

BIDDING DOCUMENT

**SUPPLY OF OFFICE CONSUMABLES AND PROJECT SUPPLIES TO
GOOD NEIGHBORS TANZANIA-HEAD OFFICE, DAR ES SALAAM**

GOOD NEIGHBORS TANZANIA

P.O. BOX 33104

DAR ES SALAAM

GOOD NEIGHBORS TANZANIA

INVITATION FOR BID (IFB)

Bid No. GNTZ/HO/T/2025/005

FOR

SUPPLY OF OFFICE CONSUMABLES AND PROJECTS SUPPLIES TO GOOD NEIGHBORS TANZANIA HEAD OFFICE

1. Good Neighbors Tanzania (GNTZ) Invites interested bidders for supply of office consumables and project supplies to Good Neighbors Tanzania Head Office, Dar es Salaam.
2. Good Neighbors Tanzania (GNTZ) invites sealed bids from eligible suppliers who meet the requirements to supply stationery materials to Good Neighbors Tanzania Head Office, Dar es Salaam.
3. Existing or previous vendors under contract with GNTZ should not apply
4. Bidders may request clarifications regarding the bidding document up to five (5) days before the bid submission deadline, between 08:00 AM and 04:00 PM, Monday to Thursday (excluding public holidays).
*Requests must be sent via email to HOlogistics@goodneighbors.or.tz .
5. Tenders must be submitted online on or before **13th November 2025** [10:30AM]. The tenders will be opened on the same day, immediately following the submission deadline.
6. Interested applicants must submit their tenders electronically through the **Good Neighbors Tanzania e-Procurement System**.

[APPLY HERE](#)

BID DATA SHEET (BDS)

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

Procurement Details	The subject is to supply of office consumables and project supplies to Good Neighbors Tanzania Head Office.
Period of Service	The service period shall be for one (1) year. Deliveries shall be made upon issuance of a Local Purchase Order (LPO) for the specific items needed at a particular time within (1) year. The contract is renewable subject to satisfactory performance.
Tender Validity Period	Bids remain Valid for 120 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 Tanzania shall be written in the English language .
Preparation and Instruction to Bid Submission	The bidder shall submit both Technical and Financial bids. Tenders that do not adhere to the provided instructions will be disqualified and will not undergo any further evaluation.
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 the closing time for submission of bids shall not be accepted.
Evaluation of Tenders	<u>Evaluation of Tenders</u> The evaluation committee appointed shall evaluate the bids on the basis of their responsiveness to Instruction to bid, applying the evaluation criteria as follows: - Eligibility of supplier • Company Profile • Certificate of Registration/Incorporation • Business Licence • TIN Certificate • VRN Certificate (if applicable) • Tax Clearance Certificate • Bank Reference Letter. *All documents should be up to date and related to the field applied. Technical Evaluation (60 Marks) *The Minimum Technical Score required to Pass: 40 Marks A. General experiences of Supplier (24 Marks) • Provide three (3) Contracts or Purchase order, One-time contract or Fixed-term contract of similar assignments (supply of general items or office consumables).

