

# **TENDER No. ITB/RDS/DSM/UNHCR/01/2019**

## **INVITATION FOR TENDER TO SUPPLY COMPUTER LAPTOPS**

**17TH OCTOBER, 2019**

Relief to Development Society (REDESO) is a Tanzanian National Non-Governmental Organization registered under the Non-Governmental Organization Act, 2002 with Certificate No. 1466 in Tanzania. The organization is engaged in Humanitarian and Community Development projects. In the areas of our operation, Local Government has been always one of our key partners. In partnership with UNHCR, REDESO is implementing the project titled "DAFI Scholarship Programme- Tertiary Education for Refugees" in Tanzania. Part of the funds allocated to this project is intended to be spent for procurement of Computer Laptops. REDESO would like therefore, to invite applications for pre-qualification from well-established eligible and credible suppliers of laptop computers to tender for supplying laptop computers.

1. Procurement will be conducted through the Competitive Tendering procedures specified in REDESO's Procurement Manual, 2019, Chapter 2.2 this is open to all potential Tenderers.
2. Interested eligible Tenderers may obtain further information from the Tender documents upon submission of written application letter and bank pay in slip for the cost of tender document purchase at REDESO Head Office. Submissions should be made from 09.00am to 4.30pm Monday to Friday except for Public Holidays. Location and address is provided below.
3. A complete set of Tendering Document(s) in English and additional sets may be purchased by interested Tenderers on the submission of a written application to the address given below and upon payment of a non-refundable fee of TZS. 20,000/= (Twenty Thousand Shillings Only). Payment should be made through **NMB Bank A/c No. 2013500392 (REDESO GENERAL ACCOUNT)**.
4. All tenders in one original plus one copy for each envelope of Financial and Technical offer (two envelope system), properly filled in, and enclosed in plain envelopes must be delivered to the address given below, not later than **15th November 2019**. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at REDESO Head office.
5. Late Tenders, Portion of Tenders, Electronic Tenders, Tenders not received, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.
6. Queries may be directed to Senior Programme Manager, REDESO Head Office, and Mobile No. +255786 740 746 or email through [redeso-hq@redeso.or.tz](mailto:redeso-hq@redeso.or.tz)

**IMPORTANT:** All bids must be submitted to the address below and must state the tender number clearly on the outer cover and envelope. Technical Offer and Financial Offer must be submitted in two separate envelopes as expressed in the ITB document.

**Bid Opening Committee  
REDESO HEAD OFFICE  
P.O. BOX 2621, Kinondoni B,  
Urambo Street. Plot No. 40, DAR ES SALAAM**