

CONTRACT NOTICE

CALL FOR TENDER: GENERAL INFORMATION

1. Buyer

Official name: Comunità Volontari per il Mondo - CVM

Legal type: Non-Governmental Organization

Activity of the contracting authority: Management and implementation of development cooperation projects

2. Procedure

2.1. Procedure

Title: FRAMEWORK CONTRACT for STATIONERY SUPPLY

Short description of the contract:

FRAMEWORK CONTRACT for stationery supply in 4 different lots.

Type of procedure: Open

2.1.1. Purpose

Nature of the contract: Services

Main classification (CPV¹ code): **30192700-8** – Stationery

2.1.3. Estimated total value

Value excluding VAT: 39,670,558.585 TZS – Tanzanian Shilling

2.1.4. General information

Legal basis:

Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union².

Local Law - Procurement award procedure applying to European Union external actions financed from the general budget of the European Union and the European Development Fund (EDF).

2.1.6. Grounds for exclusion

Description: Please consult the procurement documents.

5. Lot

This contract is divided into lots: yes

In case of lots Tenders may be submitted for:

¹ The Common Procurement Vocabulary (CPV) is the mandatory reference nomenclature applicable to procurement contracts. The list of CPV codes is available on: <https://ted.europa.eu/en/simap/cpv>.

² Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast), PE/99/2023/REV/1, OJ L, 2024/2509, 26.9.2024, ELI: <http://data.europa.eu/eli/reg/2024/2509/oj>.

All lots

5.1. Information per lot

Title: Lot n.1 – Dar Es Salaam

Short description of the contract: Provision of office stationery supplies for project-related activities and office in Dar Es Salaam, with availability to deliver materials to Bagamoyo.

Title: Lot n.2 – Dodoma

Short description of the contract: Provision of office stationery supplies for project-related activities and office in Dodoma.

Title: Lot n.3 – Mwanza

Short description of the contract: Provision of office stationery supplies for project-related activities and office in Mwanza.

Title: Lot n.4 – Unguja

Short description of the contract: Provision of office stationery supplies for project-related activities and office in Unguja.

5.1.1. Purpose

Nature of the contract: Services

Main classification (CPV code): **30192700-8** – Stationery

Options: In relation to repetition of similar services/works.

The buyer reserves the right for additional purchases from the contractor, as described here: Provided they are in conformity with the basic project, new services or works consisting in the repetition of similar services or works, may be entrusted.

5.1.2. Place of performance

Country/Geographical zone: Tanzania Mainland and Unguja

5.1.3. Estimated duration

Duration: 48 months

5.1.5. Estimated value per lot (only for service contracts)

Lot n.1 – Dar Es Salaam

Value excluding VAT: 23,777,711.451 TZS – Tanzanian Shilling

Lot n.2 – Dodoma

Value excluding VAT: 8,353,747.763 TZS – Tanzanian Shilling

Lot n.3 – Mwanza

Value excluding VAT: 4,460,276.013 TZS – Tanzanian Shilling

Lot n.3 – Unguja

Value excluding VAT: 3,079,569.528 TZS – Tanzanian Shilling

5.1.6. General information

Information Notice Title: FRAMEWORK CONTRACT for STATIONERY SUPPLY

Information Notice Reference Number: 03-2025-AID013244-05-0

The complete Tender Dossier, including all annexes, is available upon request at the following email address: progetti@cvm.an.it

5.1.9. Selection criteria

Criterion:

Type: suitability to pursue the professional activity

Description: Please consult procurement documents.

Type: economic and financial standing

Description: Please consult procurement documents.

Type: technical and professional ability

Description: Please consult procurement documents.

5.1.10. Award criteria

Criterion:

1. Lowest price
2. Best price-quality ratio

5.1.11. Procurement documents

Languages in which the procurement documents are officially available: English

5.1.12. Terms of procurement

Terms of submission:

Offers shall be submitted either by email to progetti@cvm.an.it with the email subject: “**Application_Stationery_Lot [Lot number]**”, specifying the number of the lot;

or in a sealed envelope to the following address: Busya Street, Dunda Block P, Bagamoyo, Box 276.

Electronic submission: Not allowed

Languages in which tenders or requests to participate may be submitted: English

Deadline for receipt of requests to participate/tenders:

Date: 19/01/2026

Local Time: 12/00

2025

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Deadline until which the tender must remain valid: 3 months from the date stated for receipt of tender.

8. Organisation

8.1 ORG-0001

Official name: Comunità Volontari per il Mondo - CVM

Registration number: 1607

Town: Bagamoyo

Postcode: 276

Country: Tanzania

Email: legalfaccvmapa@cvm.an.it

Roles of this organisation: Buyer (“Buyer” in this context refers to contracting authority)

8.1 ORG-0002

Official name: CHODAWU – Conservation, Hotels, Domestic, Social Services and Consultancy Workers Union, Tanzania

Registration number: 011

Town: Dar Es Salaam

Postcode: 15549

Country: Tanzania

Email: asteria_mathias@yahoo.com

Roles of this organisation: Buyer (“Buyer” in this context refers to contracting authority)

8.1 ORG-0003

Official name: CHODAWU- Z – Conservation, Hotels, Domestic and Allied Workers Union, Zanzibar

Registration number: 009

Town: Kikwajuni

Postcode: 667

Country: Tanzania

Email: fcamilius95@gmail.com

Roles of this organisation: Buyer (“Buyer” in this context refers to contracting authority)

8.1 ORG-0004

Official name: Wote Sawa

Registration number: 9377

Town: Mwanza

Postcode: 33100

Country: Tanzania

Email: jaqueline.ngalo@wotesawa.or.tz

Roles of this organisation: Buyer (“Buyer” in this context refers to contracting authority)

