



## **BANK OF TANZANIA MBEYA BRANCH**

### **INVITATION FOR REGISTRATION OF LOCAL SUPPLIERS OF GOODS AND SERVICES FOR THE BOT MBEYA BRANCH FOR THE 2010/2011**

1. Bank of Tanzania Mbeya Branch intends to establish a list of local suppliers for the supply of goods and provision of services for the period of financial year 2010-2011.
2. Bank of Tanzania Mbeya Branch now invites applications from interested, competent suppliers for the supply of goods and provision of service for the period mentioned starting from **1<sup>st</sup> July, 2010**.

### **3. SUPPLIERS CATEGORIES**

- (A) Auctioning services
  - (B) Building and Civil Contractors
  - (C) Building Materials and Hardware
  - (D) Furniture and Fixtures
  - (E) Garages
  - (F) Computer and General Stationeries and Copier parts
  - (G) Hotels
  - (H) ICT Hardware and Accessories
  - (I) Machinery and Equipments
  - (J) Medicine and Medical equipments
  - (K) Petrol stations and Tyre dealers
  - (L) Printers
  - (M) Uniforms materials and Tailoring marts
4. Applicants should submit information relating to: Name and address, physical location, Telephone, Fax, Bank details, Contact persons, Business license, TIN and VAT.
  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 similar conditions, brochures or catalogues relevant to the applications, 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, criteria other things remaining equal.
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) Firms track record.
8. Applications in sealed plain envelop clearly marked in the name of the relevant category should be addressed and submitted to:-

Branch Director  
Bank of Tanzania  
P.O. Box 1203  
**MBEYA**

The closing date is **31<sup>st</sup> March, 2010 12:00** noon.