

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF OFFICE STATIONARIES, TONNER AND PRINTING SERVICES

1.0 Introduction and Background Information

APHFTA is an Umbrella Non-governmental Organization (NGO) of the private (self-sustaining) health sector in Tanzania established in 1994. It serves as a public forum for the private health sector and provides a comprehensive array of advocacy, administrative, knowledge-sharing, and networking products and services to the Private Health Care Sector (PHCS). It endeavors to link the PHCS with the community and thereby contribute towards poverty alleviation. Over the years, it has engaged the PHCS in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children (MOHCDGEC) partnering to improve the quality of care in health sector and to achieve the MDGs and now the SDGs and the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA).

APHFTA has over 800 member facilities all over Tanzania, which includes hospitals, health centers, dispensaries, clinics, laboratories, pharmacies/ADDOS, and maternity homes among others. It is dedicated to improving the quality of care and services in the PHCS. It does this through implementation of healthcare development projects in private facilities and some government facilities through Public-Private Partnership. The projects that it has implemented include Malaria, Maternal, Newborn and Child Health (MNCH); Helping Babies Breath (HBB), Family Planning (FP), Non Communicable Diseases (NCDs), HIV and AIDS, quality improvement, access to affordable finance and continuous professional development among others. In addition, in 2012 APHFTA incorporated Afya Microfinance Ltd (AMiF) - a subsidiary company (with 99% APHFTA ownership) aiming at improving access to affordable financing to the PHCS.

The association operates countrywide and it has four Zonal offices. These are: **Lake Zone**, with offices in Mwanza City, **Northern Zone**, with offices in Moshi, **Southern Highland Zone** with offices in Mbeya, and **Dar Es Salaam Zone**, with offices in Dar Es Salaam where the headquarter is.

APHFTA is currently seeking qualified and capable supplier to supply and delivery of Stationery, Toner and Printing Services for one year period with the possibility of extension for another year upon satisfaction of Vendor Performance Evaluation.

2.0 Purpose

The objectives of this request for proposal is to find an individual / entity that will be to supply office stationery, Toner and Printing Services and to meet and respond to the needs of office stationery, toner for printers and printing of documents includes binding and laminating services.

The Supply and Services are divided into 3 Lots as below:

- a) Lot 1: Stationery
- b) Lot 2: Toner
- c) Lot 3: Printing, Binding and Laminating Services

All the Lots will be performed in accordance with the terms and conditions stipulated in this TOR.

3.0 Scope of Supply

- a) The supplier can be awarded for all Lots or on a Lot by Lot basis separately for stationeries, toners and printing services. The bidder may submit quotation for all Lots.
- b) The suppliers will be awarded the contract under fixed prices that will be valid for one year.
- c) APHFTA will issue Local Purchase Order (LPO) to acquire goods or services from successful bidders.
- d) Supplier upon received the LPO shall supply and deliver the items within 24 Hours or specified time as requested by APHFTA.
- e) Supplier shall ensure that all goods are appropriately delivered to APHFTA Office in good manner to avoid physical damage.

4.0 Duration of Contract

The period of agreement is one year with the possibility of extension for another year upon satisfaction of performance evaluation.

5.0 Payment

The services provider must provide tax invoice in Tanzania Shillings and APHFTA shall pay the invoice through cheque or bank transfer

6.0 Deadline for Submission of Proposals

Proposal should be labeled office stationaries services and submitted on or before Friday 14th December 2018@15:30hrs to the following address:

APHFTA
Procurement Committee
P. O. Box 13234
Dar-es-salaam
Email: info@aphfta.org