CHRISTIAN SOCIAL SERVICES COMMISSION (CSSC)

PREQUALIFICATION OF SUPPLIERS FOR PROVISION OF GOODS, SERVICES, CONSULTANCY SERVICES AND WORKS FOR THE YEAR 2027/2029.

Background

Christian Social Services Commission (CSSC) is an ecumenical body jointly established by the Tanzania Episcopal Conference (TEC) and the Christian Council of Tanzania (CCT) in 1992 to facilitate social services, with the main focus on education and health services provided by member Churches.

It is the largest ecumenical organization in Tanzania, working under more than 87 dioceses and provinces which own and manage about 42% of hospital health services, 56% of health facilities in rural areas, and more than 10% of education services in Tanzania.

Eastern Zone (Dar es Salaam, Coast, Tanga, Morogoro and Dodoma, Lindi, Mtwara and Zanzibar Islands), **Western Zone** (Singida, Katavi, Tabora and Kigoma), **Northern Zone** (Kilimanjaro, Arusha and Manyara), **Southern Zone** (Iringa, Njombe, Mbeya, Ruvuma, Rukwa and Songwe), Lake Zone (Mwanza, Geita, Mara, Shinyanga, Simiyu and Kagera)

Christian Social Services Commission (CSSC) invites application from eligible, competent and qualified vendors/suppliers and service providers to apply for Prequalification for provision of Goods, Services, and Works, as listed below;

Lot No.	Description of Item
Goods	
L01	Supply of stationery, office supplies, toner & printing (Workshop stationery packs, HQ/regional office (Da es Salaam, Arusha, Mwanza, Morogoro, Mbeya and Tabora) stationery and consumables, printer cartridges, printing of banners, toolkits)
L02	Supply of fuel such as petrol and diesel for program vehicles, through fuel cards or filling-station
L03	Supply of ICT equipment, software licenses & ICT support (Computers, Camera, and accessories; software and security licences; domain names and data hosting; system support; preventive maintenance of ICT and network equipment)
L04	Supply of branded promotional and field materials (Branded apparel, identification cards, bags, rain gear, caps and other promotional items, including delivery to the respective zonal offices)
L05	Supply of tents, canopies & field furniture (Portable tents and canopies, branding and screening materials, folding furniture, including delivery)
L06	Supply of furniture & non-medical equipment (Office and facility furniture, cabinets and general equipment, including delivery and installation)
L07	Supply of medical supplies & equipment (Supply, delivery and installation of medical equipment & supplies, refrigeration equipment and medical furniture)
L08	Supply of Air Conditions (Acs)
Services	
L08	Provide conference venues, meeting halls & catering (Hotels / conference centers in Dar es Salaam, Dodoma and regional centers; meeting rooms, conference packages, refreshments and meals, audio-visual (LCD/AV) equipment)
L09	Travel agency services (Booking of air, rail and for staff and participants)
L10	Vehicle hire & cargo transportation (Hire of vehicles and transportation of goods and materials)
L11	Fleet maintenance, servicing, (Repairs, maintenance and servicing of vehicles and generators; tyres and.)
L12	Vehicle tracking system (GPS car-tracking for vehicles)
L13	Supply and provision of vehicle tires, including wheel alignment and wheel balance
L14	Supply, Repairs and maintenance of mobile van generators
L15	Repair and maintenance of Air Conditions (Acs) - HQ
L16	Provider of comprehensive insurance (Comprehensive insurance for vehicles and mobile vans, building insurance and IT equipment's)
L17	Provide internet services, airtime & mobile data bundles staff airtime; monthly data bundles airtime and internet;
L18	Provide bulk SMS / USSD aggregator services (Bulk SMS messaging, USSD set-up and related digital communication services)
L19	Provide security services (Security guarding for offices)
L20	Provide cleaning services (Cleaning services for offices)
L21	Provision of printing and placement of advertisement in newspapers
L22	Social media campaigns, documentary production, content development and digital promotions
Consultancy Services	
L23	Provision of Audit services
L24	Provision of legal services
Works	
L25	Provision of civil works, renovation & prefabricated structures (Building renovation and minor civil works; supply and fit-out of prefabricated and container structures, including electrical, solar, plumbing and site works)

Overview of selection criteria shall be as follows:

A. Legal Compliance

a) Submission of business license certificates from relevant authority.
b) Submission of valid business certificate of incorporation or extract from registrar.
c) Submission of TIN & VAT certificates
d) Submission of Tax clearance certificates.
e) Current physical location of the company.

B. Company capabilities, competence and eligibility

f) Show evidence of at least THREE (3) years of relevant experience
g) Submission of CV and copies of certificates for key personnel and technical staff (For consultancy services).
h) Demonstrate capabilities in terms of equipment, skills and technology as per requirement in respective tender categories
i) Submission of company profile.

Application Procedure

Eligible suppliers meeting all stated requirements are requested to;

a) Submit one application for each lot they are applying for. If a supplier is applying for two different lots, each lot should have a separate application document with supporting evidence specifically for that lot.
b) Only eligible and qualified suppliers with demonstrative experience, compliance with the above application criteria and excellent track record in similar assignments will be considered for these pre- qualifications.
c) CSSC reserves the right to request submission of additional information from prospective applicants.
d) Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the pre- qualification must be attached accordingly.
e) Suppliers must declare any conflict of interest in relation to any member of CSSC staff. CSSC will not procure goods or services from suppliers where the employees are conflicted and have not declared conflict of interest.
f) The applicant shall bear all costs associated with the preparation and submission of the online pre-qualification application and CSSC will not in any case be responsible and liable for the costs incurred.
g) CSSC will not be enforceable to disclose reasons for disqualifying any supplier after publication and closure of the online pre- qualification exercise.
h) All information given in writing to or shared online with the application in connection with this pre-qualification is to be treated as strictly confidential. The applicant shall not share or invoke such information to any third party without the prior written approval of CSSC. This obligation shall continue after the pre-qualification exercise has been completed whether or not the supplier is pre-qualified
i) Prospective suppliers must have undertaken successful supply and delivery of goods/services to institutions of similar size and complexity. They must also demonstrate the willingness and commitment to meet the pre-qualification criteria.
j) Completion of the pre-qualification documents includes forms and documents required of prospective supplier/service providers to be considered for pre-qualification. Prospective suppliers must submit all the information herein requested and any supplier who does not meet all the relevant mandatory requirements will be automatically disqualified.
k) Interested and qualified suppliers should send completed pre-qualification applications and other required information as per requirement before the communicated deadline.
l) Whenever there is a need, CSSC will carry out a due diligence exercise for the shortlisted pre-qualified suppliers which will also include a site visit whenever required.
m) Any request for clarification regarding this prequalification exercise should be sent to; **Email: procurement@cssc.or.tz**
n) Suppliers will not be required to pay any fee for any service category applied at CSSC office
o) Existing suppliers who wish to be considered for the CSSC list of suppliers are also required to submit their application for pre-qualification.
p) Suppliers will not be required to protect their submitted documents with password.

The deadline of submission of the application(s) will be up to **Friday, 13th November 2026 at 23:59 hours.** Pre-qualification application shall be submitted only online through email: to procurement department at **procurement@cssc.or.tz** copying **director@cssc.or.tz** and

Executive Director
Christian Social Services Commission
4 Ali Hassan Mwinyi Road
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This advert can also be accessed through https://cssc.or.tz//