

INVITATION FOR PRE-QUALIFICATIONS OF VENDORS FOR THE FINANCIAL YEAR 2020-2021

Tanzania Communication and Development Center (TCDC) is a local NGO formed as a spin-off of the Johns Hopkins Bloomberg School of Public Health Center for Communication Programs (JHUCCP), empowering Tanzanian households and communities through social behavior change communication (SBCC), SMART Advocacy geared towards social development.

Tanzania Communication and Development Center (TCDC) has set aside funds for its operations during financial year 2020/2021 and it intends to apply part of the proceeds of this funds to cover eligible payments under the contract for which this invitation is issued

Currently TCDC Implements Social, Behavior Change Communication (SBCC) Programs with projects on Malaria, HIV Aids, Maternal and Child Health (MCH), Family Planning, Reproductive child and maternal adolescence

TCDC Invites interested and qualified bidders in the following services and goods from one or more of the following categories. The period of performance is November 2020 – November 2021.

Category	Description of Good and Service
P01	Printing of SBCC and Promotional Materials
P02	Graphic Design Service
P03	Creative agency services includes campaign, design and production
P04	Media and Public Relations Management.
P05	Media Monitoring
P06	Provision of Mid Media/Experiential Marketing services.
P07	Event Management and facilitator
P08	Audio and Video Production
P09	Air Condition service repairs and maintenance
P10	Office Cleaning, Gardening and fumigation service
P11	Office Security
P12	Office furniture and fitting supply
P13	ICT Equipment Supplies and Maintenance
P14	Venues for Conferences and meetings in Dar Es Salaam and Regions
P15	Hotel accommodation service in Dar Es Salaam and Regions
P16	Health Insurance Service
P17	General Insurance Service
P18	Provision of Air Ticketing
P19	Provision of staff capacity buildings and training service
P20	Kitchen and General Office Supplies
P21	Stationary and cartridges Supplies
P22	Transportation service for good and materials
P23	Recruitments and Selection services
P24	Vehicle rentals (Four wheel drives particular off road trips)
P25	IT Support, web design and hosting
P26	Electronic material Supply
P27	Vehicle repair and maintenance in Dar Es Salaam and Regions
P28	Evaluation of Survey study and Data Collection
P29	Audit services P30 Legal Services
P31	Generator maintenance service
P32	Tyres supplies for office vehicle
P33	Fleet Management Service
P34	Repair, Rehabilitation and maintenance of office Building
P35	Consultant services on SBCC.

Qualified and competent vendors are invited to submit their application including **technical proposals** (separate proposal for each category interested on) describing internal capacity, past experience, indicating the clients/companies worked with (including contact details), physical address and provide all **legal documentations**.

Note:

1. Applicant organizations should be VAT registered and they must provide VAT Certificates.
2. For common use items, suppliers must be GPSA registered.

Thereafter a framework arrangement will be issued for successful suppliers/Service providers. Suppliers who are currently doing business with TCDC should re-apply for this pre-qualification. This Invitation is opened only to registered companies with internal capacity to provide the above services.

This pre-qualification shall not bide to any contractual obligations of the part of TCDC, hence TCDC shall not obliged to invite any tenders or quotations from any of all candidates that have expressed their interest by responding to this invitation.

All applications should be in hard copies. Enclose original application (includes proposal and legal documents) plus 2 copies of the application in one sealed envelope. **Application, clearly marked the category number on the left upper corner, should be addressed and submitted to the following.**

Tanzania Communication and Development Center (TCDC)
 Mikocheni B-Plot No 22, House No MKC/MCB/993 Mbuni Street
 P.O. Box 105170
 Dar-es-Salaam

TCDC shall not be responsible for misplacement or premature opening of the documents which are not sealed.

Address the documents to;

Procurement Secretariat
 Tanzania Communication and Development Center (TCDC)
 P.O. Box 105170
 Dar es Salaam

All applications must be received not later than Tuesday 27th October 2020 at 11:00 hrs local Time