

TANGANYIKA LAW SOCIETY

CALL FOR APPLICATIONS FOR PREQUALIFICATION OF SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS

Two-Year Framework Arrangement | Tender Reference: **TLS/PROC/PQSCS01/2026**

1. Invitation

The Tanganyika Law Society (TLS) invites applications from eligible, reputable and qualified suppliers, contractors, consultants and service providers for prequalification under the procurement lots listed in this advertisement. The exercise aims to establish a pool of prequalified providers for a period of two (2) years, from which TLS may invite competitive tenders for specific requirements as they arise.

Applicants may apply for one or more lots, provided they meet the requirements relevant to each lot. Prequalification does not guarantee the award of a contract, a purchase order, a minimum volume of business or any payment by TLS.

2. Procurement Lots

Lot No.	Category	Scope
Lot 1	Office Stationery	Paper, pens, files, folders, notebooks, envelopes, toner, cartridges, printing consumables and other stationery.
Lot 2	Office Equipment and ICT Supplies	Computers, laptops, printers, accessories, networking equipment, peripherals and related supplies.
Lot 3	Printing and embroidery, Publishing and Branding	Printing of reports, books, brochures, banners, business cards, branded materials, digital print, publications and related services.
Lot 4	Supply and delivery of fuel for vehicles and generators	Supply and delivery of petrol, diesel, and other required fuels for TLS vehicles, generators, and related operational equipment as needed.
Lot 5	Cleaning Services and Supply of Hygiene Supplies	Provision of office cleaning, sanitation, waste management, and supply of cleaning materials, detergents, toiletries, hygiene consumables. and related supplies.
Lot 6	Repairs, Maintenance and Minor Works	Electrical and plumbing repairs, air-conditioning, elevator repair, office equipment maintenance, painting, renovation and general building maintenance. Furniture and Office Fittings
Lot 7	Transport, Courier and Logistics Services	Vehicle hire, transportation, courier services, delivery, freight and logistical support and Supply of newspapers.
Lot 8	Events, Conference and Catering Services	Conference and meeting venues, catering, refreshments, event equipment, accommodation arrangements and event support.
Lot 9	Travel Management, Air Ticketing and Reservation Services	Domestic and international air ticketing; flight reservations and itinerary management; ticket rebooking, cancellation and refunds; travel advisory services; hotel and accommodation reservations; airport transfers; and related travel management services.
Lot 10	Advocate Stamps (Wakili Stamps)	Design, production, supply and delivery of advocate stamps in accordance with TLS-approved specifications, security features, quality standards and branding requirements. The supplier must demonstrate secure production, quality control, confidentiality, reliable delivery and capacity to replace defective, damaged or non-conforming stamps at its own cost in accordance with the contract.
Lot 11	Consultancy and Professional Services	Procurement, legal, financial, audit, human resources, research, policy, governance, strategic planning and other professional consultancy services.
Lot 12	ICT, Software, Networking and Technical Services	Software development, system maintenance, technical support, hosting, cybersecurity, database support, networking and related ICT services.
Lot 13	Communication, Media and Publicity	Media coverage, photography, videography, graphic design, advertising, public relations and communication services.
Lot 14	Security Services	Provision of qualified security personnel and related security services, subject to applicable licences and approvals.
Lot 15	Insurance Services	Insurance brokerage and insurance coverage for TLS requirements, subject to applicable regulatory authorisations.
Lot 16	Construction and Renovation Works	Construction, renovation, partitioning, refurbishment and other building works, as applicable.
Lot 17	Supply of Advocates' Robes and Bibs	Supply and delivery of high-quality advocates' robes and bibs in accordance with the specifications, designs, sizes, and quality standards approved by TLS
Lot 18	Internal Audit Services	Provision of independent and professional internal audit services to the Tanganyika Law Society (TLS)
Lot 19	Kitchen consumables and supplies	Supply and delivery of kitchen consumables to the TLS (including tea, coffee, sugar, milk, drinking water, juice, biscuits, snacks, disposable cups, plates, serviettes, food storage materials, dishwashing liquid, sponges and other kitchen and refreshment supplies)

Lot 20	Bouquet Preparation and Flower Delivery Services	Provision of fresh flowers, customized bouquets, wreaths, floral arrangements, and reliable delivery services for official functions, funerals, ceremonies, celebrations, and other TLS activities.
Lot 21	Office Vehicle Maintenance and Repair Services	Provision of vehicle servicing, diagnostics, mechanical and electrical repairs, spare parts replacement, tire services, and emergency breakdown assistance for TLS vehicles.

