



**Tender Advertisement**  
**Supply of Photocopy Papers 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 photocopy papers 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 photocopy papers to The School of St Jude, Sisia Campus, Arusha. Bidders are invited to submit their tenders for the supply of the above item.

Tender Reference: **TENDER NO: TSOSJ/2026/Photocopy Papers–July /10**  
**Date: 31<sup>th</sup> July 2026**

**1. Quantity required**

Tenders are invited for the supply of 800 cartons of White Photocopy papers to The School of St Jude, Moshono, Arusha, Tanzania.

**2. Specifications;**

800cartons of white photocopy papers Mondi no 1 (multifunctional office paper A4,210 x297mm,5X500sheets, 80g/m<sup>2</sup>

**3. 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).

- a. Name and postal & physical address of the company
- b. Name of Director / Owner
- c. A list of three client references to whom you have supplied photocopy paper within the last twelve (12) months, indicating the date of supply, contract value, client location, and contact details.
- d. Valid Business license
- e. Tax Identification Number (TIN) registration
- f. To provide one (1) copy of the proforma invoice,
- g. To provide one (1) copy of the delivery note





- h. To provide one (1) copy of the tax invoice.
- i. To provide one (1) copy of legal EFD receipt. The EFD will be verified before the contract is awarded to the successful bidder.
- j. The bidder to confirm that the tendered amount includes transportation, loading and unloading of goods to our Moshono Sisia Campus;
- k. Tendered price shall be fixed for 90days.
- l. Have the price in Tanzania Shillings and MUST be VAT inclusive if the bidder is VAT registered
- m. Indicate realistic duration it will take to deliver the goods.
- n. During the tender opening day (12th August, 2026 at 11:00 AM), you are required to bring one sample of the photocopy paper (1 ream) as specified in No. 2 above. You must place it in an envelope, label it as 'Sample of Photocopy Paper,' and write your company name on the envelope. The sample should be submitted during the tender opening in the designated tender opening room

**Please note that all required documents must be arranged sequentially, in the order of items (a) through (n).**

#### 4. **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 **Wednesday 12<sup>th</sup> August, 2026 at 10:30am** in a sealed envelope clearly marked

**TENDER FOR SUPPLY OF PHOTOCOPY PAPERS TO THE SCHOOL OF ST JUDE, SISIA CAMPUS** to the following physical address:

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

- 5. Do not write the name of your company on top of the envelope

#### 6. **Opening of tenders**

The Tender opening ceremony will be held on **Wednesday 12<sup>th</sup> August, 2026 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.

#### 7. **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.



**8. 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 compliant 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

Signed by;

 

For and on behalf of the School of St Jude  
Sapna Kashe  
Finance Manager

