JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION (RFQ)

FOR

THE SUPPLY AND DELIVERY OF STATIONERY

QUOTATION NO: SONGWECOM/2026/2027/G/01

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela Tanzania.
Tel: +255 25 2957412
E-mail: songwecombasin@gmail.com or procurement@songwecom.org

Date: 22nd September, 2026

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified, registered and licensed suppliers for the supply and delivery of stationery and office supplies to the SONGWECOM Secretariat Offices located in Kyela, Tanzania, for the Financial Year 2026/2027.

The selected supplier shall be responsible for supplying and delivering stationery of the required quality and quantity in a timely and reliable manner to support the day-to-day administrative and operational activities of SONGWECOM.

2. Objectives

The objective of this assignment is to engage a competent and reliable stationery supplier to:

a) Supply quality stationery required for the effective operation of SONGWECOM.

b) Ensure timely availability of stationery whenever required.

c) Ensure that stationery supplied meets the specifications and quality standards specified by SONGWECOM.

d) Ensure reliable and timely delivery of stationery in accordance with authorized requests issued by SONGWECOM.

e) Provide accurate records, delivery notes and invoices for all stationery supplied.

3. Scope of Supply

The successful bidder shall supply and deliver stationery to the SONGWECOM Secretariat Offices in Kyela, Tanzania.

The specific stationery items, quantities and specifications shall be determined by SONGWECOM as and when the need arises during the implementation of the contract.

The successful supplier shall supply the stationery in accordance with the specifications, quantities and delivery instructions communicated by SONGWECOM through an authorized purchase order, requisition or other written instruction.

The supplier shall not be entitled to claim payment for any stationery that has not been specifically ordered or authorized by SONGWECOM.

Supply and Delivery Operations

The successful bidder shall undertake the following activities:

i. Supply stationery in accordance with orders issued by SONGWECOM.

ii. Deliver stationery to the SONGWECOM Secretariat Offices in Kyela or to any other location designated by SONGWECOM within the applicable service area.

iii. Ensure that all stationery supplied is new, unused, of good quality and fit for its intended purpose.

iv. Ensure that all stationery supplied conforms to the specifications provided by SONGWECOM.

v. Ensure accurate quantities of stationery are supplied in accordance with the authorized order.

vi. Provide delivery notes for every delivery, indicating the description and quantity of stationery supplied, date of delivery and other relevant details.

vii. Ensure that all stationery is properly packaged and protected against damage during transportation and delivery.

viii. Maintain adequate capacity to respond to SONGWECOM's stationery requirements as and when required.

ix. Provide stationery at the agreed unit rates during the validity of the quotation and contract period, subject to any applicable statutory price adjustments.

x. Replace any stationery supplied that is found to be defective, damaged or not in accordance with the approved specifications at no additional cost to SONGWECOM.

xi. Comply with all applicable laws, regulations, standards and requirements relating to the supply and delivery of stationery in Tanzania.

4. Duration of Contract

The contract will be for a period of two years from the date of signing the agreement, subject to satisfactory performance and the terms and conditions of the contract.

Stationery shall be supplied on an as-and-when-required basis upon receipt of an authorized purchase order, stationery requisition or other written instruction from SONGWECOM.

The specific requirements, quantities and specifications shall be communicated by SONGWECOM when the need arises during the contract period.

5. Payment Terms

a) Payments will be made according to the actual quantity of stationery supplied and accepted by SONGWECOM.

b) Detailed invoices shall be submitted after each delivery or monthly, as agreed, and shall be supported by duly signed delivery notes.

c) Each invoice shall clearly indicate the description of stationery, quantity supplied, applicable unit price, taxes and total amount payable.

d) Payment will be made within **30 days** of receiving a complete and satisfactory invoice and supporting documentation.

e) SONGWECOM shall only make payment for stationery that has been duly ordered, delivered, verified and accepted.

6. Minimum Requirements

Interested stationery suppliers must submit evidence demonstrating compliance with the following requirements:

6.1 Registration and Licensing

The bidder shall possess valid:

a) Certificate of Incorporation or Certificate of Registration.

b) Business License.

c) TIN Certificate.

d) VAT Registration Certificate, where applicable.

e) Any other relevant license or registration required by applicable laws and regulations.

