The School of St Jude

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EXPRESSION OF INTEREST (EOI)

Supply of Uniform Labelling Services

The School of St Jude – Arusha, Tanzania

Date of Issue: 20 October 2026

1. Invitation to Submit an Expression of Interest

The School of St Jude invites interested, qualified, and experienced suppliers to submit Expressions of Interest (EOIs) for the provision of uniform labelling services, including embroidery, Direct-to-Film (DTF) printing, and other suitable labelling methods.

The School seeks reliable suppliers capable of delivering high-quality, durable, and cost-effective uniform labelling services in accordance with the required quality standards and agreed delivery schedules.

The anticipated quantities include approximately **2,500 sweaters** and **10,000 other uniform items**, including shirts, trousers, skirts, ties, tracksuits, T-shirts, and other school uniform garments.

Interested suppliers should demonstrate proven experience in handling large-volume orders, maintaining consistent quality, and delivering completed uniforms within agreed timelines.

Suppliers are also required to provide samples of different embroidered and/or printed uniform items for evaluation.

Suppliers are encouraged to recommend the most suitable labelling methods based on durability, appearance, cost-effectiveness, production capacity, and the type of fabric involved.

2. Submission Requirements

Interested suppliers must submit the following documents:

1. Company profile.
2. Valid business license.
3. BRELA registration certificate or other applicable business registration documents.

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4. Sample proforma invoice.
5. Sample tax invoice.
6. Sample delivery note.
7. Sample Electronic Fiscal Device (EFD) receipt.
8. Taxpayer Identification Number (TIN) certificate.
9. VAT registration certificate, where applicable.
10. Evidence of relevant experience in uniform embroidery, DTF printing, or similar labelling services.
11. A list of at least three major clients previously served, preferably including contact details and the nature of services provided.
12. Samples or photographs of previous work, together with physical samples of different embroidered uniform items where available.
13. Any other supporting documents considered relevant.

3. Technical and Service Requirements

Suppliers must demonstrate their ability to meet the following requirements:

- **Production capacity:** Ability to handle large-volume orders while maintaining consistent quality.
- **Quality assurance:** Use of durable materials, accurate logo reproduction, neat finishing, and appropriate labelling techniques.
- **Timely delivery:** Ability to complete and deliver orders within agreed timeframes.
- **Safe handling:** Proper and hygienic handling of uniforms to prevent loss, staining, damage, or deterioration during processing.
- **Sample approval:** Submission of samples for the School's approval before commencing full production.
- **Revisions:** Willingness to accommodate reasonable design or production revisions as agreed.
- **Lead times:** Clear communication of standard production lead times and the ability to accommodate urgent orders where feasible.
- **Competitive pricing:** Transparent and itemised pricing, including the applicable price validity period.
- **Delivery arrangements:** Proven ability to deliver to The School of St Jude – Moshono Campus, with clear arrangements for both standard and urgent deliveries.
- **Communication:** Prompt and effective communication throughout the order, production, and delivery process.

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Suppliers should provide detailed responses explaining how they will meet each of these requirements.

4. Pricing and Recommended Labelling Method

Suppliers should submit indicative pricing for the proposed labelling services and clearly identify the recommended method for each type of uniform garment.

The proposal should include, where applicable:

- Cost per item for embroidery, DTF printing, or other proposed methods.
- Any minimum order quantities.
- Expected production lead times.
- Price validity period.
- Transportation and delivery costs to Moshono Campus.

Suppliers should explain the advantages and limitations of their recommended methods in terms of durability, wash resistance, appearance, fabric suitability, production efficiency, and overall cost.

All quoted prices must include transportation costs to The School of St Jude – Moshono Campus.

5. Conditions of Engagement

Following the evaluation of submitted EOIs, shortlisted suppliers will be contacted and provided with detailed specifications, designs, quantities, and other relevant requirements.

The School intends to engage the successful supplier under a one-year contract for uniform labelling services, subject to satisfactory evaluation, agreed terms, and the School's procurement procedures.

Additional conditions include:

- All samples must be approved before full production begins.
- Delivered uniforms will be inspected to verify compliance with the approved samples and agreed specifications.
- Payments will be made after delivery and successful inspection of the completed uniforms, in accordance with the agreed contractual terms.

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- Suppliers must maintain agreed quality standards, delivery schedules, and pricing arrangements throughout the contract period.

6. Submission Procedure and Deadline

Interested suppliers should submit their complete EOI documents through either of the following channels:

Email: purchasing@schoolofstjude.co.tz

Physical submission: Procurement Office, The School of St Jude – Moshono Campus, Arusha, Tanzania.

Submission deadline: Before 10:30 a.m. on Friday, 23 October 2026.

Suppliers should clearly indicate **"EXPRESSION OF INTEREST – UNIFORM LABELLING SERVICES"** in the email subject line or on the envelope for physical submissions.

7. Enquiries and Further Information

For clarification or additional information, interested suppliers may contact the Procurement Department through:

Telephone: +255 693 141 235

Email: purchasing@schoolofstjude.co.tz

Only shortlisted suppliers will be contacted within five days after the submission deadline.

The School of St Jude looks forward to establishing a mutually beneficial business relationship with reliable and qualified suppliers who can consistently deliver high-quality uniform labelling services.

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