



Tender Advertisement Supply of Stationeries 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 Stationeries items 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

Interested parties are hereby invited to tender for the supply of the following; "The supply of Stationeries indicated in the table below 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/2025/Stationeries /10

Date of advertisement; 2nd October 2025

1. What you need to apply

To qualify for consideration at the eligibility stage, suppliers must submit all of the following documents and information in full.

Please note: Only submissions that provide 100% of the required documents and details listed below will proceed to the next stage (which is specification check, pricing, and then contract).

- i. Name and postal & physical address of the company;
- ii. Name of Director / Owner;
- iii. A list of referees' companies that you have supplied stationery items in the last twelve months (when supplied, contract value, location of the client and contact details;
- iv. Valid Business license and any other applicable trading licences;
- v. VAT and Tax Identification Number (TIN) registration;
- vi. Must provide a sample 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.
- vii. The quoted price for stationeries should include transportation, loading and unloading to our Moshono campus.
- viii. The tendered price should be VAT inclusive if the supplier is VAT registered.
- ix. Tendered price shall be fixed for a duration of one year
- x. The tender currency must be Tanzania shillings.

Your required to arrange your documents sequentially starting from i to x





Stationery items

S/N	Item Description	Specifications	Price @ VAT inclusive if the supplier is VAT registered
1	A4 Manilla card per rm		
2	AAA+ Batteries per blister	vatra(2pcs)	
3	Abacus		
4	Acrylic paint 200ml different color per tube		
5	Adhesive contact 10 mt		
6	Attendance Register books		
7	Ball pen (Nataraj) per box of 50pcs		
8	Baloon per pkt	small	
9	Batteries (9 Volts) for microphones (pkts of 10)		
10	Batteries 2AA duracell org per blister		
11	Batteries AA for Clocks (box of 24)	ABC	
12	Batteries AA force Alkali Unomat International	Force Alkali Unomat x 2pcs	
13	Batteries AA per pkt	(pkt of 4 pcs) ABC	
14	Batteries Kodak AAx2	kodak/sony 12pcs	
15	Binding (plastic) A4 per pack of 100		
16	Binding tape per pc		
17	Blackboard duster per pc		
18	Blackboard Ruler		
19	Blue tack per packet		
20	Box file per ctn		
21	Box file per pc		
22	Bulldog Clips 15mm 12 per box		
23	Bulldog Clips 19mm 12 per box		
24	Bulldog Clips 32mm 12 per box		
25	Bulldog Clips 41mm 12 per box		
26	Bulldog Clips 51mm 12 per box		
27	Bulldog Clips 63mm each		
28	Bulldog Clips 75mm each		
29	Cello tape 1" per roll	clear tape	
30	Cello tape 2" per roll	packing tape	
31	Chalk Dustless Coloured (boxes of 30 pkt)		
32	Chalk Dustless Coloured per pkt		
33	Chalk White Dustless (boxes of 30 pkt)	ctn	





34	Clear bag per pc	pc	
35	Clipboard plastic per pc		
36	Clipboard wooden per pc		
37	Colour pencil per pkt	big	
38	Correction fluid (whiteout) per pc	pc	
39	Cotton twine 2kg per roll		
40	Counter book Q2 five star/freedom	pc	
41	Counter book Q4 five star/ freedom	pc	
42	Craft knives per pc		
43	Dispach book per pc		
44	Dividers plastic A-Z each	pc	
45	Envelop 9 by 4	bundle of 50 pcs)	
46	Envelop A6	bundle of 50 pcs)	
47	Envelop white per box	9x4 size	
48	Envelope A3 per box	box of 500pcs	
49	Envelopes 220x110 (9x9) (500 per box)		
50	Envelopes 8.5x4.5 air mail Pks of 20		
51	Envelopes A3 per pkt of 100	bundle of 50pcs	
52	Envelopes A4 (Box of 500)		
53	Envelopes A5 (Box of 500)		
54	Envelopes small size 9 by 4 (Box of 500)		
55	Erase Nataraj per Tin of 100	TIN	
56	Eraser each per pc		
57	Execise book S/L A5 200pages (ctn)	ctn of 120 pcs	
58	Exercise book double line per ctn	ctn of 120 pcs	
59	Exercise book single line per ctn	ctn of 120 pcs	
60	Extension file for archiving student files per pc		
61	face paint different color		
62	File dividers	(manila) pc	
63	fixative spray per tin		
64	Flat Files		
65	Flip Chart (carton of 10 pads)		
66	Flip Charts (30 sheets per pad)		
67	Folder D-Ring 2" (2 hole/A4) each	ring binder	
68	Glitters		
69	Glue 1L	priff	
70	Glue Stick (22gms)		
71	Glue Stick (Small) 8gms x 30 per box		
72	Graph Paper A4 per pad of 30 pages		
73	Hb pencils per box of 12		





74	Highlighter per pc		
75	Highlighters box of 24		
76	ID holder per pc		
77	ID Holder per pc		
78	In Tray - 3 high	plastic	
79	In Tray - 3 high	wire mesh	
80	Ink Pad for stamps	Big	
81	Jet stream pen (4in one) per pc		
82	Kangaroo heavy Duty Stapler		
83	Kangaroo Staple Machine HD 23S13 per pc		
84	Key holders per Tin		
85	Laminating pouches A3 (100 micron) per 100 pack		
86	Laminating pouches A4 per 100 pack		
87	Lamination paper A4		
88	Lamination Pouches A3		
89	Lanyards per pc		
90	Manila Card Black per ream A4		
91	Manila Card Green per ream A4		
92	Manila Card Light Blue per ream A4		
93	Manila Card Orange per ream A4		
94	Manila Card White per ream A4		
95	Manila Card Yellow per ream A4		
96	Manila Folders - Foolscape size	bundle of 50pcs	
97	Manila Sheet different colour per bundle)	bundle of 100pcs	
98	Manilla file Per pc		
99	Marker pen per box	permanent- dell	
100	Marker Pens per box of 12 (snowmen)	12 pcs(pkt)	
101	Mathematical set (Dooms) per pc		
102	Mathematical set (Oxford) per pc		
103	Name budges per pc		
104	Name tags 50 per box		
105	Nataraj Pencial per pkt of 12		
106	Note book (spiral) A4 per pc		
107	Note book A5 (spral) per pc		
108	Notebooks Spiral (Side) A4 each		
109	Notebooks Spiral (Side) A5 each		
110	Office Pen for staff per pc	Europa pen	
111	Office Pins (box of 10 pcks.)		
112	Office pins per pkt		
113	Packing Tape		





