**Tender Advertisement**

**Supply of Windows 11 pro Academic**

**Want to work with one of the largest charities of its kind in Africa?** Do you have experience in supplying Software’s to NGOs and non-profit organizations? Have you done work in a school environment? Does it sound like we’re talking about you… Keep reading!

**About Us**

The School of St Jude is a pioneering leader in charitable education within Africa. We are giving 1,800 students, quality education, 100’s of graduates access to higher education. St Jude’s is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

**What you need**

Interested parties are hereby invited to tender for the supply of the following; “The supply of Windows 11 professional Academic version Software to the School of St. Jude, Sisia Campus, Moshono, Arusha”. Bidders are invited to submit their tenders for the supply of the above items.

Tender Reference: **TENDER NO: TSOSJ/2023 / Window 11 Professional Academic/May /004**

 Date: 23rd May 2023

1. **Quantity required**

Tenders are invited for the supply to the School of St Jude, Moshono, Arusha, Tanzania the following;

|  |  |  |
| --- | --- | --- |
| Items | Details | Quantity |
| 1 | Windows 11 professional Academic | 150 |

1. **Product Conditions**
* *The licences must be academic version*
* *The licences must be delivered to the school of St Jude Microsoft 365 tenant panel and no other means.*
* *The payment will be done after the licences confirmed and appeared to the school of St Jude Microsoft 365 Tenant panel*
* *We are a trusted NGO’s and we are operating under international standard so any man over for pirate copies is not accepted and this will burn your company from all relations with the school.*
1. **What you need to apply**

 To be eligible for consideration of your tender suppliers should submit the following:

* Name and postal & physical address of the company;
* Name of Director / Owner;
* A list of referees’ companies that you have supplied in the last twelve months (clearly indicate when supplied, contract value, location of the client and contact details);
* Valid Business license and any other applicable trading licences;
* VAT and Tax Identification Number (TIN) registration;
* Must be able to provide a Proforma Invoice, Tax Invoice, Delivery Note and **Legal EFD** receipts (the EFD receipt will be verified before the issuing of award letter)
* Tendered price shall be fixed for a duration advised by the bidder but such duration be not less than six months from the date of tender award
1. **Submission**

All Tenders in one original copy, properly filled in, and enclosed in plain envelopes shall be submitted with the necessary documents not later than **Monday 5th June 2023 at 10.30am** in a sealed envelope clearly marked **“TENDER FOR SUPPLY OF WINDOW 11 PROFESSIONAL TO THE SCHOOL OF ST JUDE SISIA CAMPUS**, **MOSHONO”** to the following physical address:

Purchasing Team Lead

The School of St Jude

Moshono Campus

P.O. Box 11875

Arusha

1. **Opening of tenders**

Tenders will be opened on 5**th June 2023 at 11.00am** in public. All the Tenderers or their representatives are invited to attend the tender opening at St. Jude’s Boardroom, Moshono Campus. Any of the following reasons will lead to disqualification; Late submission of tenders, electronic tenders, and tenders not received, will not be accepted for the tender opening ceremony for evaluation irrespective of the circumstances.

1. **Notification of outcome**

Bidders shall be notified within 7 days of the tender opening. St Jude’s reserves the right to disclose how the outcome was obtained.

1. **Enquiries**

Purchasing Team Lead

The School of St Jude

 +255 693 141 235

1. **No Solicitation statement**

St Jude’s conducts its activities in an honest, transparent and fair manner. All bidders will be given an equal opportunity and evaluated accordingly. Potential and/or any bidders shall not in any way attempt to influence the tendering process. Any form of solicitation in order for any bidder to be favored and/or for other bidders to be treated unfairly shall forthwith disqualify any bidder involved in such conduct.

1. **Adherence to all instruction**

Bidders are hereby encouraged to adhere to all instructions as provided above. Failure to follow instructions or partial fulfillment of instructions shall forthwith be a disqualification.

1. **Quotations/Evaluation of bids**

Quotations that are responsive, qualified and technically complaint will be ranked according to price. Award of contract will be made to the lowest price quotation by the issue of Purchase order.

1. **Payments**

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion/Goods receipt note.

