



**EXPRESSION OF INTEREST**  
**PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOOD AND SERVICES FOR**  
**YEAR 2026-2027**

**Issued by,**

**Executive Secretary**

Central Corridor Transit Transport Facilitation Agency  
(CCTTFA)

## **INTRODUCTION**

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 Zambia.

## **BACKGROUND AND OBJECTIVE**

The Central Corridor Transit Transport Facilitation Agency (CCTTFA) is in the process of establishing a Register of Suppliers for the provision of Goods and Services. Interested and eligible suppliers, including those who have previously worked with CCTTFA and prospective new vendors, are invited to apply. Accordingly, all suppliers and service providers are requested to submit their Pre-Qualification documents for consideration. The purpose of this exercise is to develop and maintain an up-to-date register of qualified vendors who may be invited to submit quotations as and when procurement needs arise.

The overall objective of the pre-qualification process is to ensure that CCTTFA engages competent, reliable, and duly vetted suppliers for relevant tenders and procurement opportunities.

Interested eligible suppliers are invited to apply for pre-qualification, indicating the category number and Category name of goods works or services they wish to be considered for as indicated below;

## **SERVICE CATEGORIES**

Item No.	Reference	Category
1	CCTTFA/2026-27/LOT 1	Supply of ICT Equipment (Computers, Laptops, UPS, Printers – including Server SSD Hard Disks, Toners & Cartridges, Projectors, Conference Room Scheduling Panels, Copiers and ICT consumables)
2	CCTTFA/2026-27/LOT 2	Repair and maintenance service of ICT Equipment (Computers, Laptops, UPS, Printers – including Server SSD Hard Disks, Toners & Cartridges, Projectors, Conference Room Scheduling Panels, Copiers and ICT consumables)
3	CCTTFA/2026-27/LOT 3	Super Dealers in Electronics equipment's Such as Mobile Phones Tablets, Television Sets, Microwaves, Refrigerators, etc.)
4	CCTTFA/2026-27/LOT 4	Supply of motor vehicle spare parts, batteries, tires and related accessories and Motor vehicle repair and maintenance
5	CCTTFA/2026-27/LOT 5	Interpretation services (Both Company and Individual)
6	CCTTFA/2026-27/LOT 6	Minor office repair and maintenance

7	CCTTFA/2026-27/LOT 7	Supply of Office furniture
8	CCTTFA/2026-27/LOT 8	Supply of Office stationeries (Rim paper, legal paper, pins, pens etc)
9	CCTTFA/2026-27/LOT 9	Supply and maintenance of fire extinguishers
10	CCTTFA/2026-27/LOT 10	Event Management/organizer Services (Festivals, Conferences, Ceremonies, Formal Parties, Concerts, Conventions)
11	CCTTFA/2026-27/LOT 11	Film Recording and Audio Production Services include the Photography, live streaming, and Videography Services (With Eligible Studios)
12	CCTTFA/2026-27/LOT 12	Printing of IEC materials (brochures, Business cards, IDs, booklets, posters, flyers and leaflets) and Related Products
13	CCTTFA/2026-27/LOT 13	Printing and Supply of Promotional Materials (Branding of T-Shirts, Umbrella, Aprons, Dustbins etc.)
14	CCTTFA/2026-27/LOT 14	Social Media Platform and Campaign Management

### Submission Format

Pre-qualification documents in plain sealed one envelope clearly marked "Pre-qualification of Suppliers 2026-2027" indicating clearly the preferred Category Number shall be submitted to the address below. **The envelope shall contain TWO copies, (1) original and (1) duplicate.**

For submission purposes only, the CCTTFA address is:

**Attention** : Executive Secretary

**Organization:** Central Corridor Transit Transport Facilitation agency

**Address and location:** P.O. Box 2372 Dar es Salaam, 2nd Floor, Acacia Estate, Plot 84 Kinondoni Road, Room 202.

Prequalification documents must be received by the CCTTFA at the address specified above not later than **Thursday 12<sup>th</sup> February 2026 at 12.00AM**. Any Application received after the deadline will be rejected and returned unopened to the Applicant.

