



**PRE-QUALIFICATION TENDER FOR SUPPLY/ PROVISION OF GOODS, SERVICES AND
WORKS FOR THE FINANCIAL YEARS 2023**

1.0 INTRODUCTION

Chama cha Uzazi na Malezi Bora Tanzania (UMATI) was established in 1959, it is an autonomous voluntary National NGO originally incorporated under CAP 337 in 1973, established under non-governmental organization act No 24 of 2002 in 2019 with registration number 00NGO/R2/000231 and Tax Identification Number 101 – 304 – 795. It is a full Member Association (MA) of the International Planned Parenthood Federation (IPPF).

UMATI works in partnership with the Ministry of Health, Ministry of Community Development, Gender, Women and Special Groups and Regional Administration and Local Government (PORALG) with the aim of providing Sexual and Reproductive Health (SRH) education, information and services in Tanzania. The Association has a long experience in SRH programs in Tanzania including pioneering in Family Planning (FP) services and SRHR education for young people and underserved through health facilities and in the communities. To achieve its goal, UMATI has been receiving multiple funding from multiple donors.

UMATI Vision:

A Tanzania where people are free to choose and exercise their Sexual and Reproductive Health and Rights without discrimination.

UMATI Mission:

To champion SRHR and provide information and services targeting the young and underserved.

UMATI Core Values:

Volunteerism, Innovation, Accountability, Non-Discrimination and Youth Focused

UMATI Geographical Operation Coverage

Dar es salaam, Morogoro, Dodoma, Iringa, Kilimanjaro, Mara, Songea, Mbinga, Tabora Katavi & Kigoma , Unguja and Pemba

1.1 Purposes of this Request for Information

The purpose of this exercise is to allow UMATI to assess supplier's responses and use the result assessment in future decision making in regarding to supply of the opportunities. Whilst it is the intent of UMATI to compare suppliers responses for the purpose of Pre-qualification and possible shortlisting for further consideration in business engagement.

Part 2- Instructions

This part set out instructions regarding submission of the responses to this pre-qualification process

2.1 Pre-qualification Key Dates

- The following key dates apply to this RFI:
- Date of Supplier briefing/site visit: **to be communicated**
- Pre-qualification Closing Date and Time: **As stated on the RFI advertisement**

2.2 Organization Contact

You can contact the following department for this pre-qualification process

Procurement and Logistics Officer

tenders@umati.or.tz

P.O. Box 1372, Dar es salaam

+255 222 150 156

2.3 Queries and questions during RFI Period

Suppliers are to direct any queries and questions regarding the pre-qualification content or process to the company contact. All questions should be submitted by email to tenders@umati.or.tz. UMATI may choose to convey responses to submitted questions and queries to all suppliers so that each is equally informed

UMATI is inviting interested reputable and competent vendors and services providers to submit their proposal the following goods services and works listed

Lot No.	CATEGORY	REGION TO BE SUPPLIED /PROVIDED
1	Design and printing of promotion materials e.g Books Manuals, T-Shirt, Banners, posters, brochures and any other related materials	Dar es salaam
2	Supply of Medical Drugs , Consumables, Reagents and Laboratory and Hospital Equipment's	Dar es salaam, Morogoro, Dodoma, Moshi, Songea and Mbinga
3	Service, repairs and maintenance of Medical and Laboratory Equipment's	Dar es salaam, Morogoro, Dodoma, Moshi, Songea and Mbinga
4	Supply of General Office Stationeries	Dar es salaam

