



**CONFIDENTIAL**

**NMB BANK PLC  
("NMB")**

**INVITATION FOR TENDER  
("IFT")**

**'SUPPLY OF STATIONERIES AND COMPUTER CONSUMABLES'**

The content of this document is strictly confidential. You are authorized to use this document only in preparing a response to NMB Request for Proposal **"SUPPLY OF STATIONERIES AND COMPUTER CONSUMABLES"**

It is forbidden to make copies of this document without the express written permission of the REQUESTOR. The content remains the property of NMB Bank Plc. This document, together with all such copies, should be returned to NMB Bank Plc together with your Proposal. Should you decide not to submit a Proposal, this document should be returned to NMB Bank Plc not later than the closing date for the submission of the Proposal.

The address of the Requestor is:

**SECRETARY  
NMB MANAGEMENT TENDER COMMITTEE,  
NMB HEAD OFFICE,  
Ohio/Ali Hassan Mwinyi Road, PO Box 9213,  
Dar es Salaam, Tanzania.**

**Telephone: +255 22 2322442,**

*Please escalate your concerns confidentially about any unacceptable practices by any Bank staff or supplier involved in this tender process through the following channels:*

NMB's Postal Address: Attn. to CEO [envelope marked "strictly private and confidential"] Toll Free Phone Numbers: 0658 / 0779 / 0685 / 0800 751 000 Email Address: [whistleblowing@nmbbank.co.tz](mailto:whistleblowing@nmbbank.co.tz) NMB Website: [www.nmbtz.com](http://www.nmbtz.com) [then select the Whistle Blowing Section.



## 1 INSTRUCTION TO TENDERERS

### 1.1 Invitation

You, your company are hereby invited to submit a tender for **‘SUPPLY OF STATIONERIES AND COMPUTER CONSUMABLES’** NMB Bank Plc will use this tender as a basis for a decision regarding the **“SUPPLY OF STATIONERIES AND COMPUTER CONSUMABLES”**.

### 1.2 Obtaining the tender document

A complete set of tender document can be obtained by interested candidates from NMB Website through this link <https://www.nmbbank.co.tz/tenders> upon payment of a non-refundable fee of **TSHS. 50,000/= payable to NMB Account No. 302040002** at any NMB Branch. The original Bank slip/copy **MUST** be accompanied with the tender document upon submission of the tender document.

### 1.3 Submission of Tender

The closing time and date for submission of written Tenders is on **Monday 2<sup>nd</sup> November, 2020 at 1500 hours**, by that time your Tender must be properly sealed with wax and deposited at the tender box located on Ground Floor of NMB Bank Head Office and addressed to the address namely; **The Secretary of Management Tender Committee, NMB Bank Plc, Ohio Street/ Ali Hassan Mwinyi Road, P.O. Box 9213 Dar Es Salaam Tanzania**. The tender to be marked on top of the envelope: **“SUPPLY OF STATIONERIES AND COMPUTER CONSUMABLES”**. NMB Bank Plc shall be entitled to reject any tender received after the due date and time.

### 1.3 Disclosure of reasons

NMB Bank Plc reserves the right not to disclose any of its reasons for the taking of decisions resulting from this Invitation for Tender.

### 1.4 Completeness of Tender

You are specifically required, in your Tender, to respond in writing to each of the points of Section 1 of this Invitation for Tender, in this sequence and with retention of this numbering system. Your responses could consist of "Noted", "Accepted" or "Not Accepted", together with an associated or supporting statement where appropriate.

You are also required, in your tender, to respond in writing to each of the points of Section 3, and 4, of this Invitation for Tender, in this sequence and with retention of the numbering system.

### 1.5 Language

You are requested to submit your tender in English.

### 1.6 Number of copies

You are requested to submit three (3) complete sets of your tender documents, one original and two (2) copies.

### 1.7 Format of Tender

You are requested to submit your tender in A4 format, with printing on one side of a page only.

**1.8 Misrepresentation**

NMB Bank Plc, decision-making process, will to a large extent be reliant upon the information supplied by you. Should it be found that aspects of such information are incomplete, untrue or misleading, NMB Bank Plc reserves the right to terminate negotiations with you.

**1.9 Clarifications**

A prospective candidate requiring any clarification of the tender document may notify NMB in writing addressed to NMB Secretary Tender Committee through address provided on the invitation to tender or email [procurement@nmbbank.co.tz](mailto:procurement@nmbbank.co.tz). The Procuring entity will respond in writing to any request for clarification of the tender documents received not later than **20<sup>th</sup> October, 2020**. Any clarification of the bidding document will be communicated through the same link of obtaining the tender document and can be accessible to all prospective vendors.