**All bids will be opened internally at CCTTFA offices.**

## **GENERAL INSTRUCTIONS**

1. You are requested to provide particulars as indicated in part **I, II, III, IV, V, VI** of this document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
2. CCTTFA attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification
3. CCTTFA reserves the right to visit and inspect business premises of all the applicants to verify information provided.
4. All the information provided shall be treated as confidential.
5. This Prequalification Document is eligible for one category number which should be clearly written at the top of the form. Therefore, if an applicant wishes to apply for multiple categories, they must use separate prequalification documents for each of the categories
6. Your prequalification documents should be submitted properly bound, filled and page numbered. CCTTFA shall not be responsible for Loss of documents not bound (loose).
7. CCTTFA will communicate the outcome of the prequalification exercise to the applicants on the CCTTFA website on **last week of February 2026.**
8. The applicant shall bear all costs associated with the preparation and submission of the Application and CCTTFA will not in any case be responsible and liable for the costs incurred.
9. Prequalification is not a guarantee for business opportunities, bidders will be invited to submit their quotations/tender on a need basis based on the opportunities available.

## **PRE-QUALIFICATION INSTRUCTIONS**

### **Introduction**

CCTTFA would like to invite interested candidates who must qualify by meeting the set criteria as provided by the CCTTFA to perform the contract of supply and delivery or provision of goods, services and works to CCTTFA.

### **Pre-qualification Objective**

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to CCTTFA on as and when required during the stated period.

## **Invitation of Pre-qualification**

Duly registered suppliers under the Laws of Tanzania in respect of goods, services and works are invited to submit their Pre-Qualification documents to CCTTFA so that they may be pre-qualified for submission of quotations whenever required. The prospective suppliers are required to supply mandatory information for prequalification.

## **Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works to Non-Governmental Organizations, Government/Corporations/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

## **Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers.

## **Consideration for Pre-Qualification**

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

## **Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the following e-mail address; [procurement@centralcorridor-ttfa.org](mailto:procurement@centralcorridor-ttfa.org) before **7<sup>th</sup> February 2026**.

## **Additional Information**

CCTTFA reserves the right to request submission of additional information from prospective bidders.

## **Requests for Quotations**

Request for quotations will be made available only to those bidders whose qualifications are accepted by CCTTFA after meeting the minimum requirements of the pre - qualification process.

## **PRE-QUALIFICATION DATA INSTRUCTIONS**

### **Pre-qualification data forms**

The attached questionnaire forms described as part **I, II, III, IV, V, VI,** are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

### **Form Presentation Requirements**

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

### **Qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by CCTTFA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of CCTTFA they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

### **Essential Criteria for Pre-qualification**

- **Eligibility**

#### **Experience**

- a) Prospective bidders shall have at least 2 years' experience in the supply of goods & services in area they are apply for.
- b) Prospective supplier requires experience and capability to organize supply and delivery of items, or services on short notice.
- c) CCTTFA reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.

#### **Financial Condition**

- a) The Supplier's is required to provide the audited financial statement and bank statement for the company for the period of year 2022, 2023, 2024.This is applicable for the registered company not individual.
- b) The supplier should indicate the value of business they can handle at any one given time

- c) Potential suppliers/contractors will be prequalified on the satisfactory information given.

**Past Performance**

- a) Past performance will be given due consideration in pre-qualifying bidders.
- b) At least three (3) Letters of reference from past reputable customers should be included in part V.

**Sworn Statement**

- a) Application must include a sworn statement by the company’s authorized representative of the tenderer, on part VI ensuring the accuracy of the information given.

**Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, CCTTFA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

**Premises**

The company must have a fixed Business Premise and must be registered in Tanzania, with certificate of Registration, Incorporation/Memorandum and Articles of Association, tax registration certificate copies of which must be attached. For companies owned by individuals, a copy of National ID and TIN certificate must be attached as a mandatory requirement.

**Statutory Obligations**

The applicant must show proof that it has paid all its statutory obligations and have Valid Income Tax Certificate from the Tanzania Revenue Authority.

