



Deutsche Gesellschaft  
giz für Internationale  
Zusammenarbeit (GIZ) GmbH

**EXPRESSION OF INTEREST (EOI)  
THE SUPPLY OF STATIONERY AND OFFICE MATERIALS TO GIZ  
TANZANIA AND EAC**

GIZ is a federally owned enterprise operating globally, assisting the German Government in achieving its policy objectives in international cooperation. We provide demand-driven, tailor-made, and effective services for sustainable development worldwide. In Tanzania and the surrounding region, GIZ supports the Government of the United Republic of Tanzania and the East African Community (EAC) in reaching their development goals.

**Supply of stationery and office materials**

The supplier is responsible for supply of stationery and office materials including branded printing/copier Cartridges/Toners of (Kyocera, HP, Cannon etc.) as per demand received from GIZ projects office in Tanzania. The purchase orders may be combined or for every single unit as and when requirement arises for any category of items under the framework agreement.

**Planned Agreement Period**

The service provision shall commence as soon as possible latest in March 2025. The framework agreement will be concluded for an initial one (1) year, with the option to extend the agreement for a further one (1) year.

The agreement can be terminated by GIZ by giving three (3) months notice at any time without providing any justification. However, any purchase commitment or payment shall be fulfilled by both parties placed/or in pipeline prior to the issuance of termination notice.

**Possible Ordering Process via Framework Agreement**

GIZ will issue a purchase order indicating items with their respective quantities. The format of purchase order will be agreed upon after the procedure has been finalized. Once a purchase order is issued, the responsibility is with the supplier to deliver the respective items after accepting the confirmed purchase order within up to 5 working days. Delivery of items any of the office locations throughout Dar es Salaam and Arusha.

However, GIZ's offices in Dar es Salaam will remain major delivery points as indicated in each order.

**Required documents**

Participating suppliers must provide the following documents:

- 2 Letters of Reference as proof of 3 years of experience in Tanzania supplying different brand/categories of Stationeries/Toners to major multinationals / corporates / international organizations. The supplier should prove the capacity to maintain and take care of operational activities for longer duration.

- 
- A valid registration certificate (issued by GOVERNMENT OF TANZANIA),
  - VAT certificate (issued by TRA)
  - Latest tax clearance certificate (issued by TRA).

**Submission of Eol**

Please submit electronically your Eol (a list stationery and office materials in PDF and Microsoft Excel File with the required document) and it should be sent to this email ONLY: [tz\\_procurement@giz.de](mailto:tz_procurement@giz.de) latest by the 03.12.2024

After careful review of the documents, the shortlisted suppliers list is created, and they are contacted for Framework agreement process.

Please note that you must write on each email subject this sentence: Supply of stationery and office materials, without this your Eol may not be considered.

**"GIZ Reserves All rights"**