

# Do you want to Work with us?

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INVITATION FOR  
PRE-QUALIFICATION SUPPLIERS



## PRIVATE AGRICULTURAL SECTOR SUPPORT TRUST

### REQUEST FOR PREQUALIFICATION SUPPLIERS

**DATE: 29<sup>th</sup> April 2025**

#### **Supply of various Goods and Services REF: PASS/PREQ/25/00**

Private Agricultural Sector Support Trust (PASS) (hereafter also referred to as “PASS” or “the Trust”) is registered as a non-profit making and non-governmental organization in Tanzania, under the Trustees Incorporation Act, 2002 of the laws of Tanzania and was issued with a certificate of incorporation dated 28 May 2007.

PASS was established by the Government of the United Republic of Tanzania (through the Ministry of Finance) in collaboration with the Government of Denmark through the Royal Danish Embassy in Tanzania.

1. PASS has set aside funds for procurement of goods and service during the financial year 2025 to 2027. It is intended that part of the proceeds of the fund will be allocated to cover eligible payment under the contract for the supply of goods and provision of services.
2. The PASS Management intends to prequalify suppliers for various goods and services for its office located in Dar es salaam, Arusha, Mwanza, Morogoro, Mbeya, Tabora and Songea. This is an invitation for suppliers and service providers to express interest in supplying the below mentioned goods and services.

#### **A. EXPRESSION OF INTEREST - PREQUALIFICATION SUPPLIERS:**

LOT NO	Details
Lot 1	Supply of office stationery and consumables
Lot 2	Supply of Computers, Servers, laptops and relevant spare parts/Hardware
Lot 3	Supply of Printers, scanners, projectors, copier machines, digital Cameras and relevant spare parts/Hardware
Lot 5	Supply of Office Furniture
Lot 6	Printing of Promotion Materials including but not limited to forms, dairies, calendars, headed papers, brochures, fliers, booklets, banners, cards, ID cards, stickers, T-shirts and Caps
Lot 17	Provision of Conference and hotel services
Lot 21	Provision of General Office repairs and maintenance services
Lot 22	Provision of Vehicle tyre and battery services
Lot 23	Provision of Vehicle maintenance and repair service
Lot 24	Provision of Travel agents service

Lot 25	Provision of Courier services
Lot 26	Provision of Workshops, Event Management and Exhibition
Lot 34	Supply of Office Supplies (Tea facilities like Sugar, Tea leaves, Milk, Coffee etc)
Lot 43	Supply, training and configuration of Network and cyber-security/ security device/ Software or applications
Lot 44	Provision of Software development services, applications and licenses
Lot 46	Provision of transportation services such as Taxi services, Van and Bus Hire
Lot 47	Provision of Catering services

#### QUALIFICATION PROCESS FOR PREQUALIFICATION SUPPLIERS:

Interested suppliers should send the below listed qualification documents and information as indicated below:

1. A cover letter on firm's letter head that indicates Lot with services and supplies you are interested in supplying with complete details of email address, contact details and office Location.
2. Company profile
3. Detailed information about the company products and services
4. List of major clients and relevant supply experience related to the applied Lot under this expression of interest, references if any
5. Certified Copy of business license
6. Certified Copy of TIN certificate
7. Certified Recent tax clearance certificate
8. Certified Copy of VAT registration certificate
9. Certified Copy of Certificate of incorporation
10. Memorandum and Articles of Association (MEMART)
11. Other Regulatory/ Compliance certifications
12. Power of Attorney Document

The cost of responding to this expression of interest (EOI) is to be entirely born by the suppliers, whether they will be prequalified or not, and whether they will be invited or not to participate in further bidding procedures.

Suppliers can submit more than one **LOT FOR ONLY** services offered are of similar nature.

#### SUBMISSION OF EXPRESSION OF INTEREST (EOI) – PREQUALIFICATIONS SUPPLIERS

Expression of Interest should be submitted to email: [procurement@pass.or.tz](mailto:procurement@pass.or.tz) (not indicating the suppliers' name) but marked "EXPRESSION OF INTEREST FOR ..... (Indicate Lot. Number and item)" by 12<sup>th</sup> May 2025 17:00pm.

Late applications, incomplete applications, hardcopy applications shall not be accepted irrespective of circumstances.

**Managing Director**  
**Private Agricultural Sector Support Trust (PASS), Head office,**  
**PSSSF Commercial Complex, 5<sup>th</sup> Floor, Sam Nujoma Road,**  
**P.O.BOX 9490 Dar Es Salaam, Tanzania**