



PRE-QUALIFICATION OF PROVIDERS FOR VARIOUS REQUIREMENTS FOR THE YEARS 2026-2028

October, 2026

Preface

Short listing is a pre-tender process that provides for a shortlist of providers from which providers are obtained to bid. Short listing is used where requirements are of a routine nature or bidding is for a group of similar contracts. Short listing shall be open to all providers and providers shall be invited using a short list notice.

This is a short-listing application solicitation document for potential providers for the years 2026 to 2028

The Application Forms is divided into:

- **Part I: General Part**
- **Part II: Instructions to Bidders**
- **Part III: Preparation of Applications**
- **Part IV: Submission of Applications**
- **Part V: Opening and Evaluation of Applications**
- **Part VI: Short listing**

PART I: GENERAL

1.1 Scope of Application

1.1.1 THPS invites applications for the short list of providers for the requirements described in **ANNEX A**.

1.1.2 Through out this document:

- (a) The “Applicant” means the bidder submitting an application; and
- (b) “Application” means a bid or submission to be short-listed.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

THPS will evaluate and short list all eligible companies for the provision of various requirements for the years 2026 to 2028. Once a company has been short listed, it will automatically qualify to submit a bid(s) for the provision of some or all of the requirements. Bidders are advised that at the discretion of THPS, framework contracts may result from this process for some items. In such cases, firms shall be informed about the arrangement at the time of solicitation. THPS reserves the right to add similar types of requirements to the list in this document.

2.2 Objectives

THPS invites sealed Applications from reputable providers for provision of various requirements for years 2026 to 2028 as mentioned in **Annex A**.

2.3 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and THPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process. All applicants shall not pay any fee **for every category applied at THPS offices. A vendor will be required to name the file for the applied category and write an email informing that he has already submitted the required file, this will be the form of registration showing that you have submitted your bid.**

2.4 Clarification of Application Forms

A prospective Applicant requiring any clarification of the Application Forms may notify THPS by telephone, e-mail or through the client's address indicated below. THPS will respond prior the set deadline.

For clarification purposes only, the Entity's address is:

To: **Tanzania Health Promotion Support (THPS)**
Attention: Associate Director - Procurement & Logistics.
Telephone: +255 22 2602790
Electronic mail address: tenders@thps.or.tz

2.5 Amendment of Application Forms

- 2.5.1 At any time prior to the deadline for submission of applications, THPS may amend the Application Forms by issuing an addendum.
- 2.5.2 Any addendum issued shall be part of the Application Forms and shall be communicated electronically to all who have obtained the Application Forms from THPS.
- 2.5.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, THPS may at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application shall be written in English language.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information may result in disqualification.

3.3 Format and Signing of Applications

- 3.3.1 The Applicant is requested to submit its Application Forms in one file marked: **"Prequalification Documents for the provision of requirements to THPS for the years 2026/28." In addition, Applicants should mark their files the category/ area of procurement for which they are applying for.** The file shall contain one (1) original and no copies. Where **an applicant wishes to be short listed in more than one category, they shall submit the Application Forms under different categories and submit separate applications** as above, each category applied for should bear its valid Business License and other requirement as indicated above.

- 3.3.2 The Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the Application Forms. ***All pages of the Application shall be initialed by the person or persons signing the Application and each page numbered.***
- 3.3.3 Any erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.
- 3.3.4 All Pages of the application MUST be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS – ON LINE SUBMISSION ONLY

4.1 Sealing and Labelling of Applications

- 4.1.1 The Application Form shall be composed on one file marked as stated above.
- 4.1.2 For application submission purposes only, please address your cover letter;
- | | |
|-----------------|--|
| To: | Tanzania Health Promotion Support (THPS) |
| Attention: | Chief Executive Officer. |
| Street Address: | Toure drive, Masaki Plot # 254,3 rd Floor, Coco Plaza Building. |
| Town/City: | Dar es Salaam |
| Country: | Tanzania |
| Telephone: | +255 22 2602790. |

For clarification purposes only, the Entity's address is:

To:	Tanzania Health Promotion Support (THPS)
Attention:	Associate Director - Procurement & Logistics.
Telephone:	+255 22 2602790
Electronic mail address:	tenders@thps.or.tz

Please send your application through our tender's email address. tenders@thps.or.tz

Prequalification documents will be available for downloading from THPS Website (www.thps.or.tz) under Work with us – Jobs & Tenders section (<https://www.thps.or.tz/jobs-tenders/>). start on 20th October 2026 to 30th October 2026. Deadline for submission of application will be on Monday 2nd November 2026.

