



**BANK OF TANZANIA
HEAD OFFICE**

INVITATION FOR PRE-QUALIFICATION OF LOCAL SUPPLIERS OF GOODS AND SERVICES FOR THE BOT HEAD OFFICE FOR THE YEAR 2009/2010

1. Bank of Tanzania Head Office intends to establish a list of local suppliers for the supply of goods and provision of services for the period of financial year 2009-2010.
2. Bank of Tanzania Head Office now invites applications from interested, competent suppliers for the supply of goods and provision of service for the period mentioned starting from 1st July, 2009.
3. **SUPPLIERS CATEGORIES**
 - (A) Auctioneers
 - (B) Clearing and forwarding Agents, & Cargo transportation
 - (C) Courier Services
 - (D) Florists
 - (E) Furniture and fittings
 - (F) Building Materials and Hardware
 - (G) Garages
 - (H) Computer and General Stationery
 - (I) Restaurants and Hotels Services
 - (J) Cutlery and Groceries
 - (K) Insurance Brokers
 - (L) ICT Equipment and Accessories
 - (M) Machinery and Equipments
 - (N) Medicine and Pharmacies
 - (O) Newspapers, Magazines, Periodicals, Books and Advertisements
 - (P) Printing services
 - (Q) Photographs and Video Production Companies
 - (R) Tour Operator, Car Hire and Shuttle Services
 - (S) Travel Agents
 - (T) Uniforms materials and Tailoring marts
 - (U) Supply of fuel and lubricants(petrol stations)
 - (V) Mobile phones and top up card dealers
 - (W) Copier Fax Consumables.

- (X) Medical equipments
 - (Y) Medical and general insurance
4. Applicants should submit information relating to: Business Name and address, physical location, Telephone, Fax, Bank details, Contact persons, Business license, TIN/VAT registration, and Tax clearance certificates.
 5. Applicants should provide information indicating their capability in supplying the goods or services in the categories being applied for. Such information may include: Firm's track record, CVs of key staff, proof of similar assignments undertaken, experience in the past three years, brochures or catalogues relevant to the applications, and Insurance covers if any.
 6. Short listed suppliers in the respective categories will be called upon to submit quotations as and when specific need arises. Purchase orders or contracts will then be issued on most competitive bids.
 7. Evaluation criteria will include among other thing the following:-
 - (i) Valid Business License.
 - (ii) Taxpayers Identification Number (TIN) Certificate.
 - (iii) Value added Tax (VAT) Certificate.
 - (iv) Certificate of Incorporation.
 - (v) Physical Business Premises.
 - (vi) Past experience and list of corporate customers served.
 - (vii) List of qualified Technical staff.
 - (viii) Provide documentary evidence of dealership or agency of Manufacturers in case of a specialized product.
 - (ix) Capacity of the Firm.
 - (x) Insurance for garages is compulsory
 - (xi) Tax clearance certificate
 - (xii) Firms track record.
 8. Applications in sealed plain envelop clearly marked in the name of the relevant category should be addressed and submitted to:-

SECRETARY
Central Tender Board
Bank of Tanzania
13th Floor, North Tower
10 Mirambo Street
P. O. Box 2939
Dar es Salaam

The closing date is 8th May, 2009 12:00 noon.