



TERMS OF REFERENCE FOR THE SUPPLY OF STATIONERY AND KITCHEN SUPPLIES TO TANZANIA MORTGAGE REFINANCE COMPANY

1.0 BACKGROUND

Tanzania Mortgage Refinance Co. Ltd (TMRC) is a private sector company which was incorporated in January 2010 and started operations in January 2011 to implement the Housing Finance Project (HFP) on the development of mortgage market in Tanzania. TMRC is licensed by the Bank of Tanzania (BOT) as a non-deposit taking institution with open Membership to banks and non-banking institutions which have an interest in the development of the housing sector.

TMRC hereby invites licensed interested companies to submit their bid for the procurement of Office Stationaries and Kitchen Utensils to meet the operational needs of the company.

- **Country:** Tanzania
- **Summary:** Supply of Stationer and Kitchen Utensils
- **Deadline:** 20th June 2025
- **Financier:** Self Financed
- **Purchaser Ownership:** Private
- **Tender Value:** Refer Document
- **Notice Type:** Tender
- **Document Ref. No:** TMRC/Admin tenders/2025/01
- **Purchaser's Detail:**
- Purchaser: Tanzania Mortgage Refinance Company Limited

[Disclaimer: For Exact Organization/Tendering Authority details, please refer the tender notice.]

Description

Supply of Kitchen utensils and Stationery

Tender Category: Goods

Tender Subcategory: Open Framework Contract for Supplies of Goods

2. SCOPE OF WORK

The invitation to the tender is divided into the following two (2) Lots.

- i. General stationery
- ii. Kitchen Utensils

2.1 General Stationaries

Below are the items to be provided.

S/N	STATIONARIES PROCURED PER YEAR
1	Number of printing reams A4 size 200 reams and A3 size 50 reams.
2	Envelopes Sizes A4 1,000 copies A3 1,000 small size 300 copies
3	Pen (in blue 15 boxes, 3 black boxes)
4	Yell stickers -30 pcs
5	Sign here mark-30 pcs
6	Stapler machines- 10
7	Staple pins (large and small size) 10 boxes
8	Punching machines -20
9	Rulers-20
10	Writing pads-30
11	Transparent paper holders -10
12	Legal papers-100
13	Notaria Seal -300pc per year
14	Box files-20 monthly -100 per year
15	Spring files -50
16	Documents dividers 100 cps with 1-31 pages
17	Letter holder small folders

Below are the items for Kitchen Utensils to be purchased.

S/N	KITCHEN SUPPLIES PER SIX MONTHS.
1.	Milk Powder at least 10kg per month x 6
2.	Sugar at least 20 kgs x 6 months and Natural honey 15 litres for 6 months.
3.	Green tea 10 boxes, African pride tea 10 boxes, tea masala 10 boxes per months 6
4.	Coffee -café 3kg per month x6 (Africafe)
5.	Tea masala-10 boxes per month x 6
6.	Tea masala spices -10 bottles (Tropical heat)
7.	Milo-2kg per month x 6

8.	Cocoa -2kg per month x 6
9.	Salt-Celtic salt 6 packates
10.	Peptang sweet chill 12 bottles
11.	Antibacterial hand wash soaps -10 liters, Dettol 5 liters, dish washing detergents each 5litres per, vim, Omo 5kg.
12.	Soviet tissues-3 boxes 6 months
13.	Kitchen towels 6 pcs
14.	Kilimanjaro water ½ litre (10 carton per month x 6) Kili 1 litre x 5 cartons
15.	Kisima water – 20 litre x10 per month x 6 months
16.	Kisima water mini 16 litre x10 per month x 6 months.
17.	Garbage bags small-2 pkt x 6 months, large bags 2pkt x6 months
18.	Toothpick floss 20 sets
19.	Cashewnuts 10kg per month x6
20.	Ceres juice 3 cartons per month x6
21.	Mopper, broom, glass cleaner each 5 pcs
22.	Dust bins 3
24.	Plates, saucers, soup bowels each 12
25.	Dish washer sponge 30pc
26.	Multipurpose cleaner soap 10 litres (Tarmol)
27.	Groundnuts 10kg per month x 6
28.	Tea masala-10 boxes per month x 6
29.	Nescafe 3 bottles
30.	Hibiscus tea 6 boxes

Note: Product must be listed per unit and without VAT (according to the description of the requests in this call: "Request for the offer").

3. CONTENT AND PRESENTATION OF THE FINANCIAL OFFER

The Financial offer must be drawn up using the „ Price Offer from the list indicated under items 2.1 and 2.2. Prices must be quoted in Tanzania Shilling and include all expenses necessary, including delivery, to perform the contract.

If in addition to the price offered, the supplier applies a % discount, then it must be stated in the offer.

Please note: Prices are to be provided as per the volume, quantity and packing size described for each item in the „Committing Price Offer

4. CONTENT OF THE TECHNICAL OFFER

The Tenderer shall enclose with the Technical Offer all documents and information that will enable its offer to be assessed. Additional information included.

- Full company profile.
- Company registration documents i.e. Certificate of Incorporation, business license, TIN, VRN, Tax Clearance Certificate if any.
- BRELA registration of Companies detailed information certificate; and
- Any other related documents

5. PRICE

Prices submitted in response to this Call for Tenders must be inclusive of all costs involved in the performance of the contract. Prices shall be submitted only in Tanzanian Shillings.

6. PAYMENT ARRANGEMENTS

Payments under the Contract shall be carried out within 30 days after an invoice is submitted to TMRC. Payments will be made after receipt and approval of the ordered goods. Each invoice must specify the specific items covered as per the relevant purchase order.

7. QUALIFICATIONS CRITERIA

- i. Interests suppliers must demonstrate prior experience in supplying similar items, financial stability, and compliance with quality standards.
- ii. Offer with the prices (detailed)
- iii. The timeline of the delivery.
- iv. The length of the warranty.
- v. The best quality compared to prices.
- vi. Evidence of holding a similar contract in the last two years.
- vii. Capability in providing similar services.
- viii. Bids submitted without specified prices, required documents above and outside the deadline will not be considered.
- ix. TMRC will select the supplier that best suits its needs based on the criterion "best quality compared to price".
- x. The existing supplier who wishes to be retained must apply afresh and submit up to date information; and
- xi. The above services/goods are intended to be awarded through a competitive tendering process in which a restricted number of suitable pre-qualified and experienced companies shall be invited to receive the tender documents.

8. Submission

Bidders are requested to submit the bid indicating the price for each item to the TMRC [Procurement Portal](#) not later than **20/06/2025 at 1700 hours** with the subject reference: **SUPPLY AND DELIVERY OF OFFICE STATIONERY AND KITCHEN UTENSILS FOR 2025** to the address below.

**The Procurement Chairman
Tanzania Mortgage Refinance Company Limited
P.O Box 7539
Dar es Salaam**

ATTN: Procurement Secretary

N.B

In case of any technical challenges on the procurement portal on the URL address below

<https://eprocurement.tmrc.co.tz/> kindly contact the below.

Email : sofia.sufiani@tmrc.co.tz Phone: **+255(0) 743 637 980**

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