



EXPRESSION OF INTEREST

For the Supply of Motor Vehicle spare parts to The School of St Jude

The School of St Jude invites interested and qualified suppliers to submit their Expression of Interest (EOI) for the supply of Motor vehicle spare parts

St Jude is committed to engaging reliable, competent suppliers who consistently deliver high-quality products and service at competitive prices. As part of expanding our supplier database, we are seeking suppliers with the capacity to provide genuine, durable and readily available motor vehicle spare parts with minimal turnaround time to the school vehicles.

Submission Requirements

Interested suppliers are requested to submit the following documents:

- Company profile
- Valid business license
- BRELA certificate if registered
- Copy samples of proforma invoice, tax invoice, delivery note, and EFD receipt
- Tax Identification Number (TIN) certificate
- VAT Registration Certificate (if registered)
- Evidence of relevant experience in supplying motor vehicle spare parts
- List of major clients (if any)
- Any other supporting documents

Specific requirements for the supply of Motor vehicle spare parts

- Genuine and quality assured spare parts: Suppliers must be able to supply genuine, durable, and high quality spare parts supported by relevant brand or manufacturer.
- Availability of spare parts: Suppliers should demonstrate the ability to maintain sufficient stock or reliable sourcing arrangements for commonly required spare parts for the School vehicles.
- Minimum turnaround time: Suppliers must clearly indicate their normal delivery lead time and their ability to meet urgent requirements within the shortest possible turnaround time.
- Wide product range: Suppliers should be able to supply a broad range of motor vehicle spare parts, including routine service items and replacement parts for different vehicle makes and models.





- Competitive and clear pricing: Suppliers should provide transparent pricing and indicate whether prices remain stable for an agreed period where applicable.
- Delivery capability: Suppliers must be able to deliver spare parts to St Jude – Moshono and indicate their delivery arrangements for both normal and urgent orders.
- Availability confirmation and quotation response: Suppliers should be able to confirm availability and provide quotations promptly upon request.
- Warranty and replacement assurance: Suppliers should clearly state warranty terms, return conditions, and replacement arrangements for defective, wrong, or non-performing parts.
- After-sales support: Suppliers should be available to respond promptly to any concerns relating to supplied parts, quality issues, shortages, or wrong deliveries.

Interested suppliers are required to state the vehicle brands or models they currently support

Conditions of Engagement

- After the evaluation, shortlisted suppliers will be provided with a list of frequently purchased spare parts, as well as the number of vehicles at the school that require car tracking services, and will be required to submit their price quotations.
- Prices quoted must include transportation cost of spare parts to St Jude – Moshono.
- Payments will be made at the end of each month upon receipt and inspection of goods.

Submission Details

All EOI documents should be submitted via email to purchasing@schoolofstjude.co.tz or delivered physically to the Procurement Office at Moshono on or before Thursday **23rd April 2026**.

Only shortlisted suppliers will be contacted for further evaluation.
We look forward to establishing a mutually beneficial business relationship.

Contact Details

For any inquiries, please contact the Procurement Department using the phone number below:

+255 693 141 235, or via email at purchasing@schoolofstjude.co.tz





The School of St Jude

Build with us!

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