	Accepted contract or purchase order with specific value for purchase shall be at least TZS 5,000,000 at flat rate marking. B. Reference Letter (15 Marks) • Provide three (3) reference letters related with the provided contracts from previous or current clients confirming performing similar assignment. • The reference letters shall be related to submitted contracts as per Part A (General experiences of Supplier). • Reference letter should have official address, phone number and email address. C. Logistical Capacity (12 Marks) • Provide evidence of availability of storage and distribution facility (Transportation) owned or leased. Ownership/lease agreements for premises and logistic means (supported with pictures,) • Provide evidence of transaction for leased or owned facilities. D. Financial Capability (9 Marks) • Evidence of capital availability (written statement justified by at least three selected specific indicators in your bank statements and audited financial statements provided) *Past experience submitted should be similar to the tender announced *Verification on past performed works, including proof of payment, will be conducted at a later stage of evaluation. 3. Financial Bid Evaluation The financial bid will present quotations or Price for implementing the assignment. Financial Proposal will be evaluated for bidders whose Technical Proposal have secured the minimum qualifying marks. • Financial Score will be determined based on the weighted comparison of the lowest bid price. Weighted score: 40 Marks (Note): • If a bidder submit contradicting documents or disagreeing documents which indicate abnormality without justification, the bidder shall be disqualified entirely. • If for example a selected invoice for support evidence differs with amount in bank statement, bidder has to provide comment in the bank statement or in the invoice with (hand written remarks) for the variation.
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	• All submitted documents will be subjected to a thorough comprehensive due diligence including requesting additional documents as may be necessary.
Negotiation	Before Contract Signing GNTZ may require Negotiation discussion with the successful bidder relating to the following areas. (a) A minor alteration to the technical details of the statement of requirements; (b) A minor amendment to the conditions of Contract; (c) Delivery arrangements; (d) Clarifying details that were not apparent or could not be finalised at the time of tendering; or (e) Price.
Notification and Award of Contract	All tenderers will be informed (via email) of the outcome of their proposals following tender evaluation and any necessary clarifications. Potential outcomes can be: (a) Notification for award of contract. (b) Notification of Regret. GNTZ 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.
Performance of Service	In contract execution supplier should consider the following, • Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation. • Approved sample for school desk shall not change, unless agreed before delivery of service.
Currency and Payment	- 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. - GNTZ will make payment within 21 Working 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. - No advance payments will be allowed in the Purchasing Process.
Termination of contract	GNTZ will terminate the Agreement If, i. Late deliveries occur during performance of contract ii. Supplier decides to change Item Brand without GNTZ consent. iii. Supplier deliver's items below standards expected by the Client. iv. Supplier doesn't adhere to the terms and conditions of the agreed service contract or mutual consents. v. Supplier doesn't adhere to ethical Standards. vi. Any other reason based on the laws and regulations of the

	United Republic of Tanzania.
Corrupt or fraudulent Practices	• 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. • 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:gntzHO@goodneighbors.or.tz
Compliance to Safeguarding Policy	All tenderers shall conform to GNTZ Safeguarding Policy as below, • Supplier shall comply with the Convention on the Rights of the Child which requires that a child shall 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 for supply of office consumables and project supplies to Good Neighbors Tanzania Head office, Dar es Salaam.

SN	ITEM	DESCRIPTION	QUANTITY	UNIT PRICE (VAT Inclusive)
1.	Drinking water	500ml for Hill water,	1bottle	
		1 litre for Hill water	1 bottle	
		Drinking water 18.9 L (Hill water)	1 bottle	
2.	Soda	500ml Take away bottles	1 bottle	
3.	Juice	500ml Azam Mango Juice	1 bottle	
4.	Disposable cup	Drinking water	1 set	
5.	Peanut butter	800g	1 pc	
6.	Blueband	450g	1 pc	
7.	Sugar	Packed in 1kg (Kilombero)	1kg	
		Packed in 1kg (Kagera)	1kg	
8.	Cooking Oil	Korie	1 litre	
		Korie	3 litre	
		Sundrop	1 litre	
		Sunflower_Singida	3 litre	
9.	Biscuits	Cream Sandwich Biscuit-Kreamy Brand	1 carton	
		Nice Chocolate Biscuit (85gm)	1 carton	
10.	Milk powder	Almundishi (2.5 kg)	1 tin	
11.	Tea bags	Green tea (50g)	1 pc	
		African Pride Masala (50g)	1pc	
12.	Coffee	Africafe	1 pc	
13.	Cocoa	200g	1 pc	
14.	Milo	Nestle (400g)	1 pc	
15.	Groundnuts	Roasted (150g)	1 pc	
		Crunchy Peanut (50g)	1 Carton	
16.	Rice	Grade one Super from Mbeya	1 kg	
17.	Beans	Soy/Yellow	1 kg	
18.	Flour	Super Sembe	1 kg	
19.	Sweet candy	Ivory or related	1 pkt	
20.	Pasta Noodles	Indomie (beef /chicken flavour)	1 pkt	
21.	Nailcutter	Large size	1 pc	
22.	Cap (unisex)	Medium/Large size	1 pc	
23.	Pillow	Fiber (Summary)	1 pc	
24.	Hand mirror	Medium size for face (	1 pc	
25.	Torch	Solar /battery use	1 pc	
26.	Water bottle	Hard plastic bottle	1 pc	
27.	Battery (Varta)	AAA	1 pc	
		AA	1 pc	
		C	1 pc	
		D1	1 pc	
28.	Tumber (Hot and Cold)	1.5 L	1 pc	
29.	Simple shoes for girls	Original Mossimo (7 to 18 yrs)	1 pc	
30.	Body lotion	Vaseline lotion large size (Aloevera/Cocoa butter etc)	1 pc	

