



MICROFINANCE BANK LIMITED

**PREQUALIFICATION OF SUPPLIERS FOR
SUPPLY OF GOODS & SERVICES FOR
THE YEAR 2026-2028**

February 2026

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1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

VisionFund Tanzania Microfinance Bank Ltd (VFT MFB) formerly known as SEDA is a fast growing and reputable MicroFinance Bank (MFB), has a loan book of more than TZS. 44 billion and more than 60,000 customer base, more than 5,000 of them being small holder farmers.

VisionFund Tanzania Microfinance Bank Limited intends to undertake an update of its register of suppliers for various goods and services for the Financial Years 2026-2027. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services as they wish to supply. Existing suppliers with the contract with VisionFund Tanzania will retained the service until the end of the current contract

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR 2026-2028

| Prequalification of Suppliers Categories | | |
|--|--|--|
| Category Number | Product & Service Categories | Location |
| VFT26-01 | Air-ticketing services | International flights |
| VFT26-02 | Provision of Generator Maintenance & Repair Services | Arusha |
| VFT26-03 | Air Conditions installation and maintenance | Arusha, Pwani, Dar es salaam, Kilimanjaro, Tanga |
| VFT26-04 | Vehicle maintenance (Garage services) | Arusha, Mwanza, Dodoma, Dar es Salaam, Bariadi, Mbeya, Tanga |
| VFT26-05 | Vehicle tires for Toyota Vanguards, Toyota Hilux, Toyota Prado, Toyota Landcruiser | Arusha, Mwanza, Dodoma, Dar es salaam, Bariadi, Mbeya, Tanga |
| VFT26-06 | Fire extinguisher supply and maintenance <i>Smoke detectors, Signs and signals,</i> | Tanzania mainland |
| VFT26-07 | Supply of Motorcycle protective gears <i>Helmets, chest, knee elbow armor, safety boots</i> | Tanzania mainland |
| VFT26-08 | Supply of IT equipment's <i>Servers, Laptops, printers (+heavy duty), photocopiers, desktops, UPS, monitors, and maintenances</i> | Arusha |
| VFT26-09 | Supply of office Furnitures and fitting | Tanzania mainland |

| | | |
|----------|--|-------------------|
| | <i>Office chairs, workstations, tables, cupboards, safe boxes</i> | |
| VFT26-10 | Provision of Vehicle Renting & Taxi Services | Tanzania mainland |
| VFT26-11 | Provision of vehicle fuel card refilling services (Petrol, Diesel) | Tanzania mainland |
| VFT26-12 | Office Stationaries Rim papers, pens, punch machines, staplers and stapples, cartridges etc | Arusha |
| VFT26-13 | Printing services <i>Letter head, brochures, forms, calendars, diaries etc</i> | Arusha |
| VFT26-14 | Maintenance of Bank doors including strong room doors, access controls, CCTVs including DVR, motion sensors, other security issues | Arusha |
| VFT26-15 | Hotels for accommodation and conferences Dar es salaam, Arusha, Dodoma, Mwanza, etc | Tanzania mainland |

Complete pre-qualification documents should be enclosed in zipped file, clearly marked with the relevant reference number and tender description on subject, then addressed to:

The Procurement Committee, VisionFund Tanzania through admin_official@vftz.co.tz before **20th March 2026 at 17.00pm.**

Other process of the opening Tenders from the bidders will done at the VisionFund Tanzania (head office) by the procurement committee.

1.1 Pre-qualification Objective

The primary goal of prequalification is to establish and maintain a register of suppliers and service providers for VisionFund Tanzania, enabling the organization to access quotations as needed during the financial years 2026 to 2027.

1.2 Registration of Suppliers/Service Providers

VisionFund Tanzania will only register those suppliers/service providers who meet the criteria as spelt out in this document.

1.3 Invitation of Pre-qualification

Suppliers/service providers registered with the Registrar of Companies under the Laws of Tanzania in respect to merchandise or services are invited to submit the prequalification documents to VisionFund Tanzania in order to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.5 Pre-qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to be considered for pre-qualification suppliers /service providers must provide all information herein requested.

1.6 Distribution of Pre-qualification Document

A copy of the completed pre-qualification data and other required information shall be submitted to reach the email address below at **5:00pm by 20th March 2026**.

When submitting tenders, bidders must include the "**Name and Number of Category**" in the **subject line** of their email subject.

All qualified bidders are encouraged to apply and bids can be submitted by email to the following email address: admin_official@vftz.co.tz

1.7 Additional Information

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

1.8 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by VisionFund Tanzania after meeting the minimum requirements of the organization on evaluation process.

