



Practice Document

Practice Name	FURNITURES-PROJECT 2026
Practice Number	QCTZ/2026/29
Practice Announcement Date	31/03/2026
Practice Closing Date	08/04/2026

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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, nondiscrimination, transparency, professionalism, cooperation, and belonging. -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.

2. Purpose

The purpose of this practice is to invite bids for **FURNITURES PROJECT**

Practice Documents

- 2.1. Practice documents include :
- 2.2. Qatar Charity reserves the right to amend the Practice Booklet at any time before the submission deadline and before awarding the practice, 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.

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2.4. Communication with Qatar Charity can be made through the following channels for inquiries related to the practice:

2.4.1

Practice Number	QCTZ/2026/29	QCTZ/2026/29
Inquiry Email	qctanzania@qcharity.org	
Deadline for Inquiries	02/04/2025	Time:1400HRS

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

- Practice number
- The question
- Bidder's information

3. Bid Submission

Bidders must review all required documents in the Practice Booklet:

First: Technical Offer

Required documents:

1. Practice booklet and specifications signed and stamped on all pages without any alteration or deletion.
2. 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.

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7. Valid Tax Card / Tax Registration Certificate/ VAT if applicable
8. Recently issued a 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 registrations and licenses required by Tanzanian authorities if required such as TBS, TMDA, BAKWATA, PHAB, OSHA, CRB, ERB or any other applicable authority.

Second: Financial Offer

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

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6. Each company must submit **two separate files** (technical – financial) **via Email**, with proper naming.

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

8. 4. Bid Validity

4.1. Awarded bidders must comply with all practice 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 the 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

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company, containing two subfolders (“Technical File”, “Financial File”).

7. Price Accuracy

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 practice 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 practice, 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 practice, 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 practice.

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 practice 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

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affiliated personnel against any individual, irrespective of age, gender, sexuality, disability, religion, or ethnic origin

11. Practice Timetable

Item	Date
Practice announcement	31/03/2026
Deadline for technical inquiries	02/04/2026
Answers to inquiries	02/04/2026
Closing date & time	08/04/2026(1700HRS)

The bid shall be submitted through the qctanzania@qcharity.org

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.

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

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 practice must sign a Confidentiality and Non-Disclosure Form.

13. Important Instructions

13.1 If circumstances arise that require the cancellation or postponement of the practice 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.

13.4 The selected supplier will be formally notified in writing within **two weeks** from the final approval of the practice result. The supplier must submit a final performance guarantee of **not less than 10%** of the contract value within a period not exceeding ten (10) days from the day following the notification of award or increase the initial bid security to equal the required final guarantee, in order to ensure proper contract execution.

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Annex A

Bid



قطر الخيرية
QATAR CHARITY

Commitment Certificate

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Practice Number

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Annex (A) Bid Commitment Certificate

I, the undersigned /,
 authorized to submit the attached bid: (Practice Number and Description)
,

in response to the Invitation to practice 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 practice, I agree to
5. **4.1** The terms, conditions, and provisions stipulated in this practice.
4.2 Based on participation in this practice, I am legally bound to implement the project in accordance with the specifications stated in the practice 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 practice 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:

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

- 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 practice
- **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 practice.
- **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 practice 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.

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Annex B Technical



Proposal

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Annex B - Technical Proposal

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.

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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 The bidder must clearly describe the methods used to identify potential risks, as well as the plan for addressing, mitigating, and managing those risks

3. Project Components as Follows:

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4. Technical Specifications – Furnitures Project

NO	ITEMS	DETAILS	IMAGES
1	Swivel Chair	5 pc of High neck Swivel Chair.	
2	Table	1 Pc of workstation X4	
3	Outdoor Foldable table	Tables 180cm + 6 Chairs (quantity 2)	

10. Health and Safety Requirements:

The products must be properly packed, of high quality, and compliant with environmental standards

11. Legal and Regulatory Requirements

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11.1 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.-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.

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

12. Payment Terms:

Payments will be linked to completion milestones, including:

- Supply of goods and materials.
- Final handover.

13. Bid Submission Procedure and Instructions to Bidders

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

13.2 Bid Validity:

The bid must remain valid for less than (90) days from the closing date.

13.3 Inquiries:

All inquiries must be submitted in writing / via email during the practice period, at least two (2) days before the closing date. Clarifications or addenda, if any, will be issued accordingly.

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Annex C

Financial Proposal

Practice Number QCTZ/2026/29

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Financial Offer Instructions

Please review our financial proposal for practice No.: **QCTZ/2026/29 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:	
Signature of the Authorized Signatory:	

Evaluation Criteria and Weighting

Category	Criteria	Weight
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Company Registration Documents	A mandatory requirement for bid acceptance	—
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Technical Proposal (50%)

Criteria	Weight
Compliance and company acknowledgment of practice 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:

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Practice No.: -----

Office: -----

Bill of Quantities for Pricing

No.	Item	Description	Unit	Unit Price	Quantity	Total
1						0
2						0
3						0
4						0
5						0
6						0
7						0
8						0
9						0
10						0

Grand Total: 0

Amount in Words:

Company Stamp & Signature:

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