



Tender Document

Tender Name	TENDER ANNOUNCEMENT FOR MEDIA VISIBILITY AND PRINTOUT PROJECT NUMBER:
Tender Number	QCTZ/2026/21
Tender Announcement Date	18/02/2026
Tender Closing Date	01/03/2026

Classification: Internal داخلي

Page 1 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Instructions for Submitting the Bid

About Qatar Charity

Qatar Charity is an international, non-governmental organization dedicated to implementing humanitarian and development programs aimed at assisting and empowering people. Qatar Charity operates across more than 50 countries in Africa, Asia, and Europe. Its local programs consider humanitarian and developmental needs without applying a one-size-fits-all approach. Qatar Charity targets countries where its projects are implemented objectively and transparently, in alignment with its core values: humanity, independence, neutrality, non-discrimination, transparency, professionalism, cooperation, and belonging.

1. General Provisions

- 1.1. Bidders must carefully read these instructions before submitting their responses.
- 1.2. Non-compliance with required conditions will result in bid disqualification.
- 1.3. Bidders must be fully aware of the contractual conditions and commitments before submitting their bid.
- 1.4 **Framework Agreement:** Bidders shall provide fixed price quotations valid for a **one-year (12-month) framework agreement**, which may be extended upon mutual agreement.
- 1.5 **Implementation:** Service must be executed **STRICTLY** within the stated period to various locations across **Tanzania**.

2. Purpose

The purpose of this tender is to invite bids for **TENDER SPECIFICATIONS FOR THE MEDIA VISIBILITY AND PRINT OUT TO END UP FOR ONE YEAR FRAMEWORK AGREEMENT**

Tender Documents

- 2.1. Tender documents include :
 - 2.1.1. Tender Booklet (including annexes).

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

2.2. Qatar Charity reserves the right to amend the Tender Booklet at any time before the submission deadline and before awarding the tender, if necessary. Written notifications will be sent to bidders regarding any amendments. Qatar Charity may extend the submission deadline at its discretion.

2.3. All bids, documents, publications, and any copies extracted by any party shall remain the property of Qatar Charity.

2.4. Communication with Qatar Charity (Office +2552222600075) can be made through the following channels for inquiries related to the tender:

Tender Number	QCTZ/2026/21	
Inquiry Email	gctanzania@qcharity.org	Phone: +2552222600075
Deadline for Inquiries	23/02/2025	Time:1400HRS

2.5. All inquiries must be in writing. Qatar Charity may circulate any replies to all bidders. Inquiries must clearly include:

- Tender number
- The question
- Bidder's information

3. Bid Submission

Bidders must review all required documents in the Tender Booklet:

First: Technical Offer

Required documents:

1. Tender booklet and specifications signed and stamped on all pages without any alteration or deletion.

Classification: Internal داخلي

Page 3 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

2. Company Memorandum of Association.
3. Certificate of Incorporation/Brella Registration
4. Brella Extract
5. Valid Business License / Activity Permit.
6. Copies of passports / IDs of company owners and authorized signatory.
7. Valid Tax Card / Tax Registration Certificate/ VAT if applicable
8. Recently issued Tax Clearance Certificate.
9. Bank certificate indicating authorized signatories and IBAN.
10. Company Profile:
 - Company overview, fields of work, establishment, executed projects, supporting photos, manpower, equipment, geographic reach.
11. Certificates of experience and recommendation letters for previous projects including reports, contracts, completion certificates, demonstrating operational capacity and supply chain capabilities.
12. Reference list showing qualifications and similar completed projects within the last 4 years.
13. Financial capacity: audited financial statements for the last 3 years + recent bank certificate proving financial capability.
14. ID of signatories or contact personnel.
15. Other Registered and licensed with all relevant regulatory bodies in Tanzania if required such as TBS, TMDA, BAKWATA, PHAB, OSHA, or any other applicable authority.

Second: Financial Offer

1. Signed and stamped financial proposal.
2. Editable Excel format of the financial proposal (in addition to point 1).

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

3. Tender Committee has the right to review price tables. If discrepancies occur between written and numerical values, the written value prevails. If discrepancies occur between unit price and total price, the unit price prevails.
4. Bid Letter showing bid date, total project cost, and bid validity (minimum 90 days except for framework contracts, which must be valid for at least 1 year).
5. Company name and documents must be in the official language and English. If discrepancies occur, the official-language version prevails.
6. Each company must submit **in two separate documents** (technical – financial) via below **QR Code with proper naming don't miss documents once**

Technical

Financial



submitted share the screenshot of submission via gctanzania@gcharity.org.

