



**ADVERTISEMENT  
FOR SUPPLIERS; TO SUPPLY GOODS & SERVICES  
FOR FINANCIAL YEAR 2024**

# 1. ADVERTISEMENT OF SUPPLIERS TO SUPPLY GOODS & SERVICES

## 1.1 Introduction

TGNP is a non-Governmental organization with the vision of seeing a transformed Tanzanian society characterized by gender equality, equity, empowered women, and social justice. To achieve this vision, TGNP seeks to build a transformative feminist movement for social gender transformation and women empowerment. For about 30 years, the organization has been at the forefront of the struggle for gender equality and women empowerment in Tanzania.

As part of implementing its Annual Operational Plan 2024, TGNP is planning to conduct several project activities which require suppliers/providers to supply goods and services to undertake the following assignments:

## ADVERTISEMENT OF SUPPLIERS FOR THE SUPPLYING OF GOODS & SERVICES FOR THE YEAR 2024.

No.	CATEGORY	ITEM DESCRIPTION	
	<b>A</b>	<b>Supply of General Goods/Services</b>	
1	TGNP/PQ/01/2024-2025	Printing and publishing companies- Design and produce printed materials, e.g., printed stationery, notebooks, folders, banners, promotional and visibility materials, books, briefs, etc.	
2	TGNP/PQ/02/2024-2025	Supply and delivery of general office stationeries, e.g., printing paper, toner cartridges, etc.	
3	TGNP/PQ/03/2024-2025	Supply of computers, laptops, tablets, computer software, printers, and hardware equipment; Still Picture, video camera, and camera facilities.	
4	TGNP/PQ/04/2024-2025	Supply of office furniture (face lifting of offices).	
	<b>B</b>	<b>Provision of Services</b>	
5	TGNP/PQ/05/2024-2025	Provision of air ticketing, travel agency services, transport (costar busses), and taxi services.	
6	TGNP/PQ/06/2024-2025	Provision of catering services.	
7	TGNP/PQ/07/2024-2025	Hotel services include: <ul style="list-style-type: none"><li>• Conference facilities and accommodation both in and out of Dar es Salaam. (Highlighted Regions are; Kilimanjaro-Same, Mwanga, Tanga, Mbeya, Shinyanga, Kigoma, Dodoma, Kondoa, Morogoro, Gairo, Zanzibar (Pemba &amp; Unguja), Tarime/Mara, Kahama, Manyara, Singida, Mtwara, Lindi, Musoma and Pwani).</li></ul>	

8	TGNP/PQ/08/2024-2025	<ul style="list-style-type: none"> <li>• Companies and Individuals:</li> <li>• Provision of professional photography, audio, and videography services as but not limited to the creation of 3D and animation;</li> <li>• Facilitate packaging of research findings through cartoons on the creation of Cartoon animation; development of comics motion video;</li> <li>• social media management, production and editing of social media video and documentaries; social media live coverage</li> <li>• production of tv and radio adverts;</li> <li>• coordination of event documentation</li> </ul>	
9	TGNP/PQ/09/2024-2025	Provision of Event Management services, e.g., PA system, plasma screens, décor designer and decor materials suppliers, entertainment -local Artists and theater groups–Singers, Drama players and poets, Tents, Chairs and Tables, carpets, Pillows, Mobile Toilets.	
10	TGNP/PQ/10/2024-2025	<p>Provision of IT services, including Website development/upgrade and management, as described below;</p> <ul style="list-style-type: none"> <li>• IT Systems Implementation:</li> <li>• To plan and implement business software/systems with the best value.</li> <li>• IT strategy consulting: to align organization IT assets with current and anticipated business goals.</li> <li>• Digital transformation consulting: to improve business efficiency by planning, to prioritize, and guiding the organization’s digital transformation initiatives.</li> <li>• IT assessment: to find opportunities to improve efficiency, security, and compliance and reduce IT infrastructure costs.</li> <li>• IT operations consulting: to build sustainable IT capabilities to support business plans.</li> <li>• Technology consulting: integrating transformative digital technologies and bringing disruptive changes to the organization’s business model and processes.</li> </ul>	

