The School of St Jude

Tender Advertisment
Supply of Photocopy Papers to the School of St Jude

Want to work with one of the largest charities of its kind in Africa? Do you have experience in supplying office stationery to NGO's and non-profit organisations? Have you done work in a school environment? Does it sound like we're talking about you... Keep reading!

About Us

The School of St Jude is a pioneering leader in charitable education within Africa. We are giving 1,800 students, quality education, 100's of graduates' access to higher education. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

What you need

Interested parties are hereby invited to tender for the supply of the photocopy paper A4 to The School of St. Jude, Moshono Campus, Moshono, Arusha". Bidders are invited to submit their tenders for the supply of the said item.

Tender Reference: **TENDER NO: TSOSJ/PAPERS/April 2021/002**
Date: 15th April 2021

1. **Quantity required**
   Tenders are invited for the supply to the School of St Jude, Moshono, Arusha, Tanzania for quantity indicated under specifications and conditions.

2. **What you need to apply**
   To be eligible for consideration of your tender suppliers should submit the following:

- Name and postal & physical address of the company;
- Name of Director / Owner;
- A list of referees' companies that you have supplied in the last twelve months (when supplied, contract value, location of the client and contact details;
- Valid Business license and any other applicable trading licences;
- VAT and Tax Identification Number (TIN) registration;
- Must be able to provide a Proforma Invoice, Tax Invoice, Delivery Note and EFD receipts;
- The price should include transportation, loading and unloading to our Moshono Campus;
- Tendered price shall be fixed for a duration advised by the bidder but such duration be not less than 60 days;

3. **Specifications and conditions**

Photocopy Papers (A4) Mondi no. 1
Quantity 700 CTN

Fighting poverty
through education

PO Box 11875 Moshono, Arusha, Tanzania, East Africa
+255 758 305 776 +255 787 719 500 info@schoolofstjude.co.tz
www.schoolofstjude.org

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4. **Submission**
   All Tenders in one original properly filled in, and enclosed in plain envelopes shall be submitted with the necessary documents not later than 29th April 2021 16:00 hours in a sealed envelope clearly marked

   TENDER FOR SUPPLY OF PHOTOCOPY PAPERS TO THE SCHOOL OF ST JUDE MOSHONO CAMPUS to the following physical address:
   The Head of Purchasing
   The School of St Jude
   Moshono Campus
   P.O. Box 11875
   Arusha

5. **Opening of tenders**
   Tenders will be opened on in public on 30th April 2021 at 10 00 hours. All the Tenderers or their representatives must attend the tender opening at St. Jude's Boardroom, Moshono Campus. Any of the following reasons will lead to disqualification: Failure to attend, late submission of tenders, electronic tenders, and tenders not received, will not be accepted for the tender opening ceremony for evaluation irrespective of the circumstances.

6. **Notification of outcome**
   Bidders shall be notified within 7 days of the tender opening. St Jude's reserves the right to disclose how the outcome was obtained.

7. **Enquiries**
   Should you have any enquiries please contact:
   The Head of Purchasing
   The School of St Jude
   +255 693 141 235

7. **Notification of results**
   Tenderers will be notified within 7 working days of the tender results.

8. **No Solicitation statement**
   St Jude's conducts its activities in an honest, transparent and fair manner. All bidders will be given an equal opportunity and evaluated accordingly. Potential and/or any bidders shall not in any way attempt to influence the tendering process. Any form of solicitation in order for any bidder to be favored and/or for other bidders to be treated unfairly shall forthwith disqualify any bidder involved in such conduct

9. **Adherence to all instruction**
   Bidders are hereby encouraged to adhere to all instructions as provided above. Failure to follow instructions or partial fulfillment of instructions shall forthwith be a disqualification.

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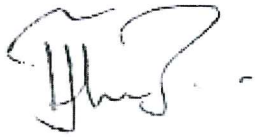
10. Quotations/Evaluation of bids

Quotations that are responsive, qualified and technically complaint will be ranked according to price. Award of contract will be made to the lowest price quotation by the issue of Purchase order.

11. Payments

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion/Goods receipt note.

Signed by;



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For and on behalf of the School of St Jude
Johnbosco Heshima
Finance Manager

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