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## JOINT SONGWE RIVER BASIN COMMISSION

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### 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](mailto:songwecombasin@gmail.com) or [procurement@songwecom.org](mailto:procurement@songwecom.org)

**Date: 18<sup>th</sup> August, 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:

- a. Supply stationery in accordance with orders issued by SONGWECOM.

- b. Deliver stationery to the SONGWECOM Secretariat Offices in Kyela or to any other location designated by SONGWECOM within the applicable service area.
- c. Ensure that all stationery supplied is new, unused, of good quality and fit for its intended purpose.
- d. Ensure that all stationery supplied conforms to the specifications provided by SONGWECOM.
- e. Ensure accurate quantities of stationery are supplied in accordance with the authorized order.
- f. Provide delivery notes for every delivery, indicating the description and quantity of stationery supplied, date of delivery and other relevant details.
- g. Ensure that all stationery is properly packaged and protected against damage during transportation and delivery.
- h. Maintain adequate capacity to respond to SONGWECOM's stationery requirements as and when required.
- i. Provide stationery at the agreed unit rates during the validity of the quotation and contract period, subject to any applicable statutory price adjustments.
- j. 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.
- k. 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 Prices

Bidders shall provide their unit prices for stationery and indicate the applicable prices for the items that may be requested by SONGWECOM during the contract period.

The actual items, specifications and quantities to be supplied shall be communicated by SONGWECOM as and when the need arises.

| S/N | Description of Item            | Unit          | Unit Rate<br>(TZS) | Remarks                       |
|-----|--------------------------------|---------------|--------------------|-------------------------------|
| 1   | Stationery and Office Supplies | As applicable |                    | To be specified when required |

The quantities of stationery to be purchased shall be determined based on the actual requirements of SONGWECOM during the contract period. The RFQ does not constitute a commitment by SONGWECOM to purchase any minimum quantity or value of stationery.

## 9. Required Documents

Interested firms shall submit:

- Brief description of the company, including its history, years of operation, experience in stationery supply and areas of expertise.
- Certificate of Incorporation or Registration.
- Valid Business License.
- TIN Certificate and VAT Registration Certificate, where applicable.
- Evidence of capacity to supply and deliver stationery.
- Evidence of reliable sources of stationery and office supplies.
- At least three references from clients served within the last three years.
- Financial quotation duly signed and stamped by an authorized representative.
- Contact details of the company's authorized representative.

## 10. Evaluation Criteria

Quotations shall be evaluated based on:

- Compliance with all mandatory requirements and submission of the required documents.
- Validity and completeness of the bidder's registration and operating licenses.
- Experience in the supply of stationery to Public Institutions, Government Agencies, International Organizations, Private Companies or similar entities.
- At least three (3) references from clients who have received similar stationery supply services within the last three years.
- Demonstrated capacity to supply and deliver stationery reliably and on time.
- Availability of suitable supply, transportation and delivery arrangements.
- Compliance with applicable quality requirements.
- 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:** 31<sup>st</sup> August, 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](mailto:songwecombasin@gmail.com) or [procurement@songwecom.org](mailto: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: 18/08/2026
- b. Deadline for Submission of Quotation: 31/08/2026 at 10:00 a.m. EAT
- c. Evaluation of Quotations: 02/09/2026
- d. Notification of Award: 14/09/2026
- e. Contract Start Date: 01/10/2026

## 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 90 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.

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