



Bidding Document

Subject of Procurement:	Design, Printing and Supply of CCTTFA Branded Promotional Materials
Procurement reference Number:	COM/500501/2025-26/002
Procurement Method	Open Competitive Bidding
Date of issue	11 th September 2025



INVITATION TO BID

Procurement Ref No: COM/500501/2025-26/002

Date: 11th September 2025

SUBJECT OF PROCUREMENT: Design, Printing and Supply of CCTTFA Branded Promotional Materials

Dear Sir/ Madam,

1. The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is a Multilateral Organization established in 2006 by member countries of the Republic of Burundi, the Democratic Republic of the Congo, the Republic of Malawi, the Republic of Rwanda, the United Republic of Tanzania, the Republic of Uganda, and the Republic of Zambia
2. CCTTFA intends to hire a firm to design, print, and supply branded promotional materials for the financial year 2025/2026. These materials will increase public awareness of the Central Corridor.
3. This assignment entails the sourcing, procurement, design, printing and delivery of the items outlined in the table below. You are authorized to provide comparable, high-quality, and competitively priced alternatives as needed. CCTTFA will provide content for the sample artwork designs and for the final artwork designs.
4. Below is the list of items to be procured;

NO.	ITEM	TECHNICAL SPECIFICATIONS REQUIRED	QUANTITY
1	Wall Calendars	Size: A2 250 GSM Full Colour	300
2	Table Calendars	Size: A5 250 GSM Full Colour	300
3	Diaries	Size: A5 Material: Leather	350
4	Notebooks	Size: A5 Time Block	350
5	Tote-bags	Material: Light Cotton	350
6	Caps	Type: Baseball Cap	50
7	Executive Shirts	Fabric: 100% Cotton Sleeves Style: Short and Long Sleeves Colour: White Sex: Unisex CCTTFA Logo: Embroidered on the left chest	50
8	T shirts	Fabric: 100% Cotton Sleeve Style: Short Color: White & Black Sex: Unisex	50
9	Executive Pens	A comfortable weight (40-60g), a smooth and consistent ink flow (either ballpoint or rollerball), A durable and premium material like high-quality metal, and a balanced, elegant design	350
10	Reflective Vest	Fluorescent background material for daytime visibility and retroreflective materials for night visibility, with Class 3 offering the highest visibility.	100
11	Badges	4x3-inch horizontal or 4x6-inch vertical size 1-inch diameter round badges	100

12	Power Banks	20000mAh 22.5W Fast Charging Portable Charger USB-C ; 2 inputs; 3 outputs; Digital Display	50
13	Water Bottles	<ul style="list-style-type: none"> • Material: Double-wall, vacuum-insulated stainless steel (304 food-grade). • Capacity: 500ml – 750ml. • Finish: Matte or powder-coated finish with anti-sweat grip. • Features: Leak-proof lid, BPA-free, maintains hot/cold temperature for 12–24 hours. • Color: Corporate colors (CCTTFA branding guidelines), laser-engraved or UV-printed logo. • Packaging: Individual executive box with foam padding 	100
14	Travel Flasks	<ul style="list-style-type: none"> • Material: Premium stainless steel (304 inner + 201 outer). • Capacity: 500ml – 1000ml. • Features: Double-wall vacuum insulation, keeps hot drinks >12 hrs, cold drinks >24 hrs. • Lid: Screw-cap with integrated cup. • Finish: Sleek metallic finish with non-slip base. • Color & Branding: Polished or matte in black, navy, or silver with engraved CCTTFA logo. • Packaging: Branded executive gift box. 	50
15	Coffee Mugs	<ul style="list-style-type: none"> • Material: Porcelain or ceramic with high-gloss finish OR stainless steel insulated for travel versions. • Capacity: 350ml – 450ml. 	50

		<ul style="list-style-type: none"> • Finish: Smooth surface suitable for sublimation/engraving. • Features: Comfortable ergonomic handle, microwave & dishwasher safe (if ceramic). • Color & Branding: White/black base with full-color CCTTFA logo print. • Packaging: Individual gift box. 	
16	Key Holder	<ul style="list-style-type: none"> • Material: Zinc alloy or stainless steel with leather insert. • Design: Sleek, minimalistic executive design with polished chrome finish. • Features: Rust-resistant, durable key ring with detachable option. • Branding: Laser engraving of CCTTFA logo (subtle and long-lasting). • Packaging: Velvet pouch or branded box. 	200

- The firm will be selected under quality & cost-based selection procedures and, in accordance with the provisions of Section 3 of this Bidding Document.
- The bid submission date, time, and address shall be **13.00 Hours, Monday, 13th October 2025**, at the address below.

The Executive Secretary,

Central Corridor, Transit Transport Facilitation Agency,
2nd Floor, Room 202, Acacia Estates, 84 Kinondoni Road,
P. O. Box 2372,

Dar es Salaam, United Republic of Tanzania.

Tel.: (+255) 687 440 941

Yours sincerely,

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Adv. OKANDJU OKONGE Flory,

The Executive Secretary,

Central Corridor, Transit Transport Facilitation Agency (CCTTFA)

INSTRUCTIONS TO BIDDERS

RFP No: Procurement N°.: COM/500501/2025-26/002

1.0 Introduction

- 1.1 The Client intends to select a firm as stated in the letter of invitation, in accordance with quality & cost-based selection.
- 1.2 The Client will timely provide, at no cost to the firm, the inputs and relevant content data required for the preparation of the firm's Proposal.

