



LEGAL AND HUMAN RIGHTS CENTRE

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EXPRESSION OF INTEREST FOR PROVISION AND SUPPLY OF VARIOUS GOODS AND SERVICES FOR 2022-2024

The Legal and Human Rights Centre (acronym LHRC) is a non-for-profit, non-partisan and non-governmental human rights organisation founded and registered in 1995 envisioning a just and equitable society. The Centre implements its activities through funds provided by various development partners. Currently it has started implementing its three years Operational Plan (2022-2024).

The LHRC would like to invite applications from credible, eligible and well established services, in one or more of the categories appearing below.

CATEGORY NO.	DESCRIPTION
LHRC 2021/01	Provision of Conference and accommodation services and facilities
LHRC 2021/02	Provision of Building Construction and Maintenance materials and services
LHRC 2021/03	Provision of Catering Services
LHRC 2021/04	Supply of general ICT equipment including computers, photocopiers, and accessories.
LHRC 2021/05	Provision of Courier services
LHRC 2021/06	Supply of Electrical supplies Contractors
LHRC 2021/07	Provision of Fumigation services
LHRC 2021/08	Provision of Insurance services (motor vehicle, fire, burglary and theft for LHRC properties and Insurance services)
LHRC 2021/09	Provision of Consultancy services specific (Resource Mobilization and Trainings)
LHRC 2021/10	Provision of Audit services (Internal and External)
LHRC 2021/11	Provision of Tax Advisory services on retainer basis / Legal Retainer
LHRC 2021/12	Supply of Mobile phones and accessories
LHRC 2021/13	Supply of maintenance of Office equipments and furnitures
LHRC 2021/14	Supply of office cleaning services.
LHRC 2021/15	Provision of Printing and publication services.
LHRC 2021/16	Supply and maintenance of general alarm system, CCTV, and access control equipment services (RFID Identity Badges) intruders' detection ,fire detection and suppression.
LHRC 2021/17	Provision of Internet Services
LHRC 2021/18	Provision of Public Relations Firms (communication and media)
LHRC 2021/19	Supply of office Stationeries
LHRC 2021/20	Provision of Air conditioners Services
LHRC 2021/21	Language translation and interpretation services
LHRC 2021/22	Provision of Language Translation services.
LHRC 2021/23	Provision of Travel Services Agency for air, road, railway and wateries.
LHRC 2021/24	Provision of transport and transportation services
LHRC 2021/25	Supply of tents, Chairs and tables for functions.
LHRC 2021/26	Provision of vehicles maintenance services
LHRC 2021/27	Provision of Security services
LHRC 2021/28	Supply of installation of advanced vehicle tracking and fleet management
LHRC 2021/29	Provision of IT equipment servicing eg. Printers, scanners ,computers etc.
LHRC 2021/30	Provision of Local Back up Solution (Standalone NAS, Offnet Sync)
LHRC 2021/31	Supply of Files Indexing Solution and Digitization of Files (Full Dublex Full Mode Network Scanner Index System)
LHRC 2021/32	Provision of video, audio production and graphic design services.
LHRC 2021/33	Provision of Consultancy services on media monitoring and survey
LHRC 2021/34	Provision of program quality assurer
LHRC 2021/35	Provision of animation comic vedios production
LHRC 2021/36	Provision of MC and Event Managers
LHRC 2021/37	Provision of Gender Auditors
LHRC 2021/38	Provision of Protocols and ushering services
LHRC 2021/39	Provision of mobile payments services
LHRC 2021/40	Provision of Book and Documents Editors
LHRC 2021/41	Provision of sign language experts
LHRC 2021/42	Provision of decorations services
LHRC 2021/43	Provision of corporate tailoring services
LHRC 2021/44	Provision of office water filters services.
LHRC 2021/45	Provision of Recruitment Agencies.

MODE OF SUBMISSION

Interested Suppliers may submit Expression of Interest for one or more category listed in above. However each category should be considered separately when submitting the registration of service provision documents stating clearly the category number.

The selection and final shortlisting of the supplier/service providers will be conducted through competitive selection procedures specified in the LHRC Procurement guideline.

Shortlisting criteria will include:

- The Service provider must have a registered and fixed business premises in Tanzania, with a Certificate of Registration, Incorporation/Memorandum and Articles of Association and business licence.
- The Service provider must show proof that it has paid statutory obligations and has a valid Tax clearance certificate from the Tanzania Revenue Authority (TRA).
- Minimum of three (3) years of similar work and reference/proof of previous works, supplies service done including recommendation letter from at least two customers.
- Documented financial capacity, technical competence, administrative capacity and ability to deliver.

Suppliers and service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/quotation documents in bid for supply of goods and services under those categories on as and when required basis.

Application in plain sealed enveloped clearly showing the type(s) Category number of the service applied for should be addressed to the Chairperson – LHRC Procurement Committee, P.O.Box 75254, Dar es Salaam and must be delivered to LHRC Head Office, Justice Lugakingira House Kijitonyama Behind Institute of Social Work.

Deadline for submission of EoI shall be on 19th November, 2021 and they will be opened on the same date. The LHRC would like to warn applicants that any form of canvassing to influence the award of the tender(s) shall lead to automatic disqualification.

The Legal and Human Rights Centre does not bind itself to prequalify any supplier(s) or give reasons for its decision and is not obliged to accept the lowest or any tender.

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