



## TENDER FOR 2011

The Foundation for Civil Society is a Tanzanian non-profit company governed by an independent board, designed and funded by a group of like-minded partners in Tanzania. Our mission is to empower citizens through the provision of grants, facilitating linkages and enabling a culture of ongoing learning in civil society in Tanzania.

The Foundation for Civil Society is hereby invites tender from reputable companies for the supply of the following goods and services in the year 2011.

Service providers may tender for more than one item listed below. However, each item should be considered separately when submitting tender documents stating clearly the tender number.

Tender No	Description
1	<p><b>Office consumables</b> Supply of various types of good quality/genuine office consumables e.g. photocopy papers, printer cartridges, files, CDs, etc</p>
2	<p><b>Printing of the Foundation publications:</b>  Qualified companies to <b>print</b> posters, fliers, booklets, various reports, books: Images of success, manuals, grants application guidelines, etc</p>
3	<p><b>Editing of Foundation TV Programs @ 30 minutes per programme</b>  Quotations from firms and institutions with experience to develop TV documentaries.</p> <ul style="list-style-type: none"> <li>▪ These documentaries will be produced from the raw footages currently at the Foundation. The bidders must provide information indicating that they are qualified to edit footage and produce a TV program of 30 minutes. The bidders must also demonstrate usage of high quality editing device for all undertakings.</li> <li>▪ The bidders will also be guided with corporate values and corporate colours.</li> <li>▪ The programme scripts and TV documentaries will be designed within the context of the Foundation's vision and mission.</li> </ul>
4	<p><b>Media Consultant</b></p> <ul style="list-style-type: none"> <li>▪ Engage media actors for wider media coverage of major events of the Foundation by organising press conferences and distribute press releases (at least 5 major events are planned in the year 2011 in Dar es salaam and outside Dar es salaam).</li> <li>▪ At the same time to monitor the issues of the civil society that appeared in the different press (newspaper cuttings).</li> <li>▪ Also the scope of this tender will also cover commercial advertisement in various media for the Foundation Civil Society (as required by the Foundation)</li> <li>▪ Editorial Collection of the Foundation Newsletter which appeared in every quarter.</li> <li>▪ Soliciting adverts from different advertisers for the Quarterly Foundation News and the biannual CSO Focus Magazine</li> </ul>

5	<p><b>Events Filming – pre and post production activities</b></p> <ul style="list-style-type: none"> <li>▪ Baraza la Wawakilishi Exhibitions 2011 for 2 days</li> <li>▪ CSOs Annual Forum and Exhibition 2011 for 2 days</li> <li>▪ Production of 4 TV programme from each event</li> <li>▪ CSO Excellence Awards</li> </ul>
6	<p><b>Design and Provision of Capacity Building services in:</b></p> <ul style="list-style-type: none"> <li>• Introduction to fundraising techniques</li> <li>• Understanding of Project Cycle Management</li> <li>• Developing Project Monitoring and Evaluation systems</li> <li>• Understanding the Basics on organisational development and leadership skills;</li> <li>• Introduction of financial management and elementary book keeping to non financial managers;</li> <li>• Understanding the Private and Civil Partnership for Socio-Economic Development;</li> <li>• Enhancing knowledge of Public Expenditure Tracking Systems</li> </ul>
7	<p><b>Provision of hospitality services</b></p> <p><b>Service providers who are capable of providing hospitality service to participants during training/workshops and other events to be organized by the Foundation. Bidders must provide information indicating that they have the capacity and experience to deliver the expected services as follows:</b></p> <ul style="list-style-type: none"> <li>• Organizing and providing decent accommodation (5-6 nights) to about 35 participants per session. Note that up to three sessions might be held simultaneously. We are expecting to hold up to 15sessions in year 2011.</li> <li>• Conference rooms ideal for facilitating participatory learning equipped with air condition, multi media equipments, flip chart boards, projectors etc.</li> <li>• Capable of providing meals (health breaks and lunch)</li> <li>• Shuttle services to participants from Haidery Plaza (FCS offices) to respective hotels.</li> </ul> <p><b>NB: Services (conference facilities and rooms) to consider accessibility of physically challenged (People with Disability). Trainings will be conducted in Dar es Salaam, Arusha, Dodoma and Morogoro</b></p>
8	<p><b>Data Entry</b></p> <ul style="list-style-type: none"> <li>• Conduct a data entry for the grants application forms on an existing online, database</li> <li>• Scan attached application details includes certificate of registration, back statement, introduction letter from local authorities, budget and training plan and any other relevant documents.</li> </ul>
9	<p><b>Servicing office cars</b></p> <ul style="list-style-type: none"> <li>• To ensure maintenance and repair of the Foundation’s vehicles is done according to their requirement, with regular service.</li> </ul>
10	<p><b>10. Financial audit of the Foundation grantees</b></p> <ul style="list-style-type: none"> <li>• Audit a total number of 153 grantees of various sizes and which are scattered all over Tanzania (Zanzibar and Mainland)</li> <li>• The bidder will be required to audit the financial systems and management of funds by the grantees</li> </ul>

Interested bidders must submit along with their quotations copies of their certificates of registration, valid business licences, VAT and TIN registration certificates, Physical address of their offices as well as address of their Bankers.

**Details of the tender requirements and/or samples may be obtained from the Foundation offices during weekdays between 8.00 am and 4.00 pm upon payment of non-refundable fee of TShs 50,000/= for each tender .**

Bids in plain sealed envelopes, clearly showing the type(s) of tendered applied for, should be addressed to the Chairperson – FCS Procurement Committee, P.O. Box 7192, Dar es salaam and must be delivered to the Foundation's offices , Haidery Plaza, 5<sup>th</sup> floor.

Deadline for submission of tender shall be 21<sup>st</sup> January 2011 at 16.00hrs and they will be opened on the same date.

The Foundation for Civil Society is not obliged to accept the lowest or any tender.

**Executive Director  
The Foundation for Civil Society  
Haidery Plaza 5<sup>th</sup> Floor, Upanga/Kisutu Street  
P.O Box 7192, Dar es Salaam. Tel: 022-2138530-2, Fax: 022-2138533  
E-mail: [infomation@thefoundation-tz.org](mailto:infomation@thefoundation-tz.org)**