**1.10 Completeness of Tender**

You are expected to provide to NMB Bank Plc an accurate and complete tender as requested in more detail hereunder. Should you find the said requests incomplete or ambiguous, the responsibility rests upon you to obtain clarification from the Requestor (NMB).

**1.11 Tender Official Contact**

Upon release of this Tender, all vendor communications concerning this tender request should be directed to the Requestor (Secretary NMB Management Tender Committee). Unauthorised contact regarding this tender with other NMB Bank Plc employees may result in disqualification. Any oral communications will be considered unofficial and non-binding to NMB Bank Plc. You are to rely only on written statements issued by the Tender Requestor. (Secretary NMB Management Tender Committee)

**1.12 Influencing**

It is specifically brought to your attention that any attempts at influencing NMB Bank Plc decision-making process outside of the Tender Committee responsible, may lead to disqualification.

**1.13 Costs and Selection**

All costs incurred by you in preparing the tender and providing any additional information to NMB Bank Plc, shall be borne by you. The issuance of this tender does not obligate NMB Bank Plc to accept any of the resulting tenders. NMB Bank Plc makes no commitments, implied or otherwise, that this tender process will result in a business transaction with one or more of the suppliers.

**1.15 Tender Responses**

NMB Bank Plc is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a tender submitted contains conflicting information, NMB Bank Plc at its option may either request clarification or may consider the information unresponsive.

**1.16 Contract Award**

NMB Bank Plc reserves the right to appoint more than one Supplier subject to fulfilment of the requirements set in this tender document.

**1.17 Validity of Tenders**

Tenders shall remain valid for 90 days after date of tender opening prescribed above. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

Accepted	Not Accepted

**1.18 Payment Conditions**

NMB Bank Plc. prefers to pay all its local registered vendors through Bank transfer to their NMB Account. Therefore, the vendors are encouraged to open account with the Bank to facilitate payment process.

Accepted	Not Accepted

**2. STATEMENT OF REQUIREMENT**

NMB has more than 220 branches and 150 offsite ATMs across the country divided in 8 Zones namely – Dar es Salaam Zone, Northern Zone, Lake Zone, Highland Zone, Southern Zone, Western Zone, Central Zone and Eastern Zone, NMB is looking for a supplier who will manage to supply the Stationeries and Computer Consumables on the need basis as per below list;

S/N	Description	Specs/ Brand Name	Unit Of Measure
	LOT 1: STATIONERIES		
1	Photocopy Paper A4	Mondi No1/ Rotatrium/Top Kopie	Ream
2	Brown Envelope Large (A3)	Virgin Paper 80gsm 16*12 - Nmb Logo	Pc
3	Brown Envelopes Medium (A4)	Virgin Paper 80gsm 12.75*9 - Nmb Logo	Pc
4	Brown Envelopes Small (A5)	Virgin Paper 80gsm 8.7*4.3 - Nmb Logo	Pc
5	Rubber Band	Falcon	Packet
6	Legal Paper	Green Color	Ream
7	Marker Pen	Snowman	Dzn
8	Black Pen	0.7mm - Black Ink- (50pcs)	Box
9	Red Pen	0.7mm - Red Ink-(50pcs)	Box
10	Blue Pen	0.7mm - Blue Ink-(50pcs)	Box
11	Paper Pin	25gm Per Pkt	Box
12	Staple Pin -	24/6 - Kangaroo- 20 Strips Of 50 Pins (Blue Box)	Box
13	Staple Pins Heavy Duty	23/15 - Kangaroo - 10 Strips Of 100 Pins (Blue Box)	Box
14	Paper Clips	33mm - 20 Strips Of 100 Pins	Box
15	Stamp Pad Ink Violet (Endorsement Ink)	30cc -Horse	Dzn

