

## KARIBU TANZANIA ORGANIZATION



### INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF GOODS AND SERVICES.

**TENDER REFERENCE NUMBER: KTO /PRC/0001/21**

#### **1. Introduction**

Karibu Tanzania Organization (KTO) is a national level Non-Governmental Organization working as an umbrella organization for the Folk Development Colleges ('FDCs') in Tanzania

Karibu Tanzania Organization is in a process of pre-qualifying suppliers for provision of goods and services for the financial year 2021-2023. Companies are invited to express their interest for the supply of goods and services to KTO as per below description.

Interested bidders must provide information indicating that they are qualified to provide the goods and services by submitting company's profile, description of similar services provided before, experience in similar conditions and to pre-finance requirements or orders made for an average period of at least 30-45 days.

Bidders must indicate both the category of supplies and Serial Number of the services they are intending to offer as indicated in the table below, failure to indicate the category and serial number of the services will lead to disqualification of the EOI.

KTO encourages every prospective service provider to prevent and avoid conflicts of interest. KTO implements a zero-tolerance policy on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against KTO, as well as third parties involved in KTO activities.

KTO has the right to reject a any applicant if it determines that the applicant has engaged in corrupt or fraudulent practices in competing for pre-qualification; and have any conflict of interest.

## 2. STATEMENT OF REQUIREMENTS.

| No                                  | Ref. Number      | Item Description                                                                                                                                                                                                             |
|-------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CATEGORY A – SUPPLY OF GOODS</b> |                  |                                                                                                                                                                                                                              |
| 1                                   | KTO/PROC/1/2021  | Supply of General Office Stationery i.e., Branded and not branded Photocopying paper, pens, files etc.                                                                                                                       |
| 2                                   | KTO /PROC/2/2021 | Design, Layout and Printing of branded promotional materials e.g., T-Shirts, caps, umbrellas, banners, fliers, bags, flash, books, membership cards, staff IDs, Business cards, Visitors passes & Car Passes, etc.           |
| 3                                   | KTO /PROC/3/2021 | Supply of Computers, Computer accessories and consumables e.g., tonner, Cartridges, Ant Virus, Soft wares router, mouse, keyboards, servers, laptops, UPS, EFD machines, shredders, printers/scanners, copiers & spare parts |
| 4                                   | KTO/PROC/4/2021  | Supply of general office equipment, Furniture and Fitting i.e., Office executive cabinet, chairs, tables, safes and partitioning.                                                                                            |
| 5                                   | KTO /PROC/5/2021 | Supply, Repair and Maintenance of Telephone and Telecommunication equipment. E.g., headsets, PABX and Accessories                                                                                                            |
| 6                                   | KTO/PROC/6/2021  | Supply and Delivery of Asset tags /stickers /printed books, logbooks                                                                                                                                                         |
| 7                                   | KTO /PROC/7/2021 | Tires and Tires Management Services and Batteries (in all sizes).                                                                                                                                                            |
| 8                                   | KTO /PROC/8/2021 | Supply of office Consumables and associated items i.e., Sugar, tea, milk, coffee, soap, Tissue general office and kitchen Consumables.                                                                                       |
| 9                                   | KTO /PROC/9/2021 | Fuels and Lubricants, and Motor Vehicle Services.                                                                                                                                                                            |
| 10                                  | KTO/PROC/10/2021 | Medical supplies and First Aid Kits9 e.g. drugs)                                                                                                                                                                             |
| 11                                  | KTO/PROC/11/2021 | Painting and decorative materials. i.e paints                                                                                                                                                                                |
| 12                                  | KTO/PROC/12/2021 | Supply of uniforms and sports equipment's                                                                                                                                                                                    |
| 13                                  | KTOPROC/13/2021  | Supply of signage's and billboards                                                                                                                                                                                           |
| 14                                  | KTO/PROC/14/2021 | Supply and Delivery of cleaning materials, detergent and toiletries                                                                                                                                                          |
| 15                                  | KTO/PROC/15/2021 | Supply & Printing of brochures, membership cards, staff IDs, Business cards, Visitors passes & Car Passes.                                                                                                                   |
| 16                                  | KTO/PROC/16/2021 | Supply of ECD Pedagogical Materials e.g. Children Toys,                                                                                                                                                                      |
| 17                                  | KTO/PROC/17/2021 | Supply, installation & maintenance of CCTV equipment.                                                                                                                                                                        |
| 18                                  | KTO/PROC/18/2021 | Supply of airtime and scratch cards.                                                                                                                                                                                         |
| 19                                  | KTO/PROC/19/2021 | Supply and delivery of new/used general motor vehicle spare parts for Toyota and Nissan                                                                                                                                      |
| 20                                  | KTO/PROC/20/2021 | Supply of Books eg. Children Story books, Secondary Education Books, Vocational Training books, adult learning books                                                                                                         |
| 21                                  | KTO/PROC/21/2021 | Supply of Motor Vehicles and Motorcycles                                                                                                                                                                                     |
| 22                                  | KTO/PROC/22/2021 | Supply of Generator                                                                                                                                                                                                          |
| 23                                  | KTO/PROC/23/2021 | Supply of Solar systems                                                                                                                                                                                                      |