6.2 Supply Capability

The bidder shall demonstrate:

a) Capacity to supply stationery in accordance with SONGWECOM's requirements.

b) Access to reliable sources of stationery.

c) Availability of appropriate transportation and delivery arrangements.

d) Ability to provide stationery promptly upon receiving an order from SONGWECOM.

7. Performance Requirements

S/N	Activity	Area	Performance Standard	Special Requirement
1	Stationery Supply	SONGWECOM Secretariat	Reliable supply	Items supplied according to approved orders
2	Quality	SONGWECOM Secretariat	Quality-compliant stationery	Items must conform to approved specifications
3	Delivery	SONGWECOM Secretariat, Kyela	Timely delivery	Delivery within the agreed period after receiving an order
4	Quantity Verification	Point of Delivery	Accurate measurement/counting	Quantity supplied must correspond with delivery documentation
5	Documentation	SONGWECOM Secretariat	Complete records	Signed delivery notes and invoices required
6	Replacement	SONGWECOM Secretariat	Prompt replacement	Defective or non-conforming items replaced at no additional cost
7	Responsiveness	SONGWECOM Operations	Prompt response	Supplier should be able to respond to stationery requirements as they arise

8. Schedule of requirements and prices.

Bidders shall provide their unit prices for stationery and indicate in the schedule of requirements as mentioned below;

Item No.	Description	Unit of measure	Quantity	Unit. Price TZS.	Total. Price TZS.	Warranty period (where applicable)
01	HP LaserJet pro mfp m227sdn toner	Pcs	05			
02	Staple pins	Dozen	05			
03	Paper clips	Dozen	05			
04	Folders	Dozen	02			
05	Hard Manila papers	pcs	400			
06	Transparent papers	pcs	400			
07	Envelopes	Pcs A3, A4, A5	500			
08	Stapler machine	pcs	05			
09	Note book	Dozen	10			

Item No.	Description	Unit of measure	Quantity	Unit. Price TZS.	Total. Price TZS.	Warranty period (where applicable)
10	Box file	pcs	30			
11	Ream papers	Each	100			
12	HP LaserJet pro mfp m479fdw 415A	Set	02			
13	Punching machine heavy duty	pcs	02			
14	Legal papers	pcs	02			
15	Counter books	Dozen	3 quires			
16	Flash Disks	8 Gb	pc			
17	Staple machine heavy duty	pcs	05			
18	Punching machine	pcs	03			
19	HP LaserJet pro 500 color mfp m570dn 507A	Set	06			
20	Marker pen permanent marker pen	Pcs+5 Assorted boxes colors	02			
21	Office pen	Boxes + 100 pcs	04			
22	Office letter trays for paper	pcs	02			
23	Ball pen	Box + 100blue, 100 black	01			
24	Highlighters	Boxes	03			
25	Flip charts (Different colors)	pcs	27			
26	Office brochure stand/holder Revolving 4-sided carousel brochure	pcs	01			
27	Five angled metal shelves black or white	Each	01			
28	Table/ counter top brochure stand	pcs	03			
29	Ream paper professional brochure and flyer glossy paper glossy 100sheets pack	pcs	20			
30	Paper shredder	pcs	01			
31	Paper cutting machine	pcs	01			
32	Staple machine	pcs	01			
33	Staple pins Abox of 1000 staples TRA700 series or arrow t50 staple ¼ to 9/16 24/6-1m	Boxes 5	15			
34	Note books shorthand spiral note book	pcs	200			