16	Stamp Pad Plain	No 2	Dzn
17	Gummed Bottle (Glue)	160 Gm	Bottle
18	Punch Machine	Dp-600 -Kangaroo (Blue Box)	Pc
19	Heavy Duty Punch Machine	Hdp-2160-Kangaroo (Blue Box)	Pc
20	Stapler Machine	Ds 45nr-Kangaroo With Built In Staple Removal (Blue Box)	Pc
21	Heavy Duty Stapler Machine	Ds-23s24fl Kangaroo With Adjustable Paper Guide (Blue Box)	Pc
22	Carbon Paper Pencil	Academy-100 Sheets Par Pkt	Packet
23	Plastic File Blue	(Flat File)	Dzn
24	Spring Plastic File	Rapid/Freedom	Dzn
25	Box File	Elfen Pvc Quoted On Both Side- Assorted Colour	Box
26	Teller Dumping Sponge		Pc
27	Shorthand Notebook	5*8-70 Sheets-Academy Brand.	Packet
28	Cotton Twine (Kamba)	Kamba 2kg	Pc
29	Punch Pocket	A4 Size - 50 Micron Thickness	Packet
30	Empty Box A4 Size	With Nmb Logo- 3ply Top	Box
31	Empty Box A3 Size	With Nmb Logo -3ply	Box
32	Archive Boxes	With Nmb Logo -3ply Top And 5 Ply Bottom	Box
33	Counter Book	A4 -3quire	Pc
34	Green Ink	30cc -Horse	Dzn
35	Yellow Sticker	3 X 3 - Fantastic/Flamingo/Libra	Dzn
36	Yellow Sticker	3 X 4 - Fantastic/Flamingo/Libra	Dzn
37	Yellow Sticker	3 X 5 - Fantastic/Flamingo/Libra	Dzn
38	Bulldog Clips	19mm	Pc
39	Bull Dog Clips	25mm	Pc
40	Bulldog Clips	32mm	Pc
41	Bulldog Clips	41mm	Pc
42	Bulldog Clips	51mm	Pc
43	Citizen Calculator	12 Digits(Ct 600)	Pc
44	Correction Pen Fluid	70ml	Pc
45	Mouse -Battery Aa		Pc
46	Mouse Battery Aaa		Pc
47	Dustbin	Wire Mesh Black	Pc
48	Flipchart Pads		Pc
49	Flipchart Stand	90*120	Pc
50	Flipchart Stand	70*100	Pc
51	Glue Stick	8gm	Pc
52	Highlighter	4gm	Pc
53	In & Out Tray	2 Tier Metal	Pc



Request for Proposal for Supply of Stationeries and Computer Consumables

54	In & Out Tray	3 Tier Metal	Pc
55	In & Out Tray	2 Tier Plastic	Pc
56	In & Out Tray	3 Tier Plastic	Pc
57	L-Shape Folders		Pc
58	Masking Tape		Pc
59	Notice Board	90*120	Pc
60	Notice Board	120*150	Pc
61	White Board	120*150	Pc
62	Sign Here Stickers		Pc
63	Suspension Files	Elfen Brand	Dzn
64	White Board Marker		Dzn
65	White Board Duster		Pc
66	Lead Box File		Pc
67	Clipboard		Pc
68	Ring Binder Plastic		Pc
69	Attendance Register -	1 -Quire	Pc
70	Id Card Holder	Horizontal - T-14	Pc
71	Id Card Holder	Vertical - T-014	Pc
72	Key Box - Holder	150 Up	Pc
73	Packing Tape	50 Yds - Brown	Roll
74	Packing Tape	50 Yds - Clear	Roll
75	Packing Tape	100 Yds - Brown	Roll
76	Packing Tape	100 Yds - Clear	Roll
77	Spiral Binding	6mm	
78	Spiral Binding	10mm	
79	Spiral Binding	18mm	
80	Spiral Binding	20mm	
81	Spiral Binding	38mm	
82	Spiral Binding	45mm	
83	Spiral Binding	51mm	
84	Desk Organizer		Pc
85	Plastic Ruller	Nataraj - 15cm (6")	Pc
86	Plastic Ruller	Nataraj - 30cm (12")	Pc
87	Permanent Marker Pen	Academy/Deli/Office Mate - Blue	Dzn
88	Permanent Marker Pen	Academy/Deli/Office Mate - Blue	Dzn
89	Permanent Marker Pen	Academy/Deli/Office Mate - Blue	Dzn
90	Master Card Permanent Marker Pen	Academy/Deli/Office Mate - Blue	Dzn
91	Glue Stick	8gm, 15gm, 22gm & 35gm	pc
92	Pos Receipt Rolls		Roll
93	Cash Strapping Rolls		Rolls