| <b>CATEGORY B – PROVISION OF SERVICES</b> |                  |                                                                                                                                                                                                       |
|-------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24                                        | KTO/PROC/24/2021 | Provision of production of documentaries, TV and Radio infomercials.<br>Provision of Videography, Photography, audio Visual Production and editing.                                                   |
| 25                                        | KTO/PROC/25/2021 | Provision of printing services i.e. Printing of the official publications, of the Organization, Journal, brochures, flyers, booklets, Desktop calendars, Newsletters, Books, etc.                     |
| 26                                        | KTO/PROC/26/2021 | Provision of maintenance services for computers, printers, ups, anti- virus/IT security solutions, local/wide, Area Network and wireless Network etc.                                                 |
| 27                                        | KTO/PROC/27/2021 | Provision of hosting, ISP, internet services and maintenance services, Cyberoam, VPN, Security etc.                                                                                                   |
| 28                                        | KTO/PROC/28/2021 | Provision of Courier and Postage Services.                                                                                                                                                            |
| 29                                        | KTO/PROC/29/2021 | Provision of Fumigation Services and pest control                                                                                                                                                     |
| 30                                        | KTO/PROC/30/2021 | Recruitment Agencies/Consultancy (Human Resource Trainings, Recruitment services)                                                                                                                     |
| 31                                        | KTO/PROC/31/2021 | Labor Brokers (Casual labor Provision and Supervision)                                                                                                                                                |
| 32                                        | KTO/PROC/32/2021 | Breakdown Services                                                                                                                                                                                    |
| 33                                        | KTO/PROC/33/2021 | Provision of Electrical Services, Electrical Fittings & Accessories                                                                                                                                   |
| 34                                        | KTO/PROC/34/2021 | Provision of generators repair and maintenances                                                                                                                                                       |
| 35                                        | KTO/PROC/35/2021 | Provision of travel agency services, Air ticketing and arrangement                                                                                                                                    |
| 36                                        | KTO/PROC/36/2021 | Provision of Hotel and Conference, Facility Services for KTO events.                                                                                                                                  |
| 37                                        | KTO/PROC/37/2021 | Provision of Insurance Cover Services i.e., Medical and General Insurance, (in-out patient) (Open to Insurers and Brokerage firms).                                                                   |
| 38                                        | KTO/PROC/38/2021 | Provision of event management Services i.e., renting of tents and chairs and event planning                                                                                                           |
| 39                                        | KTO/PROC/39/2021 | Provision Of Assets valuations services                                                                                                                                                               |
| 40                                        | KTO/PROC/40/2021 | Fire Rescue & Emergency Ambulance Services                                                                                                                                                            |
| 41                                        | KTO/PROC/41/2021 | Provision of PR & advertising services                                                                                                                                                                |
| 42                                        | KTO/PROC/42/2021 | Provision of auctioneering services                                                                                                                                                                   |
| 43                                        | KTO/PROC/43/2021 | Provision of External Data backup services                                                                                                                                                            |
| 44                                        | KTO/PROC/44/2021 | Provision of audit, consultancy and tax services                                                                                                                                                      |
| 45                                        | KTO/PROC/45/2021 | Provision of legal services                                                                                                                                                                           |
| 46                                        | KTO/PROC/46/2021 | Provision of ICT Services                                                                                                                                                                             |
| 47                                        | KTO/PROC/47/2021 | Provision of Catering Services                                                                                                                                                                        |
| 48                                        | KTO/PROC/48/2021 | Provision of Accounting Software and Trainings                                                                                                                                                        |
| 49                                        | KTO/PROC/49/2021 | Provision of General Training services e.g. Early Childhood Development, Adult Learning, Safeguarding, Gender, Entrepreneurship, Career guidance and Counselling, Leadership and Management training. |
| 50                                        | KTO/PROC/50/2021 | Supply of Media and Studio Equipment, including studio maintenance services                                                                                                                           |

|    |                  |                                                                                                                                                    |
|----|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                  | e.g. camera, Mixer, light and Sound Engineers.                                                                                                     |
| 51 | KTO/PROC/51/2021 | Website design and Hosting                                                                                                                         |
| 52 | KTO/PROC/52/2021 | Database creation and Management                                                                                                                   |
| 53 | KTO/PROC/53/2021 | Provision of Transport services (transportation of Parcels, Vehicle hire etc)                                                                      |
| 54 | KTO/PROC/54/2021 | Supply of Professional Driving Services                                                                                                            |
| 55 | KTO/PROC/55/2021 | Provision of Moving Services                                                                                                                       |
| 56 | KTO/PROC/56/2021 | Provision of Consultancy services in E- Learning, Documentaries, Early Childhood Development of Early Childhood Development (ECD), Adult Learning, |
| 57 | KTO/PROC/57/2021 | Periodic Evaluation Services (Programs, Strategic plan etc)                                                                                        |
| 58 | KTO/PROC/58/2021 | Strategic plan development                                                                                                                         |

### **3. Submission of application**

Sealed and properly marked envelopes with application documents should be submitted to the KTO reception at INFOSYSY HOUSE, Plot 17, Mwindu Lane Ada Estate Kinondoni, or by Address of Karibu Tanzania Organization P.O.Box 13192, Dar es Salaam, Tanzania

Or Via Email: [info@ Kaributanzania.or.tz](mailto:info@kaributanzania.or.tz)

Interested bidders may obtain further information via email: [info@ Kaributanzania.or.tz](mailto:info@kaributanzania.or.tz)

### **4. Deadline for submission of application documents**

Applications must be received by KTO not later than **04:00pm 11<sup>th</sup> August 2021**.

Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.