enhance evidence-informed policymaking; and to contribute valuable inputs to enhance strategic engagement of development partners, international agencies, CSOs, and other non-state actors in the national development process.

REPOA invites applications for prequalification from interested suppliers (including current suppliers) for the supply of Goods and Provision of Non- Consultancy Services for the period between January 1, 2023, to December 31, 2024, as listed in Table 1.

**TABLE 1: SUPPLY OF GOODS AND PROVISION OF NON- CONSULTANCY SERVICES**

**CATEGORY A: GOODS AND SUPPLIES**

SN	Quotation description	Quotation Reference Number
1.	Office Stationery and Supplies (OSS)	REP/T01/2023/OSS
2.	Supply of ICT equipment, accessories, computer software, and hardware (ICT)	REP/T02/2023/ICT
3.	Cleaning materials, and other supplies (CS)	REP/T03/2023/CS
4.	Office furniture and fixtures (FF)	REP/T04/2023/FF
5.	Supply of Air Conditioners (AC)	REP/T05/2023/AC
6.	Supply of vehicle tires and accessories (TA)	REP/T06/2023/TA
7.	Office kitchen groceries and utensils (OKGU)	REP/T07/2023/OKGU

**CATEGORY B: NON-CONSULTANCY SERVICES**

SN	Quotation description	Quotation Reference Number
8.	Local and International Air Travel Reservations and Ticketing (AT)	REP/T08/2023/AT
9.	Provision of hotel accommodation and conference services - all regions in Tanzania Mainland and Zanzibar (AS)	REP/T9/2023/AS
10.	Catering services (CAT)	REP/T10/2023/CAT
11.	Printing of various documents including Publications, Policy briefs, Research reports, Books, etc. (PP)	REP/T11/2023/PP
12.	Provision of vehicle service and maintenance (VS)	REP/T12/2023/VS
13.	Provision of vehicle rental/hire services in Tanzania's mainland regions and Zanzibar (VR)	REP/T13/2023/VR
14.	Transportation of Printed materials and courier services (CS)	REP/T14/2023/CS
15.	Provision of internet services (IS)	REP/T15/2023/IS
16.	Provision of media performance monitoring services (MD)	REP/T16/2023/MD
17.	Provision of staff team building	REP/T17/2023/STB
18.	Servicing of General electronic equipment and devices, ICT equipment including printers, laptops, desktops, tablets, routers, etc. (S-ICT)	REP/T18/2023/S-ICT
19.	Maintenance of Air Conditioners (MAC)	REP/T19/2023/S-MAC
20.	Maintenance of office generator (MOG)	REP/T20/2023/S-MOG
21.	Printing of branding materials such as Brochures, Banners, T-shirts, pens, notebooks, and any other materials (PBM)	REP/T21/2023/S-PBM
22.	Provision of office cleaning, and gardening (CSG)	REP/T22/2023/S-CSG
23.	Provision of other strategic media & communication services for institutional & projects visibility, i.e., graphic designing, social media handling, website redesigning, photography, and videography, etc.	REP/T23/2023/S-OMS
24.	Provision of Insurance brokerage services excluding medical and life insurance (IBS)	REP/T24/2023/S-IBS
25.	Provision of office fumigation (OF)	REP/T25/2023/S-OF

- Interested candidates may obtain pre-qualification/registration of supplier's documents from at REPOA Dar es Salaam office during working hours: Monday to Friday (8.00AM - 1.00PM).
- The pre-qualification/registration of the supplier's documents are available on **Wednesday, the 22nd of February 2023 from 12:00 NOON** at a non-refundable fee of TZS. 100,000.00 (Tanzania Shillings One Hundred Thousand Only) or any other freely convertible currency per Lot. Payments will be made in cash and obtain an official receipt(s).
- All applications shall be submitted at REPOA's Tender Box in the Dar es Salaam office at or before **20<sup>th</sup> March 2023 at 1200 NOON**. Bids will be opened immediately thereafter in the presence of the bidders who choose to attend or their representatives at the REPOA, Dar es Salaam Conference Room.
- Late submitted pre-qualification/registration of supplier's documents, incomplete documents, electronic documents, and documents not opened at the pre-qualification opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

**All applications should be addressed to:**

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

**Tel: +255 22 2700083**

**REPOA reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision.**