



INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS FOR THE YEAR 2023/2024

I. BACKGROUND

Secondary Education for Girls Advancement (**SEGA**), is a non-profit organization with offices at Mkundi area, Morogoro Municipal, mandated to operate in Tanzania mainland with registration No 00NG/R2/0000232. SEGA's mission is to educate and equip bright Tanzanian girls with academic, leadership, and business skills to unleash their individual talents and reach their full potential, with a particular focus on vulnerable girls

II. REQUIRED SERVICES

SEGA is seeking licensed suppliers and service providers who are qualified and capable to provide the following services to its Office in Morogoro.

The period of service delivery is expected to be from February 1st, 2023 to December 31st, 2023.

SERVICE NUMBER	CATEGORIES	TO BE DELIVERED TO
LT 01	Computer Equipment and Accessories supply	Morogoro
LT 02	Firefighting equipment and maintenance Services	Morogoro
LT 03	Maintenance of office equipment, photocopiers, printers, air conditioners, refrigerator etc.	Morogoro
LT 04	Office Maintenance (electrical, plumbing, carpentry, painting etc.)	Morogoro
LT 05	Building Materials	Morogoro
LT 06	Office stationery	Morogoro
LT 07	Printing Services – books, manuals, T/shirts, Banners, caps and any other promotion materials.	Morogoro
LT 08	Office Consumable supplies (Detergents, drinking water, tea, coffee, sugar etc.)	Morogoro
LT 09	Vehicle Repairs & Maintenance	Morogoro
LT 10	Vehicle Rentals	Morogoro
LT 10	Provision of Hotel (Accommodation service)	Morogoro
LT 11	Provision of office fumigation services	Morogoro
LT 12	Internet Service	Morogoro
LT 13	Girls uniforms (Skirts, Shirts, shoes etc.)	Morogoro
LT 14	Food for students (Maize, Rice, Beans etc.)	Morogoro

III. SUBMISSION PROCESS

- 1) Interested service providers should submit the following documents:
 - a. Company profile, current list of corporate clients, testimonials,
 - b. Valid company registration certificate, business license, TIN certificate and VAT registration as applicable, valid license authorizing the company to operate in respective business category.
 - c. Recently performed contract for similar supply and services
- 2) Vendors will be selected and prequalified based on submitted business profile which entail legal compliance, experience in the market, financial capacity, ability to meet future and current demand.
- 3) Sealed envelopes should be clearly marked " **Lot No.....for provision of/Supply ofAddressed to the email below**

- 4) Interested service provider can submit their documents to SEGA office in Morogoro.

- 5) **The submission deadline for the above required documents is no later than 4:00 pm Friday 27th January 2023**

**The Executive Director,
SECONDARY EDUCATION FOR GIRLS ADVANCEMENT
P. o. Box 273,
Morogoro.**