

**INVITATION TO TENDER
FOR SUPPLY OF OFFICE CONSUMABLES AND
PROJECT SUPPLIES**

**TENDER NO:
GNTZ/MAO/T/2025/004**

**GOOD NEIGHBORS TANZANIA
MWANZA AREA OFFICE
P.O.BOX 367
MWANZA**

EMAIL: gntzmwanza@goodneighbors.or.tz

Invitation for Tender

Date: 4th May, 2025.

1. Good Neighbors Tanzania (GNTZ) has allocated funds for the financial year 2025. Part of these funds is intended to cover eligible payments under the contract for the procurement of office consumables and project supplies to support the operational needs of the Mwanza Area Office.
2. GNTZ Mwanza Area Office now invites sealed bids from eligible, competent, experienced suppliers for the supply and delivery of assorted office consumables and project supplies. The categories of items and technical specifications are detailed in the “Request for Quotation” section of this tender document.
3. This tender is open to all qualified suppliers. However, suppliers based in Mwanza Region are highly encouraged to apply.
4. Clarifications regarding the bidding document may be requested no later than five (5) working days before the submission deadline. Requests should be submitted to the Procurement Office at:
Good Neighbors Tanzania – Mwanza Area Office. Olympic Building, Plot No. 493 Block “KV”, Kirumba Valley, Ghana Area, along Airport Road, next to Rock City Mall, Ilemela District Or via email at: gntzmwanza@goodneighbors.or.tz
(Working hours: Monday to Thursday, 08:00 AM – 04:00 PM)
5. All tenders must be submitted electronically via the Good Neighbors Tanzania e-Procurement System using the following link: <https://kamili-live.truebitstech.com/en>
6. Deadline for submission: 10:00 AM, 24th June 2025. Tenders will be opened electronically immediately after the submission deadline.

BID DATA SHEET (BDS)

Part of the Instructions to Suppliers used to reflect specific terms and assignment conditions.

Procurement details	The subject of this procurement is the supply and delivery of assorted office consumables and project supplies to Good Neighbors Tanzania – Mwanza Area Office. All items must conform to the specifications outlined in the “Request for Quotation” section and must be in brand-new, unused condition with valid shelf-life where applicable.
Period of services	<p>The successful bidder shall be required to supply and deliver the listed consumables and supplies on a call-off basis over a period of six (6) months from the date of signing of contract.</p> <p>Deliveries will be made as per demand schedules issued by the GNTZ-MAO Procurement Office throughout the contract period.</p>
Delivery Address	Good Neighbors-Mwanza Area Office, Olympic building, 3rd floor Located along at Ghana along Airport Road next to Rock city mall on plot No 493 block “KV” Kirumba valley, Ilemela District
Tender Validity Period	Bids remain Valid for 90 days after submission date.
Language of Tender	The Tender prepared by the Tenderer, as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and Good Neighbors Mwanza Area Office shall be written in the English language .
Preparation and Instructions to Bid Submission	<p>The bidder shall submit both Technical and Financial bids.</p> <p>Note: Tenders that do not adhere to the provided instructions will be disqualified and will not undergo any further evaluation.</p>
Receipt, and Opening of Tenders	The completed Technical and Financial Bids must be submitted on or before the time and date stated. Any bid received after closing time for submission of bids shall not be accepted.
Eligibility of Tenderers.	<p>Eligibility of supplier</p> <p>To be eligible to participate in the tender process, a supplier must meet the following criteria by submitting the following documents.</p> <ul style="list-style-type: none"> ● Company Profile <p>(Provide comprehensive details about the products and services offered, including your physical address.).</p> <ul style="list-style-type: none"> ● Certificate of Registration/Incorporation

	<ul style="list-style-type: none"> ● Relevant Business License ● TIN ● Current Tax Clearance Certificate ● Bank Statement (current previous six month)-With Bank Stamp ● Specimen sample of EFD receipt with QR bar Code <p>*All documents should be up to date and related to the field applied.</p> <p>Note: Tenders that do not submit any of the above document will be disqualified and will not undergo any further evaluation.</p>
Evaluation of Tenders	<u>Evaluation of Technical Bids (40 points)</u>
	<p>The evaluation committee appointed by the GNTZ MAO shall evaluate the technical bids based on their responsiveness to Instruction to bid, applying the evaluation criteria as follows: -</p> <ul style="list-style-type: none"> * General experiences of Supplier (40 points) <p>Proven past performance in supplying office consumables and project supplies to NGOs, government institutions, or private organizations. Bidder must attach valid evidence (contracts and LPOs).</p> <ul style="list-style-type: none"> * More than 5 years of relevant experience: 40 points * 2-5 years of relevant experience: 30 points * 1-2 years of relevant experience: 20 points * Less than 1 years of relevant experience: 10 points * No Experience/Documents not attached: 0 points * Past experience submitted should be similar to the tender announced. * Documents that are faded, unclear, illegible, or appear to be altered, falsified, or forged will not be accepted and may lead to immediate disqualification. <p><u>The Minimum Technical Score required to Pass: 20 Points</u></p>
Evaluation of Tenders	<u>Evaluation of Financial Bid- (60 points)</u>

