



Tender Request Form

YEAR 2023 - 2024

REQUEST FOR QUOTATION (RFQ) OF GENERAL PRINTING & OFFICE STATIONERY

Date:12thDEC 2023

Reference: RFQ GENERAL PRINTING & STATIONERY

Dear Sir/Madam,

Lancet Laboratory Tanzania Ltd, invites you to submit your bid for supply of **general printing & office stationery** as per the specifications provided in this tender document.

Take note of the requirements and conditions pertaining to the bid & supply of the listed products.

1. Please ensure that your submission is in pdf format, and free from any virus or corrupted files.
2. Any bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the bid by Lancet Laboratory Tanzania Limited.
3. Lancet Laboratory Tanzania Limited is under no obligation to award a contract to any Bidder due to this RFQ.
4. Annual quantity provided does not imply that Lancet Laboratory Tanzania Limited will buy the full quantity but gives an indication for planning purposes.
5. Submission deadline: End of day 22nd Dec 2023.

DELIVERY OF BIDS

Hand-Delivery submission in sealed envelopes to the TENDER BOX located at

LANCET LABORATORIES, TANZANIA

CONSERVATION HOUSE, 1ST FLOOR.

REQUIREMENTS

1.	Submission Deadline	Date: 22 nd DEC 2023						
2.	Delivery Terms & Timelines	Immediately upon confirmation of Order (LPO)						
3.	After Sales Service Required	Give details of Technical Support to be provided						
4.	Duration of tender price	1 year DEC 2023 – DEC 2024 State your proposed conditions of price increase if any						
5.	Payment Terms (Tick as appropriate)	60 Days	<input type="checkbox"/>	90 Days	<input type="checkbox"/>	120 Days	<input type="checkbox"/>	<input type="checkbox"/>
6.	Early Settlement Discount (ESD)	Kindly specify Percentage & Terms:						
7.	Required Documents to be submitted	• Company Registration / Certificate of Incorporation						
		• TRA PIN						
		• Business License						
		• Valid Tax Compliance Cert						
		• Price Schedule						
		• 3 Reference Letters from existing clients						
		• Company Profile						
		• Any other Value additions						
		• A letter of commitment confirming duration of time to deliver goods.						
• Provide a Letter of Reference from the bank or audited financial statements of accounts for the last two years.								

SCHEDULE OF REQUIREMENTS

Printing:

Item:	Material Specification	Est. Monthly Usage	Unit Cost (Tshs. Inc VAT)
Printing & Photocopy Paper	PLAIN PAPERS - PREMIUM WHITE - 80 GSM pcs	100 reams	
Lab Report Paper	Branded As per specifications. 100 GSM Packaging: Ream/500 pcs	80 reams	
Company Letter Head Paper	Branded As per specifications. 100 GSM Packaging: Ream/500 pcs	10reams	
Branded C4 White Envelope	Branded As per specifications. 100 GSM Packaging: Box/ 500 Pcs	2 boxes	
Courier result delivery book	Size: A5 (210 x 148 mm) *Packaging: 50 pages *Serialized	5pcs (Ordered on request)	
Courier route book	Size: A5 (210 x 148 mm) *Packaging: 50 Page Booklet *Serialized	5pcs (Ordered on request)	
Newsletter Folded to A5	Size - A4 (210 x 297 mm) folded to A5 (148 x 210 mm) Paper – 150 GSM Paper Quality: Gloss paper Packaging: Each	300 pcs (Ordered on Request)	
Newsletter Folded to A4	Size: A3 (297 x 420 mm) folded to A4 (210 x 297 mm) Paper: 150 GSM Paper Quality: Gloss paper Packaging: Each	300 pcs (Ordered on Request)	
Newsletter Folded to A5	Size: A3 (297 x 420 mm) folded to A4 (210 x 297 mm) Paper Weight: 150 GSM Paper Quality: Gloss paper Packaging: Each	300 pcs (Ordered on Request)	
Lab Test Request Forms	Size: A4 (210 x 297 mm) Paper: 80gsm Packaging: Pad of 50 Each	170 Pads	
Cashiering Record Books:	MANUAL RECEIPT BOOK Size: A4 (210 x 297 mm) *Packaging: 50 Page Booklet *Each page in Quadruplicate (4) copies *Serialized	2pcs (Ordered on request)	
	COURIER TRANSFER NOTEBOOKS *Size: A5 (210 x 148 mm) *Packaging: 50 pages *Each page in triplicate (3) copies *Serialized	10 pcs	
	DAILY FLOAT HAND OVER BOOK *Size: A5 (210 x 148 mm) *Packaging: 50 Page Booklet *In triplicate (3) copies *Serialized	10 pcs	

	DAILY CASH UP SUMMARY BOOK *Size: A5 (210 x 148 mm) *Packaging: 50 Page Booklet *In triplicate (3) copies * Serialized	10 copies	
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Stickers:

Item:	Material Specification	Monthly Estimate	Unit Cost Tshs. Inc VAT)
Sample Logging Stickers:	Dimensions: As per Artwork specifications Packaging: Each	TH STICKERS – 2000 pcs	
		TC STICKERS – 300 pcs	
		TN STICKERS – 150 pcs	

Stationary:

Category	Description	Packaging	Estimate Qty	Usage period	Unit Cost Tshs Inc VAT
Stationary	Nataraj BALL PEN	Box/50EACH	20	Monthly	
Stationary	BOX FILE - SMALL	EACH	50	Monthly	
Stationary	RING BINDER	EACH	50	Monthly	
Stationary	BUSINESS CARD (Capacity – 100PCS)	EACH	10	Ordered On Request	
Stationary	PERMANENT MARKER PEN	EACH	10	Monthly	
Stationary	CELLOTAPE LARGE - (48mm x 50M)	EACH	60	Monthly	
Stationary	CELLOTAPE SMALL - (24mm x 50M)	EACH	50	Monthly	
Stationary	CLIP PAPER NORMAL BOX/100	EACH	1	Monthly	
Stationary	DESK CALCULATOR	EACH	1	Ordered On Request	
Stationary	GLUE STICK - 15G	EACH	5	Monthly	
Stationary	HIGHLIGHTERS (Assorted colour)	EACH	10	Monthly	
Stationary	PENCIL HB	BOX/ 12 EACH	5	Monthly	
Stationary	PUNCH PAPER LARGE KANGARO	EACH	1	Ordered On Request	
Stationary	RUBBER BAND SIZE 12	BOX/ 100 EACH	5	Monthly	
Stationary	RUBBER STAMP	EACH	1	Ordered On Request	
Stationary	STAMP INK (RED/ BLUE)	EACH	5	Monthly	
Stationary	STAPLE PINS - 24/6	BOX/ 5000 EACH	5	Monthly	
Stationary	KANGARO STAPLE REMOVER (SR-45)	EACH	5	Monthly	

Stationary	KANGARO STAPLER - DS-45 (24/6 - 26/6)	EACH	1	Ordered On Request	
Stationary	WHITEBOARD TEMPORARY MARKER	BOX/12 EACH	1	Ordered on request	
Stationary	CORRECTION FLUID	EACH	5	Monthly	

Toners

Category	Description	Packaging	Estimate Qty	Usage period	Unit Cost in TSHS inc VAT
Stationary	Toner TK 3160	EACH	30	Monthly	
Stationary	Toner HP 05A	EACH	5	Monthly	
Stationary	Toner HP 059A	EACH	5	Monthly	
Stationary	Toner HP 85A	EACH	5	Ordered On Request	

Name and Signature of the Supplier's Authorized Person

Name.....Date.....

Designation.....

Signature & Stamp