



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 **20th 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.