

## INVITATION FOR PRE-QUALIFICATIONS OF VENDORS FOR THE YEAR 2025 to 2027

Tanzania Communication and Development Center (TCDC) is a local NGO, empowering Tanzanian households and communities through Social and Behavior Change (SBC) and SMART Advocacy geared towards social development.

TCDC works with the government of the United Republic of Tanzania on Social and Behavior Change and Advocacy strategies in the areas of health, social, and economic issues to improve the lives of Tanzanian communities. Currently, TCDC Implements Social and Behavior Change (SBC) and Advocacy interventions on Malaria, comprehensive HIV care and treatment, Water, Sanitation and Hygiene (WASH), Nutrition, Family Planning (FP) and Tuberculosis (TB), Reproductive, Maternal, Newborn, child and adolescence health (RMNCAH).

TCDC planned budget resources for its operations for the year 2025 to Year 2027 and intends to outsource parts of its project's activities to improve efficiency and effectiveness under the contract for which this invitation is issued.

TCDC invites all eligible, reputable, suitably qualified and competent vendors/bidders to submit sealed pre-qualification bid for supply of various goods and services for the financial years 2025 to 2027, in one or more of the following categories below. The objective of pre-qualification is to identify and shortlist competent firms/companies that will be called upon from time to time to quote/tender for supply of goods, services, and provision of consultancy during the period for TCDC.

Category Reference/ Lot No.	Supply of Goods
TCDC/SG-25.01	Supply of general office supplies/Kitchen items/Consumables
TCDC/SG-25.02	Supply of general office stationeries in all regions
TCDC/SG-25.03	Supply of Office furniture and fixtures
TCDC/SG-25.04	Supply of general electronic equipment's and devices/computers & IT Services including printers, laptops, desktops, computer hardware, software, teleconference facilities, routers, toners and accessories)
TCDC/SG-25.05	Supply and maintenance of ICT and office equipments.
TCDC/SG-25.06	Supply of vehicle tyres and accessories
TCDC/SG-25.07	Supply, Installation and Servicing of generator.
TCDC/SG-25.08	Supply and maintenance of air-conditions
TCDC/SG-25.09	Supply, Installation security alarms and provide security services for Dar -es-salaam Office
<b>Provision of Services</b>	
TCDC/PS-25-10	Provision of catering services in all regions and Zanzibar islands.
TCDC/PS-25-11	Provision of Accommodation services (Hotels and apartments) in all regions and Zanzibar Islands
TCDC/PS-25-12	Provision of Hotel Conference Services and Venue Hiring in all regions and Zanzibar Islands
TCDC/PS-25-13	Provision of Office cleaning and fumigation services
TCDC/PS-25-14	Provision of Service and Maintenance and repair of Vehicles
TCDC/PS-25-15	Provision of Car Rental/Hire services in all regions and Zanzibar islands
TCDC/PS-25-16	Provision of Insurance services for Vehicles
TCDC/PS-25-17	Provision of Legal service
TCDC/PS-25-18	Provision of Air Ticketing and travel agency services
TCDC/PS-25-19	Provision of Transportation of household goods, packaging of printing materials and Courier Services (parcels and goods/materials).
TCDC/PS-25-20	Provision of Printing of SBC Materials (T-shirts, Brochures, Booklets, Posters and related products
TCDC/PS-25-21	Provision of Internet Services
TCDC/PS-25-22	Provision of ICT Services, IT Support, Web design and Hosting
TCDC/PS-25-23	Provision of Medical Insurance
TCDC/PS-25-24	Provision of Media and campaign Monitoring Services
TCDC/PS-25-25	Provision of Experiential Marketing/Mid Media services (PSA, Road shows, Sports and Community theatres)
TCDC/PS-25-26	Provision of creative and Design Services
TCDC/PS-25-27	Provision of Film, video, audio production (Radio spots and jingle); Photography and Videography Services
TCDC/PS-25-28	Provision of Social Media Platform and Campaign Management
TCDC/PS-25-29	Provision of Audit Services
TCDC/PS-25-30	Provision of IVR Production
TCDC/PS-25-31	Provision of Events Organization and Management services
TCDC/PS-25-32	Provision of Consultant services in areas of Communications, Family Planning, Public Health Advocacy, Proposal writing, Research services, Survey and Data Collection; End line and Baseline studies; Strategy Development; Development of Policies and Manuals (HR, Procurements, Financial and Operations Manuals)
TCDC/PS-25-33	Provision of Capacity Building, Team Building, Training and Development services

Interested bidders may obtain **the Application forms from TCDC Web site download from [www.tcdctz.org](http://www.tcdctz.org).**

The shortlisting of eligible and qualified vendors/bidders in respective service /goods will be conducted through Open Competitive Tendering Procedures as specified in the TCDC Procurement Policy and Procedures;  
The Selection Criteria will include:

- Company profile and registration documents Enclose certificates from relevant authorities such as;
  - Business license,
  - Company certificate of incorporation/Registration,
  - Memorandum and Articles of Association,
  - VAT Registration Certificate (VRN) and TIN Certificate
  - Registration from relevant professional boards for Companies and Experts (if any),
  - Proof/Certificate of manufacturer dealership/Agent with reputable goods/service (if any,
  - Current physical location (which will be inspected for verification); that is a valid right of occupancy of office premises or lease contract,
  - Power of Attorney
  - TRA Tax compliance (Tax clearance certificate for year 2023-2024,
  - Current annual return updated in the BRELA online registration system/ORS detailed company search report
- Experience:** A minimum of three (3) years in business with a proven track
- Client's reference:** (At least three clients including business verification which are contracts or LPO)
- Audited Financial statements for two years of 2022 and 2023
- Portfolio:** Evidence of completed Health projects or campaign with NGOs or similar industry or sector

The Selection Criteria for LOT NO: TCDC/PS-25-25 (**This LOT will not be mixed with other categories in evaluation**) will include **additional to general criteria's above:**

- Financial Stability:** Evidence of financial statements (audited) for the past 3 years, bank statement and the company must have a capital of TZS 100 million.
- Documented proof of at least three (3) similar projects over 3 recent years (2022-2024)
- Reference from previous clients or testimonials at least three clients in similar or related industry.
- Proof of ownership or access to necessary equipment's relevant to field operations. Attach documents of ownership

Please note that in evaluating the submissions, consideration will be given to companies that comply with submission requirements, Eligibility Criteria's, Technical capacity, Financial Capacity, Reputations and references. Only eligible and qualified Companies will be considered.

Deadline for submission of the documents is **Wednesday 5th February 2025 at 12:00HRS/Noon**. Applications will be opened promptly thereafter in public and in the presence of bidder's representatives who will choose to attend the meeting.

Applicants must include one original and a copy of their tender document. The documents must be properly filled and enclosed in plain envelopes clearly marked "Pre-qualification for Provision/Supply of (put the name of the selected service/goods) - Not to be opened before Wednesday 5th February 2025 at 12:00HRS" hand-delivered or courier to TCDC through addresses provided below.

Late applications, portion of applications, and electronic applications not received, opened and read out in public at the tender opening ceremony shall not be considered for evaluation irrespective of circumstances.

Only eligible and qualified Companies and Experts with demonstrated experience and excellent track records in similar assignments will be considered. Potential supplier may be requested to submit further information prior to being included in any final list.

**Application MUST be addressed to;**  
**The Executive Director**  
**Tanzania Communication and Development Center (TCDC),**  
**P.o box 105170, Dar es Salaam, Tanzania.**  
**Physical Address: Mbuni Street/Mwai Kibaki Road, Mikocheni B, Plot no 22**