2. BRIEF CONTRACT REGULATIONS

2.2 Payments

All purchases shall be on credit of a minimum of seven (7) days or as may be stipulated in the Contract Agreement.

3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

3.1 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9, PQ10 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.1.1 Incomplete pre-qualification forms or those not submitted according to the specified procedure will be disqualified. Additionally, all documents included in the proposal must be written in English.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is used by VisionFund Tanzania MFB limited in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgement of VisionFund Tanzania, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Prospective bidders must have at least 2 years' experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contact.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

(c) Prospective bidders must enclose all the important certificates/licenses from the government agencies allowing to do the particular business

3.3.2 Personnel

The bidders business must be registered in Tanzania through BRELA and the name should be the same on both registered and documents provided during the bid. This refers form PQ-3.

3.3.3 Financial Condition

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be pre-qualified on the basis of information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contact and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract

Past performance will be given due consideration in pre-qualifying of bidders. Letters

of reference from past customers must be included in Form PQ-6

3.4 Statement Application

Statement Application must include a sworn statement (Form PQ-5) by the tenderer vouching for the accuracy of the information provided.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date 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, VisionFund Tanzania reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6 The firm must have a fixed Business Premise and be registered in Tanzania, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate

3.7 Pre-qualification Documents

All these on the table below are MANDATORY and failure to attach any of the documents will lead to an automatic disqualification.

| | Required Information | Form Type |
|----|---|------------------|
| 1 | Registration Document | PQ-1 |
| 2 | Pre-qualification Data | PQ-2 |
| 3 | BRELA registration certificate | PQ-3 |
| 4 | Past Experience | PQ-4 |
| 5 | Sworn Statement | PQ-5 |
| 6 | Confidential Questionnaire | PQ-6 |
| 7 | Tax Compliance certificate | PQ-7 |
| 8 | Supplier Profile document | PQ-8 |
| 9 | Supplier code of Conduct | PQ-9 |
| 10 | Supplier General Conditions of the contract | PQ-10 |

4. FORM PQ-1 PREQUALIFICATION DOCUMENTATION

All firms must provide:

- a) Certificate of Registration or Incorporation
- b) VAT Registration Certificate
- c) Business license with owners listed
- d) Current/Valid Tax Clearance Certificate from Tanzania Revenue Authority (2026)
- e) Letters of recommendation from three of your major clients indicating contact person(s) and their telephone number.
- f) Company profile that shall include details of the management team.
- g) Transport firms must attach evidence of having taken all the insurance covers.
- h) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities.
- i) Air Ticketing firms must be IATA registered

N/B: Prospective suppliers must have premises, valid trading license and meet all other Government of Tanzania requirements to engage in business. Those that are exempt from this requirement should provide the proof.

5. FORM PQ-2 PREQUALIFICATION DATA

1. Category being applied for _____

2. Service Provider Identification _____

Legal Name of Firm _____

Post Office Address _____

Legal Office Address _____

City _____

Country _____

Telephone Number _____

Contact Person _____

Title _____

3. Organization & Business Information _____

Management Personnel _____

FORM PQ-3 BUSINESS REGISTRATIONS

Provide the proof of the registration of the company to the Business Registrations and Licensing Agency under Ministry of Industry and Trade

FORM PQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract (Date) _____

2. Name of 2nd Client (Organization)

- i) Name of Organization _____
- ii) Address of Organization _____
- iii) Name of Contact Person at the Organization _____
- iv) Telephone Number of Organization _____
- v) Value of Contract _____
- vi) Date of Contract (Date) _____

3. Name of 3rd Client (Organization)

- i. Name of Organization _____
- ii. Address of Organization _____
- iii. Name of Contact Person at the Organization _____
- iv. Telephone Number of Organization _____
- v. Value of Contract _____
- vi. Date of Contract (Date) _____

7. FORM PQ-5 SWORN STATEMENT
SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the required documents and information required for the prequalification evaluation.

Date _____

Applicant's Name _____

Represented By _____

Signature _____

(Full name and designation of the person signing and stamp or seal)

8. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Plot No _____ Street/Road _____

Postal Address _____ Telephone No _____

Nature of Business _____

Current Trade License No _____ Expiring Date _____

PART 2 (A) - SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PART 2 (B) - PARTNERSHIP

1) Name _____

2) Nationality _____

3) Details _____

4) Shares _____

PART 2 (C) - REGISTERED COMPANY

Private or Public

State the nominal and issue capital of the company

Give details of all directors as follows:

1) Name _____

2) Nationality _____

3) Details _____

4) Shares _____

Date _____ Signature & Stamp of Tenderer _____

If Tanzanian Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.