31.	Hair oil	Coconut (large size)	1 pc	
32.	Hand Fascial Tissues	Shwari (100 sheets)	1 pc	
33.	Pad lock	Solex medium size	1 pc	
34.	Dish washing Liquid soap	5 Litres	1 pc	
35.	Dettol soap liquid soap	Medicate soap (large size)	1 pc	
36.	Laundry Bar Soap	Jamaa Brand	1 pc	
		Kleesoft Brand (700g)	1 pc	
		Nice One Brand	1 pc	
37.	Powder Soap	Kleesoft (1kg)	1 pc	
		Doffi (1 kg)	1 pc	
		Family Detergent (1kg)	1 pc	
38.	Body Oil	Vaseline Petroleum Jelly (368g)	1 pc	
39.	Bed Sheets	Cotton (4x6)	1pc	
		Cotton (5x6)	1 pc	
		Cotton (Pink /Blue for boarding school)	1 pc	
40.	Body Vest (Boys/Girls) White color	Cotton (Small)	1 pc	
		Cotton (Medium)	1 pc	
		Cotton (Large)	1 pc	
41.	School Socks	Cotton	1 pair	
42.	T-Shirts for boys	Cotton (Small)	1 pc	
		Cotton (Medium)	1 pc	
		Cotton (Large)	1 pc	
43.	Trousers	Jeans	1 pc	
44.	Dresses	Age 5-18	1 pc	
45.	Underwear for girls	Age 5-18	1 pc	
46.	Bra	Good quality Age 12-18	1 pc	
47.	Skin tight for girls	Cotton Age 5-18	1 pc	
48.	Boys' boxer	Age 5-18	1 pc	
49.	Deodorant	Axe,Nivea (small size)	1 pc	
50.	School shoes artificial leather	Age 5-18 (Girls/Boys)	1 pc	
51.	School uniform (Secondary)	boys trouser & shirt	1 pc	
		girls long skirt, shirt & hijab	1 pc	
		girls long skirt & shirt	1 pc	
52.	School uniform (Primary)	boys shorts & shirt	1 pc	
		girls long skirt, shirt &hijab	1 pc	
		girls long skirt & shirt	1 pc	
53.	Schol cloth (kitambaa cha shule)	Blue Masai (1 metre)	1 pc	
54.	Re-usable sanitary pads	Pack of 8 (Organic handloom 100% cotton top layer, breathable, Rash free)	1 pc	
55.	Soccer ball	For football	1 pc	
56.	Track suit	For school students	1 pc	
57.	Umbrella	Medium/Large size	1 pc	
58.	Towel	Medium/Large size	1 pc	
59.	Tooth brush	Colgate /Whitedent	1 pc	
60.	Tooth paste	Colgate /Whitedent	1 pc	
61.	Bicycle (9yrs to 18 yrs)	26-inch-high carbon steel material, unisex, Height 150-180CM, foot type ordinary pedals, 12 months warranty	1 pc	

62.	School sweater	Different color	1 pc	
63.	Ice Belt	Good quality	1 Pc	
64.	Bathing soap	Family soap	1 pc	
65.	Solar lamp	Large size	1 pc	
66.	Khanga	From Mombasa	1 pc	
		Normal	1 pc	
67.	Kitenge	Duanas brand	1 pc	
68.	Snickers	Timberland	1 pc	
		Air Jordan	1 pc	
		Nike	1 pc	
69.	Trunker	Medium size	1 pc	
		Large size	1 pc	
70.	Hand watch (Unisex)	Normal	1 pc	
		Digital	1 pc	
71.	Shoe Polish (Kiwi)	Liquid/ hard medium sie	1 pc	
		Liquid/hard large size	1 pc	
72.	Slippers	Bata	1 pc	
73.	Bucket	Small size	1 pc	
		Large size	1 pc	
74.	Mattress	Comfy/ Godoro Dododma 4x6 (8 inches)	1 pc	
		Comfy/Godoro Dodoma 5x6 (8 inches)	1 pc	
		Comfy/Godoro Dodoma 2.5x6 (8 inches)	1 pc	
		Comfy/Godoro Dodoma 3*6 *4	1 pc	
75.	Duvet	Cotton (5x6)	1 pc	
76.	Dera for women	Good quality	1 pc	
77.	Kikoi for women	Good quality	1 pc	
78.	Scalf (Mtandio)	Good quality	1 pc	
79.	Mortein Doom	Odoorless (big size)	1 pc	
80.	Mosquito Net	Round shape (5X6)	1 pc	
		Round shape (4x6)	1 pc	

