



KIBO SEED COMPANY LIMITED

Ubora wa kuaminika

Kibo Seed Co. Ltd, P.O.BOX 25 Arusha, Tanzania.

Tel: +255 759 492 222, +255 785 555 112.

Email: info@kiboseeds.co.tz Website: www.kiboseeds.co.tz.

OPEN TENDER

SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL MATERIALS

1. BACKGROUND

Kibo Seed Company is a private Company registered in the United Republic of Tanzania in the agricultural industry and in the Seed Sub sector. The main activities for the Company are carrying out Research, production, processing of seed, sales and marketing activities of seed and other complimentary products.

Kibo Seed Company invites qualified suppliers for the design, production, and delivery of branded promotional materials.

2. SCOPE OF WORK

Design, production, branding, packaging, and delivery of promotional materials.

3. LIST AND QUANTITIES OF REQUIRED ITEMS

ITEMS	QUANTITIES
Umbrellas	100 pcs
Signboards (Office Entrance)	6 pcs
Roadside Signboards Demo Materials	625 pcs
Movable Gazebos	2 pcs
Teardrop Banners	30 pcs
Roll-up/Stand-up Banners	30 pcs
Brochures (Folded)	50,000 pcs
Dust Coats	1,000 pcs
Light Sweaters	100 pcs
Round Caps	200 pcs
Caps (General)	1,000 pcs
T-shirts (Round Neck)	700 pcs
T-shirts (Polo)	500 pcs

General Manager
Kibo Seeds Company Limited
20th April 2026

Agent Signboards	500 pcs
Branded Packaging Materials	10,000 pcs

4. TECHNICAL SPECIFICATIONS

Bidders must provide:

- Material samples (fabric, print quality, durability)
- Branding method (screen print, embroidery, digital print, etc.)
- Colour consistency with brand guidelines
- Weather-resistant materials for outdoor items
- Size breakdowns for apparel

5. DELIVERY TIMELINE

- Production start: Within 7 days of contract award
- Delivery completion: Within 30–45 days
- Partial deliveries may be accepted upon agreement

6. ELIGIBILITY CRITERIA

Bidders must:

- Be legally registered
- Have at least 3 years of experience in promotional materials production
- Provide at least 3 similar past project references
- Demonstrate production capacity

7. EVALUATION CRITERIA

Stage 1: Preliminary Evaluation (Mandatory Compliance)

Pass/Fail basis:

Submission of all required documents

- Valid business Licence
- Tax compliance certificates (to submit TIN certificate and Valid tax clearance)
- Company/Business registration certificate
- Have at least 3 years of experience in promotional materials production
- Provide 3 similar past project references i.e. LPO or Contract/Award

Only compliant bidders proceed to Stage 2.

**General Manager
Kibo Seeds Company Limited
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Stage 2: Technical Evaluation (70%)

Criteria	Weight
Quality of Samples (To attach samples)	25%
Experience & Past Projects	15%
Production Capacity & Lead Time (30-45 days)	15%
Technical Specifications Compliance (To be indicated in the proforma)	15%

Minimum technical score to pass: 50%

Stage 3: Financial Evaluation (30%)

Lowest Quoted Price

Evaluation Method:

- Lowest evaluated responsive bidder (L1) or
- Combined scoring:
Final Score = Technical (70%) + Financial (30%)

8. AWARD OF CONTRACT

The contract will be awarded to the bidder with:

- The highest combined score, or
- The most economically advantageous offer
- Only shortlisted bidders will be contacted

9. PAYMENT TERMS

- 50% advance upon order confirmation
- 50% upon delivery and inspection

10. SUBMISSION DETAILS

The quote shall include all applicable Taxes and delivery to our Arusha Warehouse.

For any inquiry of sample for the required material send email to catherine@kiboseeds.co.tz

Tender must be submitted on or before **4th May 2026** not later than **10:00 am** in the tender box located at the:

**General Manager
Kibo Seeds Company Limited
20th April 2026**

Kibo Seed Company Ltd Headquarters
Okaseni Street off Arusha – Namanga Road
Opposite Dodoma/East Africa By-Pass Road Junction
Also, Opposite PetroAfrica Ngaramtoni Service Station
Arusha, Tanzania

Tender must be submitted in a sealed envelope with the heading
**Tender Reference: KSCL/TEND/PM/01/2026: SUPPLY AND DELIVERY OF
BRANDED PROMOTIONAL MATERIALS**

addressed to:
The General Manager
Kibo Seed Company Ltd
P.O Box 25 Arusha, Tanzania

Tender opening will be done on **4th May 2026** at **10:00** am and representatives are invited to attend the opening meeting.

We look forward to receive your tender.

Thank You

**General Manager
Kibo Seeds Company Limited
20th April 2026**