



INVITATION FOR TENDER

TENDER ADVERT NO: REPOA/Q-01/GDS & NCS/2025 INVITATION FOR PREQUALIFICATION OF VENDORS FOR

The Supply of Goods and Provision of Non-Consultancy Services for FY 2025 -2027

REPOA is an independent, not for profit making research organization established in 1994. REPOA's mission is to engage in policy research and dialogue that promotes socioeconomic 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 making policy-making; 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 for the **Supply and Provision of Various Goods, and Non-Consultancy Services** for Financial Years 2025-2027, as listed in the table below.

All original tender documents, one for each quotation, properly filled in, and enclosed in plain envelopes marked with (a description of specific goods/services to be supplied or provided) must be delivered to the address below.

Tenders will be conducted through the National Competitive Tendering procedures specified in the REPOA Procurement and Asset Management Manual (2022 edition) and is open to all registered firms for the goods and non-consultancy services indicated in table below:

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

| SN | Quotation description | Quotation Number | Reference |
|----------|---|-------------------|-----------|
| A | Goods and Supplies | | |
| 1. | Supply of Office Stationery, Computer and Printer Consumables(OSS) | REP/T01/2025/OSS | |
| 2. | General electronic equipment and devices, ICT equipment, accessories, computer software and hardware such as printers, laptops, desktops, tablets, routers, power banks, hard drives, etc., (ICT) | REP/T02/2025/ICT | |
| 3. | Office furniture and fixtures (FF) | REP/T03/2025/FF | |
| 4. | Supply of Air Conditioners (AC) | REP/T04/2025/AC | |
| 5. | Supply of vehicle tires and accessories (TA) | REP/T05/2025/TA | |
| 6. | Supply of Office kitchen, groceries, and utensils (OKGU) | REP/T06/2025/OKGU | |
| B | Non-Consultancy Services | | |
| 7. | Local and International Air Travel Reservations and Ticketing (AT) | REP/T07/2025/AT | |
| 8. | Provision of hotel accommodation and conference services – Mwanza, Arusha, Dar es Salaam, Dodoma, Morogoro in Tanzania Mainland and Zanzibar (AS) | REP/T08/2025/AS | |
| 9. | Provision of Catering services (CAT) | REP/T09/2025/CAT | |
| 10. | Provision of vehicle service and maintenance (VS) | REP/T10/2025/VS | |
| 11. | Provision of vehicle rental/hire services in Tanzania's mainland regions and Zanzibar (VR) | REP/T11/2025/VR | |
| 12. | Transportation of Printed materials and courier services (CS) | REP/T12/2025/CS | |
| 13. | Provision of internet services (IS) | REP/T13/2025/IS | |
| 14. | Provision of professional layout & designing services to REPOA's print & online publications, including Books, Research Reports, Policy Briefs, Working Papers, etc. | REP/T14/2025/PLD | |
| 15. | Provision of branding materials such as brochures, banners, T-shirts, pens, notebooks, and any other related materials (PBM). | REP/T15/2025/BM | |

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| 16. | Provision of other Strategic Media & Communication Services for Institutional, including videography & photography services. | REP/T16/2025/SMC |
| 17. | Provision of printing services to REPOA's publications, including Policy Briefs, Research Reports, Books, etc. | REP/T17/2025/PS |
| 18. | Servicing General electronic equipment and devices, ICT equipment including printers, laptops, desktops, tablets, routers, etc. (S-ICT) | REP/T18/2025/S-ICT |
| 19. | Maintenance of Air Conditioners (MAC) | REP/T19/2025/S-MAC |
| 20. | Maintenance of office generator (MOG) | REP/T20/2025/S-MOG |
| 21. | Provision of office cleaning, tools, and supplies, as well as gardening services (CSG) | REP/T21/2025/CSG |
| 22. | Provision of Insurance brokerage services, excluding medical and life insurance (IBS) | REP/T22/2025/IBS |
| 23. | Provision of Fumigation Service for office and its environment (OEF) | REP/T23/2025/OEF |
| 24. | Provision of building maintenance and painting service (BMS) | REP/T24/2025/BMP |
| 25. | Provision of Live streaming for Workshops, Conferences, and Research Dissemination events (LS) | REP/T25/2025/LS |

Interested and eligible applicants may obtain further information and inspect the Tender Documents at REPOA Dar es Salaam office. A complete set of Tender Documents in English should be purchased by interested applicants on the submission of a written application letter 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 made at REPOA in exchange for the documents.

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, proof of EFD registration, and lists of reputable clients, including at least three (3) non-governmental organizations (NGOs) served in the immediate past two years.

Applicants should submit completed Tender Documents in sealed envelopes and delivered to the undersigned address within 14 days after publication of the invitation for tender in print media (through *Daily News* and *Mwananchi* newspapers and online clearly marked "Application for Tender Documents – Tender No... ["Applicant to insert number and description of the Tender"]

Applications will be opened at the REPOA Head office in Dar es Salaam at 14:00 hours on 17th July 2025, in the presence of applicants' representatives who choose to attend.

Late Tender documents, a portion of Tender documents, electronic Tender documents, Tender documents not received, and Tender documents not opened at the Tender opening ceremony shall not be accepted for evaluation, irrespective of the circumstances.

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**