		<p>IT infrastructure management: to ensure stability and flexibility of the Organization's IT infrastructure and subscription of software like Zoom and Cloud 360.</p> <ul style="list-style-type: none"> <li>Managed application services: to keep organization business apps well-functioning and aligned with emerging needs.</li> </ul>	
<b>11</b>	TGNP/PQ/11/2024-2025	Provision of graphic design through different publications and IEC materials, including social media posters.	
<b>12</b>	TGNP/PQ/12/2024-2025	Repair, servicing, and maintenance of; Tagging and stock taking of assets, Air Conditioners, plumbing system and its tools, electrical equipment like bulbs, sockets, etc., computers, laptops, security, water well servicing, Garage, fumigation, cleaning and gardening, building service, Garbage, and sanitary services, Printers, Photocopier and office furniture and likes	
<b>13</b>	TGNP/PQ/13/2024-2025	Supply of Mobile Phones and Accessories.	
<b>14</b>	TGNP/PQ/14/2024-2025	Provision of Internet Services.	
<b>15</b>	TGNP/PQ/15/2024-2025	Event Facilitators (including Gender, Media Training) and Moderators.	
<b>16</b>	TGNP/PQ/16/2024-2025	<ul style="list-style-type: none"> <li>Report Writers (activity/ event report writing) and creatively written documentation (case studies, herstories, and success stories; production of briefs and popular version).</li> <li>Provision of technical editing and proofreading, preferably Linguistics professionals (English and Swahili specialists); and</li> <li>provision of text translation services (English to Swahili or Swahili to English;</li> </ul>	
<b>17</b>	TGNP/PQ/17/2024-2025	Organizational sustainability Services; (Retainers/Advisory services) Psychologists for Counseling (Social -Psych Support), legal, and Tax.	
<b>18</b>	TGNP/PQ/18/2024-2025	Media Coordination services; Coordinate events coverage through Mainstream media, community media and social media, and Content generation.	
<b>19</b>	TGNP/PQ/19/2024-2025	Production of Gender disaggregated data/ statistics through data collection, data entry, verification, analysis, and visualization.	

20	TGNP/PQ/20/2024-2025	Agriculture and Livestock experts and firms: Providing capacity building and backstopping for small farmers. Providing technical services such as providing tools used for livestock keeping	
21	TGNP/PQ/21/2024-2025	Construction companies: Borehole, housing, remodeling, additions, preventive and new construction maintenances.	
22	TGNP/PQ/22/2024-2025	Conduct a Gender/Feminist Analysis (Policy, Plans, Budget Guidelines and Budget	
23	TGNP/PQ/23/2024-2025	Lead Researcher and Research Assistants for Research assignments	
24	TGNP/PQ/24/2024-2025	Conduct contextual analysis on emerging issues to inform the Movement and Policy Engagement	
25	TGNP/PQ/25/2024-2025	Facilitators for the PAR and Participatory Community Engagement for Socio Gender Transformation	
26	TGNP/PQ/26/2024-2025	Lead Consultant for Documentation Assignments	

The duly completed tender documents can also, be delivered by hand together with below requested documents; at our office: Plot number 22/31, Mabibo road, Mabibo.

**All firms and Individuals must provide the following:**

- a) Copies of Certificate of Registration or Incorporation.
- b) Copy of VAT Registration Certificate (For VAT Register Company).
- c) Copies of TIN Certificates of Firm/Company, Certificate of incorporation, and Business License.
- d) Company profile that, shall include details of the Management team.
- e) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities (OSHA etc.).
- f) Prospective suppliers must have premises, valid trading licenses, have EFD machines, and meet all other Government of Tanzania requirements to engage in business. Those that are exempt from this requirement should provide valid proof.

All the applications will pass through a tender granting process and only the successful applicants will be contacted. **The deadline for the submission of applications is 8<sup>th</sup> Feb 2024 at 5:00 pm and tender will be opened on 9<sup>th</sup> Feb 2024 from 10:30 am** in the TGNP Training Room, 1<sup>st</sup> Floor. Bidders are invited to attend or their authorized representatives.

**Applications in sealed envelopes should be directed to:**

The Executive Director,  
TGNP,

Plot 22/3/1 Ubungo Industrial Area,  
Mabibo Road,  
P.O. Box 8921,  
**Dar es Salaam, Tanzania.**

**Or through e-mails to:**

**E-mail:** [info@tgnp.or.tz](mailto:info@tgnp.or.tz): (applications submitted via email should submit pass word for accessing the applications at the following e mail address [maria.mabala@tgnp.or.tz](mailto:maria.mabala@tgnp.or.tz)). **Website:** [www.tgnp.or.tz](http://www.tgnp.or.tz)

Note: Only short-listed applicants in relation to the available opportunities will be contacted. Other qualified applicants will be added to TGNP's database of resource persons, hence, can be consulted for similar assignments in future.

Tenders shall be opened on 9<sup>th</sup> February 2024 and closed on 8<sup>th</sup> February 2024.