



**Invitation for Bids
for
Tender No.PA/082/2009-10/HQ/G/009
for the
SUPPLY OF STATIONERIES AND OFFICE SUPPLIES**

1. **The Bank of Tanzania** has set aside funds for its operations during the financial year **2009/2010**. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the Supply of Stationeries and Office Supplies.
2. The Bank of Tanzania now invites sealed bids from eligible Suppliers for the Supply of Stationeries and office supplies as follows.

LOT	DESCRIPTION	QUANTITY
1	GENERAL STATIONERIES.	VARIOUS
2	COMPUTER STATIONERIES	VARIOUS
3	COPIER FAX	VARIOUS
4	PRINTED FORMS	VARIOUS

3. The bidder may choose to quote for any or all lots but in all case bidder must quote for all items in each respective lot.
4. Bidding will be conducted through the national competitive tendering procedures specified in the Public Procurement (Goods, Works, Non-Consultant Service and Disposal of Public Assets by Tender) Regulations, 2005 - Government Notice No. 97 and is open to all Bidders as defined in the Regulations.
5. Interested eligible Bidders may obtain further information from and inspect the Bidding Documents at the office of the **Secretary, Central Tender Board**

at Bank of Tanzania Head Office at 10 Mirambo Street, 13th Floor, North Tower from 8.30 am-4.30 pm on Monday to Friday except on public holidays.

6. A complete set of Bidding Document(s) in English and additional sets may be purchased by interested Bidders on the submission of a written application to the address given under paragraph 5 above and upon payment of a non-refundable fee of **TZS 100,000.00**. Payment should either be by Electronic Payment transfer (Account Name: Tender Application Fee, Account Number.9944712601 or Banker's Cheque, payable to **Bank of Tanzania**.
7. All bids must be accompanied by a bid securing declaration in the format provided in the Bidding documents.
8. All bids in one original plus two copies, properly filled in, and enclosed in plain envelopes must be delivered to the address below at or before **11:00hours, Thursday 24th September, 2009**. Bids will be opened promptly thereafter in public and in the presence of Bidders' representatives who choose to attend in the opening at the **Bank of Tanzania Conference Room, 17th Floor, North Tower, 10 Mirambo Street**.
9. Late Bids, Portion of Bids, Electronic Bids, Bids not received, Bids not opened and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Governor

Bank of Tanzania