2.0 Conflict of Interest

- 2.1 The Firm is required to provide professional, objective, and impartial services, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.
- 2.2 The firm has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its client. Failure to disclose such situations may lead to the disqualification of the company/firm or the termination of its Contract and/or sanctions by the Client.

3.0 General Considerations

- 3.1 In preparing the Proposal, the Firm is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3.2 The firm shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the firm.

4.0 Language

- 4.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Firm and the Client, shall be written in the English Language.

5.0 Documents comprising the Proposal

The Proposal shall comprise both technical and financial proposals, and the documents and forms shall be as below:

Technical proposal:

- 5.1.1 Letter of Submission signed by the Authorized Representative of the firm
- 5.1.3 Valid Certificates of Business Registration
- 5.1.4 Valid Copy of Taxpayer Identification Number Certificate.
- 5.1.5 Valid Tax Clearance Certificate
- 5.1.6 Details and Delivery notes of similar supplies of at least TZS 50,000,000 single supply in the past 3 years, evidence includes signed agreements, purchase orders, or completion certificates.
- 5.1.7 Branded Samples of all the listed promotional materials

Financial Proposal:

- 5.1.9 Financial Quotation for the supplies required under this invitation

Interested eligible bidders may obtain further information from the Central Corridor Secretariat at procurement@centralcorridor-ttfa.org

6.0 Currencies of Bid

Bid prices shall be quoted in the local currency of the United Republic of Tanzania

7.0 Warranty

The period within which the Provider shall replace defective supplies shall be: 1 month

8.0 Proposal Validity

- 8.1 The Firm proposal must remain valid at least 60 days after the Proposal Submission deadline.
- 8.2 During this period, the Firm shall maintain its original Proposal without any change, including the proposed unit price and the total price.

9.0 Sub-contracting, Clarifications and amendments

- 9.1 The Firm shall not sub-contract the whole of the Services.
- 9.2 Any request for clarification must be sent in writing, or by standard electronic means, to the Client's address. The Client will respond in writing or by standard electronic means. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:

- 9.3 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The Firm shall acknowledge receipt of all amendments in writing.
- 9.4 If the amendment is substantial, the Client may extend the proposal submission deadline to give the firm reasonable time to take the amendment into account in their Proposals.
- 9.5 The Firm may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

10.0 Submission, Opening and Evaluation

- 10.1 The Company shall submit by 13/10/2025, a signed and complete Proposal comprising all the documents and samples highlighted in Section 5.0. The submission must be physical delivery.
- 10.2 The original and all the copies of the Technical and Financial Proposals shall be placed inside of a sealed envelope clearly marked "Technical and Financial Proposals for Design, Printing and Supply of CCTTFA Promotional Materials, name and address of the Company, and with a warning "Do Not Open until [Monday, 13th October,2025]."

11.0 Opening of Technical Proposal

- 11.1 The opening of the Technical Proposals shall be conducted on the same day, at the same address, at 14:00 Hrs PM in the presence of bidders who will choose to attend. The envelopes with the Financial Proposals shall remain sealed and shall be opened soon after completion of the technical evaluation.

12.0 Evaluation Criteria

- 12.1 Bids must fully meet all technical requirements without exception to be considered responsive.
- 12.2 All substantially compliant bids will be financially evaluated based on the unit price and, total delivered price.
- 12.3 The lowest-priced bid among eligible, compliant, and responsive bids will be selected.

13.0 Correction of errors

- 13.1. Lump-sum Contract
- 13.1 This being a Lump-Sum contract, the Company/firm is deemed to have included all prices in the Financial Proposal.
- 13.2 The final Financial Proposal shall be the price after adjustments due to arithmetical corrections.

14.0 Negotiations and Award

- 14.1 The negotiations will be held by 22/10/2025 with the Company or its representative(s), who must have a written power of attorney to negotiate and sign a Contract on behalf of the Company.
- 14.2 The Client shall prepare minutes of negotiations that will be signed by the Client and the Company's authorized representative.

15.0 Conclusion of Negotiations

- 15.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the firm.
- 15.2 If the negotiations fail, the Client shall inform the Company in writing of all pending issues and disagreements and provide a final opportunity to the Company to respond. If disagreement persists, the Client shall terminate the negotiations, informing the Company of the reasons for doing so. The Client will invite therefore the second-ranked firm for negotiation.

16.0 Award of Contract

- 16.1 After completing the negotiations, the Client shall, if applicable; sign the Contract.
- 16.2 The Company is expected to commence the assignment by 27/10/2025.

17.0 Payment Terms

The Contract Price and other dues shall be payable as follows:

- (i) 50% Upon delivery of the first supplies (half of the required materials)
- (ii) 50% Upon delivery and acceptance of the supplies to completion

18.0 Coordination and reporting

The Company, once awarded the tender, will be supervised by the CCTTFA Communication and Advocacy Department.

19.0 Duration of the assignment

The duration of the assignment from the signing of the contract to the completion of the assignment is 30 days.