



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

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

OPEN TENDER

SUPPLYING OF OFFICE STATIONERIES FOR KIBO SEED CO. LTD 2025/2026

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.

We kindly request you to submit your tender for the supplying of the following office stationeries

LIST OF STATIONERIES				
S/N	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	HP415A black toner cartridge	8 Pc		
2	HP415A yellow toner cartridge	4 Pc		
3	HP415A magenta toner cartridge	4 Pc		
4	HP415A cyan toner cartridges	4 Pc		
5	REAM PAPER	20 boxes		
6	Rubber band	720 packets		

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

EVALUATION CRITERIA

A) Mandatory requirements(fail/pass)

- Business registration i.e. certificate of incorporation or BRELA
- Valid business licence
- TIN number/Valid tax compliance certificate

NB: DO NOT SUBMIT YOUR BID IF YOU DON'T HAVE ANY OF THE ABOVE

B) Technical requirements(60marks)

- Experience 3-5 above (20 marks)
- Proven experience in similar supply (must attach 3 contracts/LPO for the similar supply) (each 10marks)
- Proven delivery time being capable of delivering the items as per required timeline 1 week after LPO (10marks)

C)Financial examination (40 points):

- Lowest evaluated quotation. (20 marks)
- Payment terms 30 days after delivery the items. (20 marks)

NOTE:

- Evaluation criteria will be based on the mandatory technical and financial evaluation.
- The lowest evaluated bids will be awarded the contract upon being responsive of the mandatory and technical evaluation.
- Bidder must score 50 marks on technical evaluation to proceed to financial evaluation.

Tender must be submitted on or before **10th November 2025** not later than **10:00 am** in the tender box located at the:

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

Tender must be submitted in a sealed envelope with the heading

Tender Reference: KSCL/TENDER/OS/01/2025-2026: SUPPLY OF OFFICE STATIONERIES
addressed to:

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

AWARD AND FUTURE ENGAGEMENT

The supplier selected and awarded this contract will also be considered for a one-year supplying contract, whereby stationery items will be ordered as the need arises, subject to satisfactory performance.

The tender opening will be done on **10th November 2025** at **10:00 am** and representatives are invited to attend the opening.

We look forward to receive your tender.

Thank You

27/10/2025