- 4.1.3 The file shall also indicate the name and address of the Applicant to enable the Application to be returned un opened in case it is declared "late".
- 4.1.4 Improperly addressed email **will be rejected by THPS.**
Note: timely and correctly addressed email will be accepted.
- 4.2 Deadline for Submission of Applications**

Applications must be received by **THPS** at the address specified above not later than Monday **2nd November, 2026 at 2.00pm.**

4.3 Late Applications

Any Application received after the deadline for submission will be rejected. **ONLINE SUBMISSION ONLY WILL BE ACCEPTED – DO NOT SUBMIT PHYSICAL DOCUMENTS, THEY WILL NOT BE CONSIDERED FOR EVALUATION.**

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by THPS.

5.1.1 **THPS shall open the applications internally.** The Email which Applicants or the Applicants' representatives will send to the specified email will stand as evidence for their submission.

5.2 Evaluation of Applications: THPS will carry out the evaluation of proposals as referenced in annex B.

5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, **THPS** may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be sent to a bidder by the evaluation committee and all requests for clarifications shall be noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply to clarifications within a specified time, addressing their responses to the **Associate Director – Procurement & Logistics**. Through tenders@thps.or.tz

5.3.3 The Associate Director shall ensure that all replies are promptly forwarded to the members of the evaluation committee.

5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting THPS

5.4.1 No Applicant shall contact **THPS** on any matter relating to its Application from the time of Application opening to short listing of Applicants.

5.4.2 Any effort by the Applicant to influence **THPS** in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.

5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact THPS on any matter related to the short-listing process, may do so but only by e-mail.

PART VI: SHORT LISTING

6.1 Notification to the Short-Listed Applicants

THPS will notify all Applicants in writing by registered letter or by e-mail, that they have been short listed to provide particular requirements for the Financial Years 2026/2028.

6.2 Inspection

THPS reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. THPS reserves the right to verify all information submitted.

6.3 Currency

All monetary/financial information furnished, must be quoted in Tanzania Shillings.

6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently short listed or conditionally short listed, shall inform THPS of any material change in information that might affect their qualification status. Providers may be required to update key short listing information at the time of bidding.

6.4.2 Prior to award of contract, the best evaluated bidder may be required to confirm its continued qualified status in a post-qualification review process.

FORM I: APPLICATION SUBMISSION SHEET

Date:

To: **Tanzania Health Promotion Support (THPS)**

We, the undersigned declare that:

- (a) We have examined and have no reservations to the Application Forms.
- (b) We hereby apply to be short listed for the following requirement:

LOT Number	Description of Requirement

- (c) It must be noted that THPS general payment terms are within thirty (30) working days after successful/acceptance of delivery of products/service and receipt of invoice.

Accepted	Not Accepted

- (d) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with any one that has prepared the solicitation document;
- (e) We understand that you may amend the scope and value of any contracts to bid for or cancel the short-listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
- (f) We understand that qualification information may be subject to verification through a post-qualification process prior to any award of contract;
- (g) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

FORM II: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company*:

[insert full legal name]

Physical address*:

[insert street/ number/ town or city/ country]

Postal address*:

Telephone number*:

Email*:

** Must be stated*

2 Description of the Company's activities:

3 Number of years of experience in the provision of the requirement under reference

4 Please indicate here or attach an organization chart showing the company structure including key personnel.

FORM III: RESOURCES: PERSONNEL

1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

2. Please list the present key personnel and management staff.

Name	Years of relevant experience

FORM IV: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the Application Forms, please indicate equipment and facilities considered by your firm to be necessary for providing the requirement and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop/premises:

FORM V: LEGAL STATUS	
1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
2	Enclose certificates from relevant authorities such as business license, company certificate of incorporation, TIN, VRN
3	Enclose a copy of the Power of Attorney to the signatory of the Application Forms registered by the Registrar of Companies or written authorization to submit the application.
4	
5	Please enclose a copy of a Trading License for the current year by an authorized issuing authority. Note: The enclosed Business License should be in line with the type of job category applied for (core business) otherwise your application will not be accepted.
6	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

ANNEX A: STATEMENT OF REQUIREMENTS

List of requirements to be provided include but are not restricted to the following:

Lot No.	Description of Services
1	Computer Hardware & Consumables.
2	Laboratory, Medical supplies and Equipment
3	Pharmaceuticals
4	Office Stationaries
5	Office Furniture
6	Tyres and Tubes
7	General Printing
8	Print, Photocopy & Binding Services
9	Hotel/Venue/Hall Services/Venue Package in all regions
10	Maintenance of office copiers, Printers and Scanners
11	Maintenance of Computers, UPS and Servers
12	Maintenance of Centrifuge Machines
13	Catering Services
14	Internet/Data Services
15	Vehicles & Motorcycles Insurance
16	Cleaning Services
17	Translation Services
18	Fleet Management/ Tracking
19	Medical Insurance
20	Car Hire and Rental Services in all regions
21	Air Travel Agency Services
22	Provision of Legal services
23	Provision of Audit Services
24	Recruitment Agencies
25	Creative Agencies
26	Courier Services (Parcels and Goods)
27	Generators Services and Maintenance

28	Contractors for Minor repair, Office Upgrade & Renovation
29	Event Management Services
30	Consultants – (Gender, Communications, Family Planning, Capacity Building, Research Services etc.)
31	Interior designers
32	Supply of materials and installation of Solar Systems
33	Supply of Uniforms, Seat Covers, Sport Materials, Textile materials, Mattresses and Tents.
34	Supply of Food Materials.
35	Services for Fuel Supply.

Note 1: In case of any discrepancy between this document and the pre-qualification notice, this document shall prevail.

Note 2: Only ONE copy (Original) of the application document shall be required for every category applied for.

Note 3: Applicants must name the file the category applied for

Note 4: No samples/No Price of any item shall be required for this exercise

Note 5: Applicants shall submit and register a different document for each category applied for

Note 6: Only Applicants with core business valid license shall be considered for prequalification, otherwise your bid will be rejected.

Note 7: Expired business license will not be accepted despite any explanations.

Note 8: In your application, please attach/include only relevant documents, THPS will not be liable for files which will fail to open due to inclusion of unnecessary documents.

Note 9: Do not Submit physical documents, only online submitted application will be considered for evaluation.

ANNEX B: EVALUATION CRITERIA

The evaluation criteria shall be based on but not limited to;

1. Eligibility:

5 Points

- I. Geographical Location; Provider/Physical address
- II. Submission of Power of Attorney document
- III. List of Directors

- IV. Cert. of Incorporation / Registration
- V. Valid VAT Registration Certificate (where applicable)
- VI. Tax Identification Number
- VII. Valid Business License/ (Core business license)
- VIII. Accessibility (physical address, phone, fax, e-mail)
- IX. Names of contact person(s)

2. Experience:

25 Points

- I. Firms should provide evidence of experience of at least 2 years in the area(s) that they apply for. Attach previous Purchase orders as evidence of your experience.

3. Capacity:

40 Points

- I. Company Structure
- II. Economic size and financial strength – Attach Current External Audit report together with 3months bank statement.
- III. Acceptance of THPS Payment Terms
- IV. Firms should submit two references of organizations where they have provided requirements similar to what they are applying for. Direct contact of contact person should be provided for this.

4. Technical and quality requirements:

30 Points

- I. Where a firm applies for an area that requires special quality/industry requirements, relevant documents should be submitted and will be considered for evaluation purposes e.g. certification, registration, association membership, ISO certificate etc
- II. Firms should submit any proof to demonstrate production capacity (plant & Machinery). This applies for manufacturers of products such as printing materials, promotion materials etc