**PRE-QUALIFICATION EVALUATION CRITERIA**

No.	Requirements (Refer to Part no.1)	Pass/Fail
A.	Eligibility	
i.	Geographical location/physical address with evidence of physical registered office where applicable- Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements	
ii.	Submission of power of attorney document	
iii.	List of directors	
iv.	Certificate of Incorporation/Registration	
v.	Valid VAT registration certificate (where applicable)	

<b>vi.</b>	Tax Identification Number	
<b>vii.</b>	Valid Business License	
<b>viii.</b>	Accessibility (Physical address, phone, fax, email)	
<b>ix.</b>	Name of contact person	
<b>B.</b>	<b>Experience</b> (refer to part IV)	
<b>i.</b>	Firms shall have at least 2 years' experience in the supply of goods & services in area they are apply for.	
<b>ii.</b>	Firm should submit three references of the organization where they have provided requirement similar to what they are applying for, Direct contact person should be provided for this	
<b>C</b>	<b>Capacity</b> (refer to II & III)	
<b>i.</b>	Company structure and economic size and financial strength (Audited financial statement 2022,2023,2024) & bank statement.	
<b>ii.</b>	Acknowledgment statement	
<b>D</b>	<b>Technical and quality requirements</b>	
<b>i.</b>	Where the firm apply for an area that require special quality/industry requirements, relevant document should be submitted and will be considered for evaluation purposes e.g. certifications, registrations, association membership, ISO certificate etc.	
<b>ii.</b>	Firm should submit any proof to demonstrate the production capacity (plant & machinery). This applies for manufacture of products such as printing materials, promotion materials etc.	

## **PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION**

All firms must provide copies of the following: -

- a) Copies of Certificate of Incorporation/Partnership deed/business registration
- b) Tax clearance certificate from Tanzania Revenue Authority
- c) Copy of Valid business Licence
- d) Copy of the TIN/Tax Registration Certificate
- e) Evidence of physical registered office where applicable- Attach utility bill e.g. Electricity/water bill etc. or tenancy agreement
- f) Power of Attorney indicating the Authorized Representative of the Company.

## **PART II: COMPANY DETAILS**

Attach a company profile that address the following: -

- i. Name of Chief Executive Officer/Principal Officer/Contact person
  - Name:.....
  - Position:.....
  - Telephone Contacts :.....
  - Email address:.....
- ii. Full details of the physical location :.....
- iii. The company Website:.....
- iv. The company official email address:.....
- v. The company official telephone contacts:.....
- vi. Please list the goods or services you provide specific to category number, category name applied for.:.....

## **PART III: FINANCIAL POSITION**

A. Indicate your company turnover for the period 2022, 2023 & 2024 in Tanzanian Shillings. Please attach copies of audited books of accounts for the indicated period.

## **PART IV: PAST PERFORMANCE & EXPERIENCE**

a) Please provide at least three letters of recommendation from organizations where you company has supplied similar services in the last three years. The letter should state

- On the recommending organization's letterhead
- The type of goods and services you supplied the recommending organization and the corresponding contract values
- Comment on performance of your company
- The number of yrs they have done business with your company
- Attach documentary evidence of existence of contract e.g. Purchase order, contract etc.

## **PART V: BUSINESS PROBITY AND LITIGATION HISTORY**

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential CCTTFA supplier.

No.	Particulars	Response (yes/No) (If yes, provide a brief duly signed statement explaining the circumstance)
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Tanzania or the country in which it is established?	
2.	Is there any material pending or threatened litigation or other legal proceedings regardless of the value	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the US Government, police, IGG or similar authority in the country in which your organization is established?	

## **PART VI: ACKNOWLEDGEMENT STATEMENT**

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CCTTFA.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with CCTTFA.
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the Staff at CCTTFA

5. We have not been blacklisted from participating in Public Procurement Proceedings by or any Government Authority.
6. We understand and accept the CCTTFA payment terms of 30 days after completion of work and receipt of the Invoice.

**FORM COMPLETED BY:.....**

**Date: .....**

**Name: .....**

**Designation:.....**

**Signature: .....**

**Seal/Stamp:.....**

*The acknowledgment statement MUST be signed by the Company's Authorized Representative. Please ensure to attach a power of attorney.*