

ONLINE SUPPLIER PRE-QUALIFICATION APPLICATION
FOR SUPPLY OF GOODS, WORKS AND SERVICES FOR
THE FINANCIAL YEAR 2025-2026 VERSUS 2025 -2027



- Equity Bank is a regional Bank which is the champion of the socio-economic prosperity of the people of Africa. Recently operating in Tanzania, Kenya, Uganda, DRC, Rwanda and South Sudan established in 1984. In Tanzania open its doors in 2012.
- Equity Bank Tanzania is currently inviting online applications from all eligible, competent and experienced suppliers to apply for prequalification for supply of goods, works and services of different categories.
- Applications will be conducted according to Equity Bank Tanzania Procurement Policies and Procedures. Only shortlisted suppliers will be eligible for invitation to quote under competitive procedures each time when needed.
- The prequalification will be conducted online whereby suppliers shall submit their applications online through our website.
- Overview of selection criteria shall be based on legal compliance and company capabilities, competence and eligibility.
- 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 this pre-qualification. All existing suppliers and service providers currently operating with Equity Bank Tanzania are also required to apply
- The list of pre-qualification services is here under, you may apply for single applications or more. Evaluations of supplier you pre-qualification will be on an application basis
- Equity Bank Tanzania reserves the right to request submission of additional information from prospective applicants. Kindly note that all filled pre- qualification application documents should be clear, readable and uploaded in the online pre-qualification system.
- Prequalification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents must be submitted accordingly.
- Supplier must declare any conflict of interest in relation to any member of Equity Bank staff. Equity Bank Tanzania wil not procure goods or services from suppliers where the employees are conflicted and have not declared conflict of interest.
- The applicant shall bear all costs associated with the preparation and submission of the online pre-qualification applicationand Equity Bank Tanzania will not in any case be responsible and liable for the costs incurred.
- Equity Bank Tanzania will not be enforceable to disclose reasons for disqualifying any supplier after publication and closure of the online pre - qualification exercise
- All information given in writing to or shared online with the applicant in connection with this pre-qualification is to be treated as strictly confidenti al. The applicant shall not share or invoke such information to any third party without the prior written approval of Equity Bank Tanzania. This obligation shall continue after the pre-qualification exercise has been completed whether or not the supplier is pre-qualified
- Prospective applicants 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.
- Completion of the pre-qualiticat on documents includes forms and documents required of prospective suppliers/ service providers to be considered for pre-qualification. Prospective suppliers must submit all the information herein requested and any applicant who does not meet all the relevant mandatory requirements will be automatically disqualified by the system.
- Interested and qualified applicants should send completed pre-qualification application and other required information as per system requirement before the communicated deadline.
- Whenever there is a need, Equity Bank Tanzania will carry out a due diligence exercise for the shortlisted prequalified suppliers which will also include a site visit whenever required.
- Any clarity may be required from the application of the pre-qualification process should be directed to; Email: TZ-Procurement@equitybank.co.tz
Phone Numbers: +255 768 985 500 | +255 768 985 555
- All applications must be submitted online through TZ-Procurement@equitybank.co.tz
- Deadline of submission of the application(s) is 24 / 04 / 2025
Thereafter, the application system will automatically close, Pre-qualification application shall be submitted only online through the Equity website: www.equitybank.co.tz

SN.	DESCRIPTION OF TENDER ITEM
A: SUPPLY OF GOODS	
1.	Supply of Furniture, Fittings, Curtains and Vertical blinds
2.	Supply of Security safe and strong room doors
3.	Supply and installation of Generators and Generators Monitoring tools & spare parts
4.	Supply of Mobile Phones and Electronic equipment
5.	Supply of ICT Equipment (Desktops, Laptops, Printers, Sorters, Counting Machines, etc.
6.	Supply of Air conditioners
7.	Supply of drinking water for the dispensers
9.	Supply and installation of CCTV Cameras, Alarm system and access control
10.	Supply of various customized gift hampers.
11.	Supply of general office stationery
12.	Supply various Promotional Materials
13.	Supply of Fresh Tropical flowers
14.	Supply of Brand New & Used Motor Vehicles
15.	Supply of Safety Materials & First Aid Kits
16.	Supply of Power Inverters
17.	Supply of ATMs & ATMs spare parts
18.	Supply of Staff Uniforms
19.	Supply of Rubber stamp
20.	Supply of Food Items
21.	Supply of Fire Extinguishers and Fire System equipment
22.	Supply and refill of Generator fuels
23.	Supply of Home & Office Appliances (TV, Microwaves Fridges, etc.)
24.	Supply of sportswear
B: SERVICES	
25.	Provision of Printing Services for Bank forms and other stock items
26.	Provision of Fumigation and Pest control services
27.	Provision of transport services specifically vehicle hire; saloon cars, pick-ups double cabin, station wagon,minibuses and trucks
28.	Provision of Cleaning, Gardening, Sanitary and Hygiene services
29.	Provision of Marketing and advertising agency services
30.	Provision of PR services
31.	Provision of Courier services
32.	Provision of Auctioning and Debt collection services
33.	Provision of Service and maintenance of air condition
34.	Provision of Services and Maintenance of Motor Vehicles
35.	Provision of Digital and Social Media Services
36.	Provision of Media Production services - still photography, videography, livestreaming music and documentary.
37.	Provision of Servicing and Maintenances of data cabling & Network Equipment.
38.	Provision of Branding and Signage activities
39.	Provision of Hotel accommodation and conference services
40.	Provision of Catering Services
41.	Provision of travel agency services
42.	Provision of Car tracking System
43.	English/ Swahili Translation service
44.	Provision of valuation services
45.	Legal services
46.	Debt collection services
C: WORKS	
45.	Building works Contractors (Minor & Major)
46.	Specialized works- Electrical
47.	Specialized works- Plumbing works
48.	Specialized works- Data cabling
49.	Construction works consultation

The required documents are:-

- Valid Business license
- Certificate of incorporation/Registration
- Tin Certifcate
- VAT certificate (if applicable)
- Memorandum and articles of association (MEMART)/Partnership deed
- Recommendation from clients
- Professional license (where applicable)
- Three years audited financial statements.
- Company directors' Identities/passports
- Company Profile