	<p>After Technical Proposal evaluation, firms that have secured the minimum qualifying mark for their Financial Proposal will be evaluated.</p> <p>The formula for determining the financial score (Sf) shall, unless an alternative formula is indicated in the Appendix “A”, be as follows: - $F_s = 100 * FM/F$ where F_s is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St)</p> <p>The bidder achieving the highest combined technical and financial score will be considered as a successful bidder. The combined technical and financial score is calculated: Technical Score + Financial Score.</p>
Negotiation	<p>Before Contract Signing GNTZ MAO may require Negotiation discussion with the successfully bidder relating to the following areas.</p> <ul style="list-style-type: none"> (a) A minor amendment to the conditions of Contract. (b) Delivery arrangements. (c) Clarifying information that was not apparent or could not be finalized at the time of tendering or price.
Inspection	<ul style="list-style-type: none"> a) The supplier's premises will be assessed its suitability and compliance with requirements. b) The supplied items will undergo a thorough inspection to ensure they meet specified standards before purchase. c) During the processing or production stage, an evaluation team will also inspect the materials to ensure compliance with technical specifications. d) Defective items may be rectified by the supplier, and re-inspection will ensure compliance with standards before final purchase.
Notification and award of contract	<p>All tenderers will be informed of the outcome of their proposals via e-Procurement system following tender evaluation and any necessary clarifications. Potential outcomes can be:</p> <ul style="list-style-type: none"> (a) Notification of Intent of award of contract. (b) Notification of Regret. <p>GNTZ MAO will award the Contract to the Tenderer whose tender has been determined to be substantially responsive to the tendering documents, who has all the rights and legal capacity to enter into a contract for procurement.</p>

Currency and Payment	<p>The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be in Tanzania Shillings.</p> <p>GNTZ MAO will make payment within 21 days after delivery of Items or Services. During delivery, Supplier shall provide Delivery Note, Invoice and EFD receipt. The payments will be made to the respective Account of Supplier or Company.</p> <p>No advance payments will be allowed in the Purchasing Process.</p>
Corrupt or fraudulent Practices	<p>GNTZ requires that bidders observe the highest standards of ethics during the selection and award of contract and also during the performance of the service or task.</p> <p>GNTZ will reject a proposal for award if it determines that the bidder recommended for awards has engaged in corrupt or fraudulent practices in competing for the contract in question. Bidders may raise any suspicion of misconduct or unfair treatment to email: gntzmwanza@goodneighbors.or.tz</p>
Compliance to safeguarding policy	<p>All tenderers shall conform to GNTZ Safeguarding Policy as below,</p> <ul style="list-style-type: none"> ● Supplier shall comply with the Convention on the Rights of the Child which requires that a child should be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. ● Supplier shall take all appropriate measures to prevent sexual harassment and sexual exploitation and abuse of anyone by themselves or its employees, or related personnel controlled by the Supplier in execution of this work. ● Sexual activity with any person under the age of 18 is prohibited. ● Exchange of money, employment, goods or goods for sex is prohibited. Any of these practices shall be grounds for elimination to participation on this tender.

Annex 1: Request for Quotation

	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE
1	Drinking water	500ml for Jambo water,	1bottle	
		1.5 litre for Jambo water	1 bottle	
2	Soda	500ml Take away bottles	1 bottle	
3	Juice	500ml Azam Mango Juice	1 bottle	
4	Sugar	Packed in 1kg (Kilombero)	1kg	
		Packed in 1kg (Kagera)	1kg	
5	Cooking Oil	Korie	1 litre	
		Korie	3 litre	
		Sunflower Singida	1 litre	
		Sunflower_Singida	3 litre	
6	Biscuits	Cream Sandwich Biscuit-Kreamy Brand	1 carton	
		Nice Chocolate Biscuit (85gm)	1 carton	
7	Milk powder	NIDO (1.8 kg)	1 pc	
8	Tea bags	Green tea (50g)	1 pc	
		African Pride Masala (50g)	1pc	
9	Coffee	Tanica (100g)	1 pc	
10	Milo	Nestle (400g)	1 pc	
11	Groundnuts	Roasted (150g)	1 pc	
		Crunchy Peanut (50g)	1 Carton	
12	Rice	Grade one	1 kg	
13	Hand Fascial Tissues	Shwari (100 sheets)	1 pc	
14	Dish washing Liquid	5 Litres	1 pc	
15	Laundry Bar Soap	Jamaa Brand	1 pc	
		Kleesoft Brand (700g)	1 pc	
		Nice One Brand	1 pc	
16	Powder Soap	Kleesoft (1kg)	1 pc	
		Doffi (1 kg)	1 pc	
		Family Detergent (1kg)	1 pc	
17	Body Oil	Vaseline Petroleum Jelly (368g)	1 pc	
18	Bed Sheets	Cotton (4x6)	1pc	
		Cotton (5x6)	1 pc	
19	Body Vest	Cotton (Small)	1 pc	
		Cotton (Medium)	1 pc	
		Cotton (Large)	1 pc	
20	Socks	Cotton	1 pair	
21	T-Shirts	Cotton (Small)	1 pc	
		Cotton (Medium)	1 pc	
		Cotton (Large)	1 pc	
22	Trousers	Jeans	1 pc	
23	Re-usable sanitary pads	Pack of 8 (Organic handloom 100% cotton top layer, breathable, Rash free)	1 pc	
24	Mattress	Comfy 4x6 (8 inches)	1 pc	
		Comfy 5x6 (8 inches)	1 pc	
25	Duvet	Cotton (5x6)	1 pc	
26	Mosquito Net	Round shape (5X6)	1 pc	
		Round shape (4x6)	1 pc	
TOTAL				

NB: Remember all your goods/services/supplies' prices should be VAT inclusive

Name: _____

Signature: _____

Date: ____/ ____/ 2025

Vendors/ suppliers / firms' stamp

