



TENDER No. MF/PQ/2026 – 2027/HQ101

**PREQUALIFICATION ADVERTISEMENT
FOR
SUPPLY OF GOODS, NON-CONSULTANCY AND CONSULTANCY
SERVICES FOR MELIAN FOUNDATION TANZANIA –
HEADQUARTER**

Deadline: 28th November 2025

SECTION I

Invitation for Pre-qualification

Date: 10th November, 2025

1. This is the invitation for pre-qualification to all service providers in United Republic of Tanzania for the supply of goods and services For Melian Foundation Headquarter office and sub-offices.
2. Melian Foundation its Project and Programs have set aside funds for different operations during the financial year 2024-26. It is intended that part of the fund will be used to cover eligible payment under the contract for the Tender No. **MF/PQ/2026 – 2027/HQ101 for Supply of Goods, Non-Consultancy and Consultancy Services** and now invites sealed bids from eligible bidders (including current supplier's / service providers/ consultants), for pre-qualification for the supply of goods and services for the under listed;

Category A: Supply of Goods

Tender No.	Description of Goods
MF/PQ/2026 - 2027/MF001	Supply of Office General Supplies, cleaning materials and Machinery for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF002	Supply and Installation of Office furniture and fittings for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF003	Supply of Automobile, Spare parts, Tires and Tubes for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF004	Supply and Installation of wireless communication equipment, normal and networking devices for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF005	Supply of General Stationaries, Tonners and Cartridges for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF006	Supply of Office Air Conditioners, Generators, CCTV and other related equipment for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF007	Supply of Computers, Printers, General ICT Equipment, Photo copiers and other Peripherals devices for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF008	Supply of Protective gears (Rain coats, Rain boots Umbrellas and Back packs) for Melian Foundation Headquarter its Project and Regional.
MF/PQ/2026 - 2027/MF009	Supply of Laboratory Equipment and Instruments for Melian Foundation Project and Regional offices.
MF/PQ/2026 - 2027/MF010	Supply of Medical Consumables for Melian Foundation Headquarter its Project and Regional offices.
MF/PQ/2026 - 2027/MF011	Supply of Pharmaceutical products and consumables for Melian Foundation Headquarter its Project and Regional offices.
MF/PQ/2026 - 2027/MF012	Supply of Re-Usable sanitary pads for Melian Foundation Projects and project partners.

Category B: Non-Consulting Services

Tender No.	Description of Non- Consulting Services
MF/PQ/2026 - 2027/MF/NCS01	Provision of Air Travel Services for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS02	Provision of Maintenance and Servicing Motor Vehicles for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS03	Provision of Maintenance and Servicing MotorCycles and Other Machines for Melian Foundation Headquarter, its Projects and Regional offices.
MF/PQ/2026 - 2027/MF/NCS04	Supply of Fuel and Lubricants vehicles, Motorcycles, and other Machines for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS05	Provision of Hotel Accommodation, Conference Hall in all regions of Mainland Tanzania for Melian Foundation Headquarter, its Project and Regional offices.

MF/PQ/2026 - 2027/MF/NCS06	Provision of Events Management and Planning for Melian Foundation Headquarter its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS07	Provision of Printing and Branding Materials for Melian Foundation Headquarter its Project and Regional office.
MF/PQ/2026 - 2027/MF/NCS08	Provision of Office Cleaning Services at Melian Foundation HQ and Regional offices.
MF/PQ/2026 - 2027/MF/NCS09	Provision of Maintenance and Servicing of computers, photocopiers, other peripherals, and air conditionings for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS10	Provision of Documentary, Videography and Photography for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS11	Provision of Media, Publicity and Communication Services for Melian Foundation Headquarter, its Projects and Regional offices.
MF/PQ/2026 - 2027/MF/NCS12	Provision of General Insurance Services (Vehicle, ICT Equipment, Laptops, etc) for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS13	Provision of Internet Services for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS14	Provision of Security services for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS15	Provision of Fumigation Services for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/NCS16	Provision of Airtime Services for Melian Foundation Headquarter, its Project and Regional offices.

Category C: Consulting Services

MF/PQ/2026 - 2027/MF/CS/01	Provision of Audit Services for Melian Foundation Headquarter, its Project and Programs.
MF/PQ/2026 - 2027/MF/CS/02	Provision of Office Maintenance and Partitioning for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/03	Provision for Training and Capacity Building for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/04	Provision for Research and Development for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/05	Provision for Monitoring and Evaluation for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/06	Provision of Development Models and Tools for Palliative Care for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/07	Provision of Development Models and Tools for Economic Strengthening for Melian Foundation Headquarter, its Project and Regional offices.
MF/PQ/2026 - 2027/MF/CS/08	Provision For Legal Services for Melian Foundation Headquarter, its Project

	and Regional offices.
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1. Interested eligible bidders shall pay a non- refundable fee of Tsh. 100,000/= (One Hundred Thousand Shillings only) per document to be given complete tender document. Payment shall be made through Bank Name: **CRDB BANK**, Account Name: **Melian Foundation**, Account No. **015C903445800** and
2. **Tender Document:** Once payment is done kindly write a letter or email requesting the tender document indicating Lots you have paid for. Attach payment receipt as a proof of payment. Any application submitted without the receipt will be **REJECTED**.
3. All applications should be physically delivered with One original Tender document for each line tendered, properly filled in and enclosed in plain envelopes clearly marked the relevant Tender number and details of the tender on top of the envelop before 28th November, 2025 at 1600hrs local time. For those residing outside Dar es Salaam, we will accept email submission at email address specified procurement@melianfoundation.or.tz

Tender Address:

**Chief Executive Officer,
Melian Foundation,
Mwenge Mpakani Center,
P.O.BOX 38273, Dar es Salaam – Tanzania
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