	(Cartridges, Tonners, Box files, Printing papers etc)	
5	Supply of ICT Equipment and Accessories (Laptops, Desktops, UPS, Printers, scanner and heavy duty printers)	Dar es salaam
6	Provision of maintenance and services of IT Equipment(Laptops, Desktops, UPS, Printers, scanner and heavy duty printers)	Dar es salaam
7	Supply, Repair, Servicing of Fire Extinguishers and Equipment	All Regions
8	Supply of Tires and Tubes for Motor Vehicles preferably Importers, Dealers and Distributors	Dar es salaam
9	Provision of Kitchen and general office supplies and sundries	Dar es salaam
10	Provision of office Fumigation services	Dar es salaam
11	Provision of Hotel Accommodation and Conference Services	All Regions
12	Provision of Catering Services for Meetings, Training	Dar es salaam
13	Supply Motor Vehicles (four wheel vehicles and two wheel vehicles)	Dar es salaam
14	Provision of motor Vehicle Service, Repairs and Maintenance	Dar es salaam
15	Provision of Health Insurances Services i.e Medical Insurance	Dar es salaam
16	Provision of Properties' Insurances services i.e Vehicles, Buildings, Office Equipment's	Dar es salaam
17	Provision of Office Furniture's and fittings (local made and imported including filling cabinets, chairs, tables, shelves, waiting benches etc.	Dar es salaam
18	Provision of Sports gear materials	Dar es salaam
19	Supply of Air Conditioners, carry out maintenance and services	Dar es salaam
20	Provision of Air Ticketing Services	Dar es salaam
21	Construction/Rehabilitation/Renovation and minor repair of offices, clinics buildings	All Regions
22	Provision of Tents Services During Events	All Regions

23	Provision of Clearing and Forwarding services & Transportation of Parcels (Carrier Services)	All Regions
24	Provision of security services	All Regions
25	Provision of Safety and Clean water	Dar es salaam
26	Provision of Maintenances -Plumbing and Electrical works services	Dar es salaam

Interested suppliers wishing to provide the services in line with the above listed Services must submit the following documents for verification, without which the application will be disqualified.

1. Suppliers Profile Details

- a. Application Letter
- b. Suppliers Name (Trading and Registered)
- c. Contact Person
- d. Postal Address
- e. Physical Address (Street/Number/town or City/Country)
- f. Email Address:
- g. Supplier ownership information including details of Directors and other key office bearers
- h. Total number of employees

2. Suppliers Capabilities

- a. A description of the core supplier business, listing relevant examples (maximum of three) that support this description including copies of purchases orders etc
- b. Additional services, products and works outside of your core business
- c. Example (if any) of the services that supplier has provided to UMATI including the name of the company

3. Supplier Financials

- a. Details of suppliers financial background in particular latest annual report or latest financial statement

4. Certification

- a. Certificate of Incorporation/ company registration, TIN,VAT Certificate (if applicable) Business License
- b. Details of all certifications held i.e IOS OSHA, Sumatra, EWURA, TCRA, TMDA, CRB (Where applicable)

5. Other Information

- a. At least three current letters of recommendations from your major clients for supply of similar goods and services or works
- b. Confirmation that the supplier is providing EFD receipt (attach copy)

Important Note

1. In case of any discrepancy between this document and the pre-qualification notice, this document shall prevail
2. Only ONE copy (Original) of the application document shall be required for every category applied for.
3. Applicants must indicate on the outer envelope the category applied for
4. No samples shall be required for this exercise
5. Applicants shall submit and register a different document for each category applied for
6. UMATI reserve the right to reject any or all applications, to waive any defect or information and assumes no obligations whatsoever to compensate indemnity to the applicant for any expenses that they may incur in the preparation of bids and UMATI is not obliged to invite any bidders or quotations from any or all candidates that have expressed their interest by responding to this invitation.
7. To obtain the full tender document, please contact visit UMATI Website
8. Sealed one original proposal should be clearly market the “Lot Number and Description of the Lot”
9. Late applications will not be accepted for the valuation irrespective of any circumstances
10. All bid must be delivered either by hand, courier or registered post so as to reach UMATI Offices as per address below. The deadline for submission of the applications is **Wednesday 15th February 2023 at 17:00HRS local time.**

Chama Cha Uzazi na Malezi Bora Tanzania (UMATI)

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