

THE EVANGELICAL LUTHERAN CHURCH IN TANZANIA



TENDER No. ELCT/KH/2024-26/HQ1

PREQUALIFICATION ADVERTISEMENT FOR SUPPLY OF GOODS, NON-CONSULTANCY AND CONSULTANCY SERVICES FOR EVANGELICAL LUTHERAN CHURCH IN TANZANIA – HEADQUARTER

SECTION I

- Following pre-qualification notice published on 9th May 2024, This is the invitation for pre-qualification to all service providers in United Republic of Tanzania for the supply of goods and services For Evangelical Lutheran Church In Tanzania – Headquarter.
- The Evangelical Lutheran Church of Tanzania and its Project and Programs have set aside funds for different operations during the financial year 2024-26. It is intended that part of the fund will be used to cover eligible payment under the contract for the Tender No. **ELCT/KH/2024-26/HQ1 for Supply of Goods, Non-Consultancy and Consultancy Services** and now invites sealed bids from eligible bidders (including current supplier's / service providers/ consultants), for pre-qualification for the supply of goods and services for the under listed;
- Interested Eligible bidders should highlight bids for supply of non-expertise goods/services in Central Zone and Lake Zone Separate from General Category.

TENDER NO. ELCT/KH/2024-26/HQ1 GENERAL LOCATION

(Bidders bidding for "General Location" for below categories A, B and C, their supplies and services will be required in all areas of operation for ELCT and its projects and programs. Bidders for Servicing Vehicles, Fuel, Hotel Accommodations and Conference Hall, Printing, Security and Maintenance will be accepted if they have facilities in all areas of ELCT projects including Dodoma, Singida and Lake Zone. With reference to Central and Lake Zone below, if bidder in "General Location" has facilities in the areas, should highlight for selection consideration)

Category A: Supply of Goods

Tender No.	Description of Goods
ELCT/KH/2024-26/HQ1/B/01	Supply of Office General Supplies, cleaning materials and machinery for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/02	Supply and Installation of Office furniture and fittings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/03	Supply and Installation of Handmade Office furniture and fittings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/04	Supply of Automobile, Spare parts, Tires and Tubes for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/05	Supply and Installation of wireless communication equipment, normal and networking devices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/06	Supply of General Stationaries, Tonners and Cartridges for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/07	Supply of Office Air Conditioners, Generators, CCTV and other related equipment for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/08	Supply of Computers, Printers, General ICT Equipment, Photo copiers and other Peripherals devices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/09	Supply of Protective gears, Tools, Medical and Non-Medical Supplies for ELCT Headquarter, its Project and Programs.

Category B: Non-Consulting Services

Tender No.	Description of Non- Consulting Services
ELCT/KH/2024-26/HQ1/B/NCS/01	Provision of Air Travel Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/02	Provision of Maintenance and Servicing Motor Vehicles for Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/03	Provision of Maintenance and Servicing MotorCycles and Other Machines for ELCT Headquarter, its Projects and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/04	Supply of Fuel and Lubricants vehicles, Motorcycles, and other machines for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/05	Provision of Hotel Accommodation, Conference Hall in all regions of Mainland Tanzania for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/06	Provision of Events Management and Planning for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/07	Provision of Printing and Branding Materials for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/08	Provision of Office Cleaning Services at ELCT HQ and Zonal offices for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/09	Provision of Maintenance and Servicing of computers, photocopiers, other peripherals, and air conditionings for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/10	Provision of Documentary, Videography and Photography for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/11	Provision of Media, Publicity and Communication Services for ELCT Headquarter, its Projects and Programs
ELCT/KH/2024-26/HQ1/B/NCS/12	Provision of General Insurance Services (Vehicle, ICT Equipment, Laptops, etc) for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/13	Provision of Internet Services for ELCT Headquarter, its Project and Programs.

ELCT/KH/2024-26/HQ1/B/NCS/14	Provision of Security services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/15	Provision of Fumigation Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/16	Provision of Airtime Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/NCS/17	Provision of Office Maintenance and Partitioning for ELCT Headquarter, its Project and Programs.

Category C: Consulting Services

ELCT/KH/2024-26/HQ1/B/CS/01	Provision of Audit Services for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/02	Provision of Office Maintenance and Partitioning for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/03	Provision for Training and Capacity Building for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/04	Provision for Research and Development for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/05	Provision for Monitoring and Evaluation for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/06	Provision of Development Models and Tools for Palliative Care for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/07	Provision of Development Models and Tools for Economic Strengthening for ELCT Headquarter, its Project and Programs.
ELCT/KH/2024-26/HQ1/B/CS/08	Provision For Legal Services for ELCT Headquarter, its Project and Programs.

CENTRAL ZONE AND LAKE ZONE ONLY (Dodoma, Singida and Mwanza)
(Only Bidders with facilities in respective regions should apply below categories to meet emergency procurements).

Category A: Supply of Goods

Tender No.	Description of Goods
ELCT/KH/2024-26/HQ1/D/01	Supply of Office General Supplies, cleaning materials and machinery
ELCT/KH/2024-26/HQ1/D/02	Supply and Installation of Office furniture and fittings at ELCT HQ and Zonal Offices.
ELCT/KH/2024-26/HQ1/D/03	Supply of General Stationaries, Tonners and Cartridges at ELCT HQ and Zonal Offices.

- Interested eligible bidders may download the pre-qualification document from ELCT website through the following links: www.elct.or.tz, www.elcthealth.tz and pay a non-refundable fee of Tsh. 100,000/= (One Hundred Thousand Shillings only) per document. Payment shall be made through Bank Name: **NBC BANK**, Account Name: **ELCT PALLIATIVE CARE PROGRAMME – CHAT**, Account No. **014103016737** and **MUST** attach payment receipt to each application form submitted as a proof of payment. Any application submitted without the receipt will be **REJECTED**.

- All applications should be **physically** delivered with **One original** and **One copy** for each line tendered, properly filled in and enclosed in plain envelopes clearly marked the relevant **Tender number and details of the tender (without the name of the applicant on top of the envelop)** before 2.00 pm, June 27th, 2024 at **1200hrs local time** and opened promptly thereafter as per address below;

**Secretary General,
The Evangelical Lutheran Church in Tanzania
Block 66, Boma Road
P.O.BOX 3033,
Arusha-Tanzania.**

- ELCT shall not be responsible for misplacement or premature opening of the documents, which are not sealed, reserves the right to accept or reject any application and is not bound to give reasons for its decision;.
- Late Applications, portion of applications and applications not received, applications not opened and read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Interested applicants may obtain further information by contacting the procuring department through; **Email: procurement@elct.or.tz** 08:00-15:30 on Mondays to Fridays inclusive except on public holidays.

Note: ELCT is committed to the highest ethical standards of transparency, openness, and accountability in its affairs. ELCT promote a "Zero tolerance" policy towards fraud and corruption. All communications should be channeled to the provided official correspondence email above.

**SECRETARY GENERAL
Evangelical Lutheran Church in Tanzania-Head Quarter,
Block 66, Boma Road, Arusha
Tel: 027 250 8855/7, Fax 027 254 8858
Email: procurement@elct.or.tz;**