Item No.	Description	Unit of measure	Quantity	Unit. Price TZS.	Total. Price TZS.	Warranty period (where applicable)
35	Correction fluid	BOX	05			
36	Sticker notes	pcs	20			
37	Printer toner hp color mfp m479fdw	set	02			
38	Mark pens erased	pcs	04			
39	Carbon papers	reams	06			
40	Ball paint pen	Boxes	04			
41	Toner cartridges 30A	pcs	10			
42	Arch lever files	pcs	66			
43	Pental markers	Boxes	02			
44	Ledgers covers	Pairs	07			
45	Transparent paper	Reams	06			
46	Ink bottle	bottle	01			
47	Rubber bands	bags	20			
48	Seal tape	Rounds	04			
49	Clips	packs	03			
50	Hard covers book	Each	05			
51	Spirals	Boxes	04			
52	Transparent papers	Reams	02			
53	Hard paper covers	Reams	04			
54	LaserJet Pro 200colour M25ln	Set	02			
Total Amount in TZS. (including VAT)						

9. Required Documents

Interested firms shall submit:

a) Brief description of the company, including its history, years of operation, experience in stationery supply and areas of expertise.

b) Certificate of Incorporation or Registration.

c) Valid Business License.

d) TIN Certificate and VAT Registration Certificate, where applicable.

e) Evidence of capacity to supply and deliver stationery.

f) Evidence of reliable sources of stationery and office supplies.

g) At least three references from clients served within the last three years.

h) Financial quotation duly signed and stamped by an authorized representative.

i) Contact details of the company's authorized representative.

10. Evaluation Criteria

Quotations shall be evaluated based on:

a) Compliance with all mandatory requirements and submission of the required documents.

b) Validity and completeness of the bidder's registration and operating licenses.

c) Experience in the supply of stationery to Public Institutions, Government Agencies, International Organizations, Private Companies or similar entities.

d) At least three (3) references from clients who have received similar stationery supply services within the last three years.

e) Demonstrated capacity to supply and deliver stationery reliably and on time.

f) Availability of suitable supply, transportation and delivery arrangements.

g) Compliance with applicable quality requirements.

h) Reliability and responsiveness of the supplier, including the ability to meet urgent requirements.

i) Competitiveness and reasonableness of the quoted unit prices.

j) Financial quotation duly signed and stamped by an authorized representative.

11. Submission of Proposals

Proposals should be submitted in **electronic or hard copy format** by:

Deadline: 1st October, 2026 at 10:00 a.m. EAT

TO:

Executive Secretary
Joint Songwe River Basin Commission
P.O. BOX 300
Kyela, Tanzania.

Tel: +255 25 2957412

E-mail: songwecombasin@gmail.com or procurement@songwecom.org

The quotation should be clearly marked:

“REQUEST FOR QUOTATION FOR THE SUPPLY AND DELIVERY OF STATIONERY.”

12. Timeline

a) **RFQ Release Date:** 22/09/2026

b) **Deadline for Submission of Quotation:** 1/10/2026 at 10:00 a.m. EAT

c) **Evaluation of Quotations:** 2/10/2026

d) **Notification of Award:** 09/10/2026

e) **Contract Start Date:** 16/10/2026

13. Terms and Conditions

a) SONGWECOM reserves the right to accept or reject any quotation without assigning any reason.

b) The quotation must remain valid for a period of **120 days** from the submission deadline.

c) The specific stationery items, quantities and specifications shall be determined by SONGWECOM based on actual needs during the contract period.

d) The estimated or actual stationery requirements shall not constitute a commitment by SONGWECOM to purchase any minimum quantity or expenditure.

e) Stationery shall be supplied only upon receipt of an authorized purchase order, requisition or written instruction from SONGWECOM.

f) SONGWECOM reserves the right to verify the quality, specifications and quantities of stationery supplied.

g) Any stationery found to be defective, damaged or not conforming to the approved specifications shall be rejected and replaced by the supplier at no additional cost to SONGWECOM.

h) The supplier shall comply with all applicable laws, regulations and standards governing the supply of stationery in Tanzania.

i) Any form of canvassing will lead to automatic disqualification.

j) The successful bidder shall enter into a formal supply agreement with SONGWECOM.

14. Confidentiality

All information provided in response to this RFQ and during the course of the contract shall be treated as confidential and shall not be disclosed to any third party without prior written consent from SONGWECOM.

Dr. Eng. Ladislaus K. Leonidas
EXECUTIVE SECRETARY