7. **Qatar Charity does not accept bids not uploaded via email.**
8. **Qatar Charity does not accept bids not uploaded via email.**

4. Bid Validity

Classification: Internal داخلي

Page 5 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

4.1. Awarded bidders must comply with all tender terms subject to written exceptions or agreed amendments.

5. Bid Costs

5.1. Bidders are not entitled to claim any costs related to bid preparation, whether awarded or rejected.

5.2. Bidders are responsible for obtaining all necessary information at their own expense.

5.3. Information provided aims to guide bidders only.

5.4. Bidders must verify sufficiency of information independently. Qatar Charity bears no responsibility for any resulting loss, damage, or expenses.

6. Bid Format

6.1. All bid procedures must be completed by qualified staff. Do not assume Qatar Charity knows your organization; all forms must be fully completed.

Required annexes:

- **Annex A:** Bid Commitment Certificate
- **Annex B:** Technical Offer
- **Annex C:** Financial Offer
- Any other issued annexes.

6.2. Incomplete bids will not be considered.

6.3. Technical evaluation precedes financial evaluation.

6.4. Submission mechanism: companies must create a main folder named after the company, containing two subfolders ("Technical File", "Financial File").

7. Price Accuracy

Classification: Internal داخلي

Page 6 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

7.1 Bidders must verify all calculations and ensure that all documents are completed, signed, and stamped.

8. Modification & Withdrawal

8.1. No modifications are allowed after the tender closing date.

8.2. If a bidder withdraws before evaluation, Qatar Charity may confiscate the bid security without prior notice.

9. Confidentiality and Data Protection

9.1 All information contained in the Invitation to Tender, as well as any information included in subsequent correspondence or any later negotiations, shall be considered confidential.

9.2 Bidders are not permitted to publish the Invitation to Tender, nor are they allowed to communicate or disclose any information to any third party. They are also prohibited from using such information for any commercial or industrial purpose unrelated to this tender.

9.3 The bidder may communicate or disclose any information to entities that require such information strictly for the purpose of preparing the bid or supporting any subsequent negotiations, provided that confidentiality obligations are fully observed.

9.4 Qatar Charity will treat all information submitted by bidders as “commercially confidential” (except for information required by law). Such information shall not be disclosed to any third party without the bidder’s written consent.

9.5 All personal data submitted in response to this tender will be handled in accordance with Tanzania’s Personal Data Protection Act, 2022. By participating, bidders consent to the use of their data solely for procurement purposes. Any cross-border transfer of personal data will comply with the legal safeguards outlined in the Act.

10. Prevention of Sexual Exploitation and Abuse

Qatar Charity unequivocally condemns all forms of sexual exploitation and abuse, as well as bullying and various non-sexual abuses of power committed by its employees and affiliated personnel against any individual, irrespective of age, gender, sexuality, disability, religion, or ethnic origin

11. Tender Timetable

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Item	Date
Tender announcement	18/02/2026
Deadline for technical inquiries	23/02/2026
Answers to inquiries	24/02/2026
Closing date & time	01/03/2026(1700HRS)

The bid shall be submitted through QR Code

12. Qatar Charity Information Security Policy

Bidders must comply with the information security requirements of Qatar Charity as outlined below:

12.1 The equipment or services must comply with all legal and regulatory requirements of the State.

12.2 The equipment or services must comply with intellectual property rights requirements.

12.3 Acceptable use requirements apply to all information accessed, used, or processed by the external party.

12.4 The supplier or service provider shall be required to sign a Non-Disclosure and Compliance Agreement (NDA).

12.5 The supplier or service provider must specify in writing all access permissions required to perform their work, whether related to access to physical premises or systems, or access to information during the contract period.

12.6 The supplier or service provider must identify their information security level and ensure the confidentiality, integrity, and availability of the organization's information upon request.

12.7 Acceptable use requirements shall apply to all information accessed, used, or processed by the external party.

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

12.8 All contracts and confidentiality agreements must be reviewed by the Legal Department if the contract is provided by the external party.

12.9 Contracts must align with all information security policies and procedures, as well as the organization's regulations and policies in effect at the time of signing.

