

ACTIONS FOR DEVELOPMENT PROGRAMMES MBOZI (ADP MBOZI)



P.O. Box 204 Mbozi, Songwe Region, Tanzania
Tel. +255 (025)-2580095 Mob. +255 0754 398342, Fax: +255 (0252580312
E-Mail: adpmbozi@yahoo.com or info@adpmbozi.or.tz, Website: www.adpmbozi.or.tz

TENDER FOR SUPPLY OF STATIONERY AT ADP MBOZI

Actions for Development Programmes Mbozi (ADP Mbozi) is a Non - Governmental Organization established in 1986 as a project and registered as Trust Fund on 29th November, 1995. Following the changes in law governing the establishment of Non-Governmental Organization in 2002, ADP Mbozi was re-registered on 10th October, 2005 as an NGO with registration number 1639. ADP Mbozi became fully fledged national NGO after complying with Tanzania NGO law.

In 2024, ADP Mbozi has complied with changes in NGO's laws, through the registrar, to operate in 10 years term and re-registered in 2024 with the number 00NGO/R1/00367.

To-date ADP Mbozi is a leader in facilitating socio-economic empowerment of marginalized rural and urban communities in Tanzania mainland through promotion of food security in the context of climate change and improved nutrition, entrepreneurship and market development, addressing challenges of environment and community empowerment on gender, HIV and AIDS and good governance. Moreover, the organization considers the pandemic diseases in the course of program implementation and strives to strengthen its internal capacity in order to successfully implement the above-mentioned focus areas.

The headquarter of the organization is located in Vwawa Town, about 70 km from Mbeya city and along the Dar Es Salaam -Tunduma main road

Purpose of the Tender

ADP Mbozi invites qualified and reputable suppliers to submit sealed tenders for the supply and delivery of stationery items and services at the head office and project offices, that includes: General office stationery, printing materials, toners, cartridges, files, archiving and branded materials (if applicable)

1.1 Eligibility Criteria (Mandatory Requirements)

- You must have valid Business License: To prove that you are legally authorized to operate stationery business in Tanzania.
- TIN Certificate: To prove that you are registered with Tanzania Revenue Authority (TRA) for tax accountability purposes.
- VAT Certificate (if you have): So as to confirm that you are registered to charge and remit VAT as required by law.
- Tax Clearance Certificate: To prove of that you are fulfilled all tax obligations and has no outstanding tax liabilities.
- Company Profile: A summary document describing your background, experience, and capacity to deliver the required goods.
- Your actual bank details, to secure and verify financial transactions.
- BRELA Registration, to get evidence that your company is officially registered with the Business Registrations and Licensing Agency in Tanzania.

This ensures compliance with Tanzanian procurement standards.

1.2 Contract Terms

Here are the Contract Terms between ADP Mbozi and you as Supplier:

- Framework Agreement Duration: The contract will run for a specified period of 12 months during which the supplier will provide stationery as needed.
- Payment Terms: Payment will be made within an agreed period of 14–30 days after successful delivery and submission of a valid invoice and other important documents.
- Right to reject any tender: ADP Mbozi reserves the right to accept or reject any bid without obligation to provide justification.

- Partial Award Clause: The organization may award the contract to more than one supplier or for selected items only.
- Termination Clause: The contract may be terminated if the supplier fails to meet agreed terms and performance standards.
- Ethical Standards (Anti-Corruption Policy): The supplier must comply with ADP Mbozi's policies on integrity, transparency, and zero tolerance about corruption.

How to apply, and submit:

Interested suppliers should send an email with an application letter, and all important copies of Certificates as mentioned above

Submit to:

Executive Director,

ADP-Mbozi,

P. O. Box 204, Mbozi, Songwe

Email: adpmbozi@yahoo.com CC: info@adpmbozi.or.tz

Deadline: 20th March 2026 before 1530 EAT

Disclaimer: *ADP Mbozi, in any case, will not be involved in any costs associated with the application processes by the applicant to this tender.*