



Tender Advertisement
Supply of Bite to The School of St Jude

Want to work with one of the largest charities of its kind in Africa? Do you have experience in supplying bites to NGO's and non-profit organisations? 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

Prospective suppliers are invited to submit tenders for the provision of bites to The School of St Jude, Sisia Campus, Arusha. All interested parties are welcome to participate in the bidding process for the aforementioned items.

Tender Reference: **TENDER NO: TSOSJ/2024/Bite – April /06**

Date: 9th April 2024

1. Tentative Quantity required per month

No	Description	Units	Estimate quantity per month	Price per unit -Vat inclusive	Total Vat inclusive
1	Scones x 10 pieces in a packet (Must be packed and labelled)	packet of 10 pieces	6500		
2	Baked maandazi x 6 pieces in a packet (Must be packed and labelled)	packet of 6 pieces	4500		
3	Sliced small Bread x 15pcs (Must be packed and labelled)	Loaf	3000		
				Total	-





2. What you need to apply

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

- a. Name and postal & physical address, telephone number, email address of the company
- b. Name of Director / Owner
- c. Price quotation
- d. A list of three referees' companies (Schools are most preferred) that you have supplied in the last twelve months (when supplied, contract value, location of the company and or School that you have supplied and their contact details)
- e. Valid Business license and any other applicable trading licences
- f. Tax Identification Number (TIN) registration
- g. To provide a copy of Proforma Invoice, Tax Invoice, Delivery Note and legal EFD receipt. The EFD will be verified before the contract is awarded to the successful bidder.
- h. The cost quoted must cover the transportation, loading, and unloading of the bites to our Moshono Campus on regular working days, as well as delivery to Smith campus in Usa river and Moivaro campus in Moshono on weekends and public holidays and note that delivery for Monday to Friday are done at Moshono Campus
- i. The bidder must first visit the Moshono Purchasing Office for sample checking from Monday **15th to Wednesday 17th April 2024 from 9.00am to 12.30pm and from 2.00pm to 4.00pm.** After the sample checking, you will submit the sample of the **scones, baked mandazi and small bread** on the tender opening day, well labelled with your company name.
- j. Tendered price shall be fixed for a contract period of one year.

Your required to arrange your document sequentially starting from a to j

3. 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 **22nd April 2024 at 10:30am** in a sealed envelope clearly marked

TENDER FOR SUPPLY OF BITES TO THE SCHOOL OF ST JUDE, MOSHONO CAMPUS to the following physical address:

Team Lead Purchasing
The School of St Jude
Sisia Campus
P.O. Box 11875
Arusha

4. Opening of tenders

The Tender opening ceremony will be held on **22nd April 2024 at 11:00 am** in public. All the Tenderers or their representatives will be invited to attend the ceremony at The School of St Jude, Sisia Campus. Any of the following reasons will lead to disqualification;

- Late submission of tenders as per the given date and time.
- Submission of tenders electronically e.g. email or any other means.





Tenders not submitted on time shall strictly not be considered at the tender opening ceremony nor evaluation, irrespective of the circumstances.

5. Notification of outcome

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

6. Enquiries

Should you have any enquiries please contact:
Team Lead Purchasing
The School of St Jude
+255 693 141 235

7. No Solicitation statements

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 by any bidder to be favoured and/or for other bidders to be mistreated shall deem any bidder involved in such conduct to be disqualified.

8. Adherence to all instruction

Bidders are hereby obligated to adhere to all instructions as provided above. Failure to follow instructions or partial fulfilment of instructions shall forthwith be a disqualification to this Tender.

9. 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.

10. 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.

Signed by:

For and on behalf of the School of St Jude
Lister Gerald
Acting Finance Manager