12.10 A Service Level Agreement (SLA) must be signed whenever applicable.

12.11 The organization reserves the right to conduct any necessary audits when evaluating the services of the external party to verify the accuracy of submitted qualifications and the party's ability to fulfill contractual obligations.

12.12 The organization has the right to retain reports and records of work monitoring to ensure the external party's compliance with information security requirements as documented in the signed contracts.

12.13 Any changes made by the external party to the organization's information assets (systems or data) must be fully documented.

12.14 The supplier awarded the tender must sign a Confidentiality and Non-Disclosure Form.

13. Important Instructions

13.1 If circumstances arise that require the cancellation or postponement of the tender evaluation, bidders shall be notified of such cancellation or postponement. In the event of postponement, all submitted bids shall remain valid for the extended duration.

13.2 Each bid must be accompanied by an initial bid security amounting to **0%**, submitted in the form of a certified bank cheque or a bank guarantee issued by an accredited bank in the State. Any bid not accompanied by the required bid security will be disqualified. The certified cheque or bank guarantee shall be returned to bidders who are not awarded the tender.

13.3 Cash payment of the initial bid security will **not** be accepted.

13.4 The selected supplier will be formally notified in writing within **one week** from the final approval of the tender result.

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.



Annex A

Bid Commitment Certificate

Tender Number	QCTZ/2026/21
----------------------	---------------------

Classification: Internal داخلي

Page 10 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Annex (A) Bid Commitment Certificate

I, the undersigned / _____, authorized to submit the attached bid: _____ (Tender Number and Description) _____, in response to the Invitation to Tender issued by Qatar Charity, on behalf of: _____ (Name of Bidder) _____, hereby declare that all the following statements are true. I further declare that I have read and fully understood the contents of this certificate:

1. I understand that the attached bid will be disqualified if it is found that some or all of the information contained in this certificate is incorrect or incomplete.
2. I am duly authorized by the Bidder to sign this certificate and to submit the attached bid on the Bidder's behalf.
3. Any individual whose signature appears on the attached bid has been authorized by the Bidder to determine the bid terms and sign on behalf of the Bidder.
4. By participating in this tender, I agree to

5. **4.1** The terms, conditions, and provisions stipulated in this tender.
4.2 Based on participation in this tender, I am legally bound to implement the project in accordance with the specifications stated in the Tender Document and Bill of Quantities, without deletion, amendment, or alteration. Qatar Charity reserves the right to apply penalties to the bidding company in accordance with Annex (B) "Performance Bond" included in the tender requirements. I am legally bound to the following:

4.2.1 In the event of non-compliance with the above terms and conditions, Qatar Charity reserves the right to reclaim any fees it has incurred during the bid preparation process, with the value determined at Qatar Charity's sole discretion and in accordance with applicable local laws.

4.2.2 Qatar Charity reserves the right to exclude any bid that does not comply with the rules and requirements, without providing reasons to any bidder.

5. The Bidder's submission has been made voluntarily and without consultation, communication, agreement, or arrangement with any competitor — including but not limited to matters relating to:

- **Continuation of Annex (A) Bid Commitment Certificate**

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

- The Bidder affirms that no consultation, communication, agreement, or arrangement has taken place with any competitor regarding:
- Prices
- Geographic areas in which the product or service will be provided (market allocation)
- Methods, factors, or formulas used to calculate prices
- Intention or decision to submit or not to submit a bid
- Submitting a bid that does not comply with the specifications and conditions of the tender
- **6.** Furthermore, no consultations, communications, agreements, or arrangements have occurred with any other party regarding the type, quantity, specifications, conditions, or delivery of the products or services related to this Invitation to Tender.
- **7.** The terms of the attached bid were not known to, nor will they be disclosed by the Bidder—directly or indirectly—to any competitor prior to the official date and time of opening the tender envelopes or awarding the contract.
- _____
- **Name:**
Signature:
Stamp:
- **Instructions:**
- This certificate must be printed on the official letterhead of the company or engineering consultancy office, stamped, and submitted together with the bid. A valid authorization document on behalf of the bidding company must be attached, along with a copy of the authorized signatory's valid identification document.

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.