Request for Proposal for Supply of Stationeries and Computer Consumables

94	Teller Printer Roll	5*50mm	Roll
	<b>LOT 2: COMPUTER CONSUMABLES</b>		
1	Epson Ribbon	Erc 31b	Pc
2	Mouse Standard	Dell/Logitec	Pc
3	Wirelles Mouse	Dell/Logitec	Pc
4	Keyboard	Dell	Pc
5	Black Cartridge	05A HP CE505A	pc
6	Black Cartridge	59A HP CF259A	pc
7	Black Cartridge	64A HP CC364A	pc
8	Black Cartridge	81A HP CF281A	pc
9	Black Cartridge	90A HP CE390A	pc
10	Black Cartridge	17A HP CF217A	pc
11	Black Cartridge	37A HP CF237A	pc
12	Black Cartridge	26A HP CF226A	pc
13	Black Cartridge	30A HP CF230A	pc
14	Black Cartridge	80A HP CF280A	pc
15	Black Cartridge	83A HP CF283A	pc
16	Black Cartridge	78A HP CF278A	pc
17	Black Cartridge	HP CE410A	pc
18	Black Cartridge	CF214A	pc
19	Black Cartridge	CE255A	pc
20	Cyan Cartridge	HP CE411A	pc
21	Yellow Cartridge	HP CE412A	pc
22	Magenta Cartridge	HP CE413A	pc
23	Black Cartridge	HP CB540A	pc
24	Cyan Cartridge	HP CB541A	pc
25	Yellow Cartridge	HP CB542A	pc
26	Magenta Cartridge	HP CB543	pc
27	Black Cartridge	HP CC530A	pc
28	Cyan Cartridge	HP CC531A	pc
29	Yellow Cartridge	HP CC532A	pc
30	Magenta Cartridge	HP CC533A	pc
31	Black Cartridge	HP CE260A	pc
32	Cyan Cartridge	HP CE261A	pc
33	Yellow Cartridge	HP CE262A	pc
34	Magenta Cartridge	HP CE263A	pc

**LOT 3: FUSER**

S/N	PRINTER	SPECIFICATION	UNIT OF MEASURE
1	"HP LaserJet M607"		Pc
2	"HP LaserJet M608"		Pc
3	"HP LaserJet M604"		Pc
4	"HP LaserJet M605"		Pc
5	"HP LaserJet MFP M129-M134"		Pc
6	"HP LaserJet 600 M601"		Pc
7	"HP LaserJet 600 M602"		Pc
8	"HP LaserJet P4014"		Pc
9	"HP LaserJet P4015"		Pc
10	"HP LaserJet P4515"		Pc
11	"HP LaserJet 400 color M451dn"		Pc
12	"HP LaserJet P2055dn"		Pc
13	"HP LaserJet MFP M129-M134"		Pc
14	"HP LaserJet MFP M426dw"		Pc
15	"HP LaserJet MFP M227-M231"		Pc
16	"HP LaserJet Pro M428-M429"		Pc
17	"HP LaserJet 400 M401dn"		Pc
18	"HP LaserJet P4014"		Pc
19	"HP LaserJet P4015"		Pc
20	"HP LaserJet 600 M601"		Pc
21	"HP LaserJet M604"		Pc
22	"HP LaserJet M605"		Pc
23	"HP LaserJet M607"		Pc
24	"HP LaserJet M608"		Pc
25	"HP LaserJet MFP M129-M134"		Pc
26	"HP LaserJet M608"		Pc
27	"HP Color LaserJet CP1515n"		Pc
28	"HP LaserJet 400 color M451dn"		Pc

**Terms and Conditions;**

1. The interested suppliers will need to provide unit prices which will be evaluated and form a minimum of 2 years fixed contract.
2. Delivery will be done at the NMB Bank store facility which is located at Msasani stores in Dar Es Salaam.
3. The vendor must quote for all items in the listed LOTS.

**EVALUATION OF THE TENDERS**

**Preliminary Examination**





The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, all attachments like registration certificates, statutory certificates and whether the tenders are generally in order.

Arithmetical errors will be rectified on the following basis. If there is a discrepancy between words and figures, the amount in words will prevail.

The Procuring entity may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.

Prior to the detailed evaluation, pursuant to the above paragraphs, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

S/N	Mandatory Requirements	YES/NO
1	Submission of a Valid Business License	
2	Submission of Certificate of Incorporation from BRELA	
3	Submission of VAT and/or Tin Registration Certificates	
4	Power of Attorney of Signatory of the tender (signed and stamped by advocate of notary public and/or company stamp)	
5	Submission of statement of Litigation – signed and stamped by advocate of notary public and/or company seal	
6	Submission of Audited Financial Statements for the past three (3) years (2017,2018,2019)	
7	Submission of deposit slip of TSHS 50,000/- for purchasing this tender document	

**Detailed Evaluation.**

The procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive subject to passing preliminary evaluation

		MAXIMUM SCORE
1	Specific Experience of the company in similar arrangement – Supply of Stationeries and Consumables- Attach Reference letters (Minimum 3 different organizations)	30 marks
2	Specific experience number of years in business	20 marks
3	Evidence of Physical locations including presence of the stationery outlet – Attach lease agreement/ ownership documents	10 Marks
4	Financial Capability - Submission of Audited Financial Statements for the past three (3) years (2017,2018 and 2019)	20 Marks
6	Comprehensiveness of the list of required stationeries	15 Marks
7	Proper presentation of your bid	5 Marks

The Bank will conduct a due diligence on the clients that will have been provided to determine the tenderers capability/capacity to provide the required services.



