



EXPRESSION OF INTEREST (EOI)

For the Printed Publications

The School of St Jude – Arusha.

Date: 6th May 2026

The School of St Jude invites interested and qualified suppliers to submit their Expression of Interest (EOI) for the provision of book printing services.

We are seeking reliable and experienced printing partners capable of delivering high-quality materials in a timely and cost-effective manner. Suppliers with proven expertise in large-scale book printing and a strong commitment to quality standards are highly encouraged to apply.

Submission Requirements

Interested suppliers are requested to submit the following documents:

- Company profile
- Valid business license
- BRELA certificate (if registered)
- Sample copies of Proforma Invoice, Tax Invoice, Delivery Note, and EFD receipt
- Tax Identification Number (TIN) certificate
- VAT Registration Certificate (if applicable)
- Evidence of relevant experience in printing services
- List of at least three major clients previously served
- Any other supporting documents deemed relevant

Technical Requirements for Book Printing

Suppliers must demonstrate the ability to meet the following requirements:

- High-quality printing standards
- Use of high-quality paper for inner pages
- Durable hard cover for book covers
- Strong and durable binding suitable for frequent use (as specified per book)
- Neat, professional finishing with no defects
- Capacity to handle large-volume printing orders





- Timely production and delivery within agreed schedules
- Safe and secure packaging to prevent damage during transportation
- Submission of sample prints/proofs for approval prior to full production
- Willingness to accommodate revisions where necessary
- Clear indication of standard lead times and ability to meet urgent orders within short turnaround periods
- Transparent and competitive pricing, including indication of price validity where applicable
- Proven delivery capability to St Jude – Moshono, including arrangements for both standard and urgent deliveries

Interested suppliers must provide detailed responses addressing the above requirements in their EOI submission.

Conditions of Engagement

- Following the evaluation of submitted documents, shortlisted suppliers will be contacted and provided with detailed book specifications and samples. They will then be required to submit formal quotations.
- All quoted prices must include transportation costs to The School of St Jude – Moshono Campus.
- Payments will be made after receipt and successful inspection of delivered 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 before **10.30am on Monday 11th May 2026**
- Only shortlisted suppliers will be contacted within seven days after submission of the EOI
- 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