Annex B

Technical Proposal

Tender Number	QCTZ/2026/21
----------------------	---------------------

Annex B - Technical Proposal

Classification: Internal داخلي

Page 13 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

1. Scope of Work Details

1.1 The project shall be implemented within the city of Dar es Salaam and the agreed-upon regions.

2. Work Plan and Ability to Meet Project Execution Requirements

2.1 The bidder must submit the following with detailed descriptions:

2.1.1 A comprehensive timeline for executing the work, including a delivery schedule.

2.1.2 Identification of the project team.

2.1.3 Clear definition of the roles and responsibilities of the project team members.

2.1.4 Appointment of a supervisor by the company to communicate with Qatar Charity, specifying an official email address for formal correspondence and a WhatsApp number for urgent notifications, maintenance matters, and coordination between both parties.

2.1.5 The supplying company shall bear full responsibility for all safety and security procedures throughout the entire project implementation period. The company shall be solely legally and criminally liable for any damage to property or loss of life resulting from poor execution, non-compliance with standards, or failure to meet specified quality requirements until the project is fully and finally handed over.

2.1.6 Methods for identifying potential risks, along with the plan for addressing, mitigating, and managing such risks.

3. Technical Specifications

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.



Technical
specifications.pdf

Adding the attached document in pdf.

4. Environmental, Health, and Safety Requirements:

4.1 Packed Well

4.2 Good Quality

4.3 Environmentally friendly

5. Legal and Regulatory Requirements

5.1 The contractor (supplying company) shall bear full responsibility for obtaining all activity-related permits for the shops and grocery stores, including the supply and delivery of materials and goods, and for providing containers as required by the Ministry of Municipality or any legally authorized entities in the country.

5.2. Compliance with local environmental regulations, labor and employment laws, Civil Defense requirements, and any other applicable legislation is mandatory.

6. Payment Terms:

Payments will be linked to completion milestones, including:

- **Supply of goods and materials.**
- **Final handover.**
- **Provide of EFD Receipts, Invoice, Delivery note**

7. Bid Submission Procedure and Instructions to Bidders

6.1 The technical and financial proposals must be submitted in one file, in accordance with the attached templates.

7.2 Bid Validity:

The bid must remain valid for not less than (one year) from the closing date.



Annex C

Financial Proposal

Tender Number QCTZ/2026/21

Financial Offer Instructions

Please review our financial proposal for Tender No.: **QCTZ/2026/21**

Classification: Internal داخلي

Page 16 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Requirements for the Bidder:

- Submit the financial offer in the currency: ----- **(Name of Currency)**
- Review the attached Bill of Quantities (BOQ) and specify the **unit price** and **total price** for each item/description **without altering** the description, unit, quantity, or required amount.
- Write the total financial offer **in both figures and words** in the designated section.

Financial Offer Summary:**Total Amount (in figures and words):**

----- (Currency).

Validity of this offer: (---) days.

Date:, Time:	Company Stamp
Name of the Authorized Signatory:	
<u>Signature of the Authorized Signatory:</u>	

Evaluation Criteria and Weighting

Classification: Internal داخلي

Page 17 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Category	Criteria	Weight
Company Registration Documents	A mandatory requirement for bid acceptance	—

Technical Proposal (50%)

Criteria	Weight
Compliance and company acknowledgment of tender terms and conditions	10%
Company profile (company overview – fields of work – establishment – completed projects)	10%
Operational capacity and supply chain capabilities	20%
Experience in the field with a list of projects completed within the last four years	30%
Evaluation of submitted samples and assessment of their quality and compliance with specifications	15%
Financial capability and financial guarantees	15%

Financial Proposal (50%)

Criteria	Weight
Financial offers are evaluated based on the most competitive and reasonable price, taking into consideration price realism and balance with technical requirements.	100%

Bill of Quantities – Annex C/1

Company Name:

Tender No.:

Office:

Classification: Internal داخلي

Page 18 of 19

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.

Bill of Quantities for Pricing

No .	Item	Description	Unit	Unit Price	Quantity	Total
1	Printing banners	(dimensions 2 X 1 M)	Banner		1	
2	Printing banners	(dimensions 1.5 X 0.75 M)	Banner		1	
3	Printing rollup	(dimensions 200 X 85 CM)	Roll-up		1	
4	Printing rollup	(dimensions 200 X 85 CM)	Roll-up		1	
5	Printing stickers with QC logo	(A5)	Sticker		1	
6	Printing stickers with QC logo	(A4)	Sticker		1	

Grand Total:

Amount in Words:

Company Stamp & Signature:

.....

Copyright Notice

This document is the property of Qatar Charity. No part of it may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without prior written permission from the authorized officials of Qatar Charity.