REQUEST FOR QUOTATION

Subject of Procurement:	Design, Printing and Supply of CCTTFA Branded Promotional Materials
Procurement reference Number:	CCTTFA/PRL/00026
Procurement Method	Local competitive bidding
Date of issue	3rd November 2026

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Date: 3rd November 2026.

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 Zambia

2. CCTTFA intends to select a firm to design, print and supply branded promotional materials for the financial year 2026/2027, these materials will increase public awareness of the Central Corridor.

3. This assignment entails the 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 before mass production.

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.	Notebooks	Size: A5 Time Block	300
4.	Tote-bags	Material: Light Cotton	300
5.	Caps	Type: Baseball Cap	50
6.	Executive Shirts	Fabric: 100% Cotton	50

		Sleeves Style: 25pcs Short and 25pcs Long Sleeves Colour: White Sex: Unisex CCTTFA Logo: Embroidered on the left chest	
7.	Corporate T shirts	Fabric: 100% Cotton Sleeve Style: Short Color: White & Black Sex: Unisex Size: This will be determined during contracting.	50
8.	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	300
9.	Power Banks	20000mAh 22.5W Fast Charging Portable Charger USB-C ; 2 inputs; 3 outputs; Digital Display	50
10.	Water Bottles	• 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

11.	Coffee Mugs	• Material: Porcelain or ceramic with high-gloss finish OR stainless steel insulated for travel versions. • Capacity: 350ml – 450ml. • 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.	50
12.	Key Holder	• 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

5. The firm will be selected under quality & cost-based selection procedures and, in accordance with the provisions of Section 3 & 5 of this Bidding Document.
6. The deadline for submission of bids and samples is **16th November 2026 at 11.00 Am**
7. All the quotations will be submitted by email to **procurement@centralcorridor-ttfa.org** and addressed to 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.

INSTRUCTIONS TO BIDDERS

RFP No: Procurement No.: CCTTFA/PRL/00026

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 quotations and samples, the Firm is expected to examine the RFQ in detail. Material deficiencies in providing the information requested in the RFQ may result in rejection of the Proposal.

3.2 The firm shall bear all costs associated with the preparation and submission of its Quotation and samples, 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 quotations and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the firm.

3.3 Only samples shall be submitted physically. Quotations must be submitted electronically via email, and physically submitted quotations will not be accepted or considered. Please note that any sample submitted without a corresponding quotation received via email shall not be considered for evaluation

3.4 The samples submitted, immediately after evaluation will be returned at bidder's costs.

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 commercial document and Quotations, and the documents and forms shall be as below:

Commercial documents:

5.1.1 Letter of Submission signed by the Authorized Representative of the firm.
5.1.3 Valid Certificates of Business Registration to conduct this assignment.
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 for supplying in INGO'S, embassy or reputable government institutions, evidence includes signed agreements, purchase orders, or completion certificates.
5.1.7 Physical Branded Samples of all the listed promotional materials submitted.

Financial Proposal:

5.1.9 Financial Quotation for the supplies required under this invitation. This include the price of each individual items and taxes quoted separately.

Interested eligible bidders may obtain further information from 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 16/11/2026, 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 "Request for Quotations for Design, Printing and Supply of CCTTFA Promotional Materials, name and address of the Company.

10.3 The opening will be conducted internally by evaluation committee.

11.0 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.

12.0 Correction of errors

The final Financial Proposal shall be the price after adjustments due to arithmetical corrections.

13.0 Negotiations and Award

13.1 The negotiations will be held by Company or its representative(s), who must have a written power of attorney to negotiate and sign a Contract on behalf of the Company.

13.2 The Client shall prepare minutes of negotiations that will be signed by the Client and the Company's authorized representative.

14.0 Conclusion of Negotiations

14.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by the Client and the firm.

14.2 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.

15.0 Award of Contract

15.1 CCTTFA can award full or part of the items to supply who sample meet the quality required.

15.2 After completing the negotiations, the Client shall, if applicable; sign the Contract or issued a purchase order .

16.0 Payment Terms

100% will be paid after delivery and acceptance of the Invoice.

17.0 Coordination and reporting

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

18.0 Duration of the assignment

The duration of the assignment from the signing of the contract to the completion of the assignment is Seven (7) days.

END OF RFQ