**Post qualification**

In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The determination will consider the tenderer’s financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderer’s qualifications submitted by the tenderer, as well as such other information as the Procuring entity deems necessary and appropriate.

The due diligence report will comprise assessment of the bidders’ ability to perform the work. The Evaluation Committee shall visit the provided sites by the bidder under evaluation to determine:

- a) The bidder's **capacity** to discharge duties of similar nature and magnitude comparable to the Bank.
- b) **Quality** of service offered by the bidder shall be established by the Evaluation Committee to previous clients.
- c) **Customer Satisfaction** of previous clients.

**Award Criteria**

Subject to the above criteria the Procuring entity will award the contract to the successful tenderer whose tender has scored the highest marks on the requirements, provided that the tenderer is determined to be qualified to perform the contract satisfactorily.

**3. SUPPLIER SPECIFIC INFORMATION**

**3.1 Capability**

3.1.1 Provide at least three references letters and contact details for your current clients who you are providing supply of stationeries and computer consumables

	Reference Number 1	Reference Number 2	Reference Number 3
Client			
Contact’s Title			
Phone			

3.1.2 Explain specific experience in number of years in business.

3.1.3 Explain the Scope of your internal controls, recruitment process of your staff and privacy (confidentiality) protection

**3.2 Quality Process**

3.2.1 Please provide Evidence of Physical locations including presence of the stationery outlet – Attach lease agreement/ ownership documents.

3.2.2 Please provide C.V. of key personnel that will be used for this service.

**3.3 Supplier Organisation**

3.3.1 Please describe the vendor's background, including how long it has been in business.



Date of Incorporation:	
Registration Number:	
Vat/Tin Registration Number:	

3.3.2 Are there any current directors serving on boards of other organisations?

Names of Directors	Name of organisation

3.3.3 A detailed organogram, disclosing all related holding companies, subsidiaries and associates and clearly showing directors and shareholders of the company. Memorandum of association to be attached

**3.4 Annual Reports and Financial Data**

Unless instructed otherwise, when answering questions in this Section, please give details, which specifically relate to your Company and not to the whole of the group if your Company forms part of that group.

3.4.1 Characterise your company’s financial performance for the last three years.

3.4.2 Furnish balance sheets/financial statements for the last three years.

3.4.3 Specify whether there are any pending or threatened claims that could affect your financial standing. Provide details of attorney’s and legal advisors as well as confirmation letters from such attorney’s about the existence or non-existence of any pending litigation.

**3.5 Declaration of Interest**

3.5.1 Has any Director, Partner, Associate, Company Secretary, Senior Manager or Manager in your organisation been employed by NMB? If YES, please give details.

3.5.2 Does any Director, Partner, Associate, Company Secretary, Senior Manager, Manager or any person connected with the tender, have any relationship (family, friend, other) with a person employed in the department concerned with the administration of this Tender and/or any person who may be involved with the evaluation or adjudication of this RFP? If YES, please give details



**4 COMMERCIAL REQUIREMENT**

4.1 **Pricing** – Please submit your pricing model in as per price schedule below as an example. Vendors must quote for all items in the listed LOTS:-

Schedule 1 – Supply of Stationeries and Computer Consumables

Item No.	Item Description	Brand	Unit of Measure	Unit Price	Remarks
<b>LOT 1</b>					
1	PHOTOCOPY PAPER A4 -80GSM				
2	BROWN ENVELOPE LARGE (A3)-NMB Logo				
3	BROWN ENVELOPES MEDIUM (A4)-NMB Logo				
4	BROWN ENVELOPES SMALL (A5)-NMB Logo				
5	RUBBER BAND				
6	MARKER PEN				
7	BLACK PEN				
8	RED PEN				

**Terms: The vendor must provide pricing in both hard copy and preferably in Excel Soft Copy**

**REMARKS**

- In case of discrepancy between the wording and the unit price, the unit price shall prevail.
- You are supposed to quote for all listed stationeries.

Company’s Name -----

Name of Authorized Officer -----

Signature of Authorized officer -----

Title of Authorized Officer-----

Official Company Phone & Email Address-----

Company Stamp-----

Date-----