3. General Eligibility and Application Documents

Applicants must submit a complete application containing the following, as applicable:

- a. A signed application letter identifying the lot(s) applied for and the name and contact details of the applicant.
- b. A valid certificate of registration or incorporation and details of directors, partners or proprietors, as applicable.
- c. A valid Taxpayer Identification Number (TIN) certificate and tax clearance.
- d. A valid Value Added Tax certificate (VAT) applicable under tax laws and regulations of Tanzania.
- e. A valid business license covering the relevant goods or services.
- f. A company or business profile describing ownership, business activities, organisational structure and operational capacity.
- g. Evidence of relevant experience, including comparable contracts or assignments completed or undertaken, preferably within the past three years.
- h. At least three client references, where available, with contact details for verification.
- i. Evidence of financial capacity, such as recent financial statements, bank reference or other appropriate financial information, where relevant.
- j. Details of qualified personnel, equipment, premises, production capacity and delivery arrangements relevant to the lot.
- k. Copies of applicable professional registrations, licences, permits, certifications or authorisations required for the relevant services.
- l. A declaration of beneficial ownership and disclosure of any actual or potential conflict of interest.

4. Due Diligence and Verification

TLS may verify submitted information before prequalification and, where appropriate, before contract award. Verification may include checking registration, tax status, licences, beneficial ownership, client references, past performance, financial and technical capacity, professional credentials, conflicts of interest, and the authenticity of submitted documents. TLS may conduct site visits, inspect samples, request clarifications or demonstrations, and verify proposed subcontractors where relevant and permitted.

False statements, forged documents, material omissions or misrepresentation may result in disqualification or other action permitted under applicable law and TLS procedures.

5. Evaluation and Prequalification

Applications will be assessed against eligibility and completeness of documents, legal and regulatory compliance, relevant experience, technical capacity, financial capacity where relevant, professional qualifications, and the results of due diligence. Applicants will be assessed for each lot applied for. Only applicants meeting the requirements will be included on the relevant prequalified supplier list. TLS may seek clarifications where permitted by the applicable procurement procedures.

6. Subsequent Competitive Tendering and Tender Opening

Tender opening will be managed openly and transparently in accordance with the tender documents and applicable procurement rules. The date, time, venue and procedure will be communicated in each invitation to tender. Where the applicable rules permit, bidders or their authorised representatives may attend. The opening will be documented, and information disclosed at opening will be handled in accordance with the applicable procedures.

7. Duration and Conditions of the Framework Arrangement

- The prequalification arrangement is intended to cover two (2) years, subject to TLS's final procurement documents and applicable requirements.
- Prequalification does not guarantee a contract, exclusivity, minimum purchase quantities or a minimum contract value.
- Specific requirements will be procured against actual needs, available budgets and the applicable procurement procedures.

- Prices, delivery timelines, service standards, payment terms, performance measures and other obligations will be stated in the relevant tender documents and contract.
- Providers must maintain valid licences and eligibility throughout the relevant period and promptly notify TLS of any material change in their status.
- TLS may monitor performance and take contractual or other permitted action in the event of non-performance.

8. Submission Instructions

Interested applicants must submit their applications in a sealed envelope clearly marked:

APPLICATION FOR PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS – TLS/PROC/PQSCS01/2026 – LOT(S) [INSERT LOT NUMBER(S)]

NB: NOT TO BE OPENED BEFORE THE STIPULATED TIME

Deliver applications to:

Tanganyika Law Society (TLS)

Plot No. 391, Chato Street, Regent Estate

P.O. Box 2148,

Dar es Salaam, Tanzania

Submission deadline: 30th October, 2026 at 11:00am EAT

Applications received after the deadline shall be rejected in accordance with the applicable procurement procedures. The electronic submissions are acceptable. Applicants should submit their application to mkessy@tls.or.tz

9. Clarifications and Contact Details

Requests for clarification and Tender Documents per each Lot should be directed to:

Procurement Unit, Tanganyika Law Society (TLS)

Email: mkessy@tls.or.tz

Telephone: +255 779 626 215

TLS reserves the right to verify applications, reject non-responsive submissions, amend or cancel this process where justified, and proceed in accordance with its applicable procurement policies, procedures and legal requirements.

Issued by: Mariam Othman – Executive Director, Tanganyika Law Society

Date: 15th October 2026