114	Paper A3 per ream		
115	Paper A4 Bright Colours Pks of 100		
116	Paper A4 Green 80gsm per box (5 reams)	grade A	
117	Paper A4 Green 80gsm per box (5 reams)	grade C	
118	Paper A4 Green 80gsm per ream	grade A	
119	Paper A4 Green 80gsm per ream	grade C	
120	Paper A4 Light Blue 80gsm per box (5 reams)	grade A	
121	Paper A4 Light Blue 80gsm per box (5 reams)	grade C	
122	Paper A4 Light Blue 80gsm per rim	grade A	
123	Paper A4 Light Blue 80gsm per rim	grade C	
124	Paper A4 Mixed Colours 80gsm per 100 pk		
125	Paper A4 Pink 80gsm per rim	grade A	
126	Paper A4 Pink 80gsm per rim	grade C	
127	Paper A4 White 80gsm per rim		
128	Paper Clips (box of 10 pcks.)	small	
129	Paper Clips (box of 12)		
130	Paper Colour per ream	Grade A, C	
131	Pen Black per box of 50	Nataraj	
132	Pen Blue per box of 50	Nataraj	
133	Pen Red per box of 50	Nataraj	
134	Pencil Nataraj per pc		
135	Pencil Sharpener per pc	TIN	
136	Pencils HB 12 per box		
137	Petty cash voucher per pc		
138	Photo frame A4		
139	Plastic Binding A4 pack of 100		
140	Plastic Files	spring	
141	Plastic Folders	Lshape - packet of 12pcs	
142	Professional Inkjet Photopapers per ream		
143	Punching machine	Medium	
144	PunchingMachine	DP 600	
145	Ribbon per pkt		
146	Rough paper per (400 sheet ream)		
147	Rubber band per pkt		
148	Ruler plastic per pc		
149	Ruler wooden per pc		
150	Safety pins per pc		
151	Scissor 5.5size	small size	
152	Scissor Large 8 inch		
153	Scissor per pc	medium	





154	Self inking stamp per pc		
155	Shorthand note book per pc		
156	Sleeve File (100 per pkt)	sheet protector	
157	Small counter books 200pgs Hard cover 20X15cm per pc		
158	Spiral Binding Machine big		
159	Stamp - Self Inking		
160	Stamp ink blue per pc		
161	Staple pins 23/13 per pc Kangaroo		
162	Staple pins 23/15 per pc Kangaroo		
163	Staple pins 24/6 per box Kangaroo		
164	Staple pins kangaroo per box	20 pkts in a box	
165	Stapler Machine (Medium size)	eagle	
166	Stapler machine per pc		
167	Stapler Machines (DS-45NR)	kangaroo	
168	Stapler pins 23/24	kangaroo per pkt	
169	Stapler pins 23/25	kangaroo per pkt	
170	Staples 24/6 Kangaroo per box (Box of 20 pkts		
171	Staples 26/6 Kangaroo per box (10x100)		
172	Staples 26/6 Kangaroo per carton (20 boxes)		
173	Sticky note pad	different colours pkt	
174	Sticky Notes (pads) each	small pc	
175	Sticky Take (Cellotape) Dispenser		
176	Student register book per pc		
177	Suspension File		
178	Tape - Cellotape 1" each	clear tape	
179	Tape - Cellotape 2" each	packing tape	
180	Tape - Masking 1" each		
181	Tape - Masking 2" each		
182	Tape - Packing per roll		
183	Thumb pins per pkt		
184	Thumb tack (box of 10)		
185	Vehicle log book per pc		
186	White board 240x120		
187	white board 90*120		
188	White board maker per box		
189	Whiteboard duster per pc		
190	Whiteboard Markers big box of small boxes of 12		
191	Writing pad A4		





Quantity

The quantity is variable and depends on the need as it arises.

Note that: Suppliers may quote for some or both items. The tender may be split between two suppliers or awarded in full to a single supplier, depending on the evaluation results.

2. Submission

All Tenders in one original, properly filled in, and enclosed in plain envelopes shall be submitted with the necessary documents not later than **Wednesday 8th October 2025 10:30am** in a sealed envelope clearly marked

TENDER FOR SUPPLY OF STATIONERY ITEMS 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

3. Opening of tenders

Tenders will be opened on **Wednesday 8th October 2025 10:30am** 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.

4. Notification of outcome

Bidders shall be notified within 14 days of the tender opening. St Jude's reserves the right to disclose how the outcome was obtained.

5. Enquiries

Should you have any enquiries please contact:

Team Lead Purchasing
The School of St Jude
+255 693 141 235

6. 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





**The School
of St Jude**

Build with us!

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.

7. 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.

8. Quotations/Evaluation of bids

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

9. Payments

Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a Goods Receipt Note. & Efd Receipt.

Signed by;



**The School
of St Jude**

For and on behalf of The School of St Jude

Lister Gerald, Finance Manager



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

**Fighting poverty
through education**

