

Prequalification of suppliers for the provision of goods, services and works

Procurement reference number: RTVTZ/PROC/PREQ/2026-28

for

Raising The Village Tanzania (RTV)

2026 – 2028

Application guide for all suppliers for pre-qualification for Raising The Village Tanzania offices.

Terms of Reference Details	
Terms of Reference Name	Supplier Prequalification at Raising The Village Tanzania Office.
Application Number	RTVTZ/PROC/PREQ/2026-28
Call for Applications Date:	18 th June 2026
Inquiries / Clarifications:	logisticsTz@raisingthevillage.org
Deadline for inquiries and clarifications.	24th June 2026 at 12:00 noon (East Africa Time)
Application Submission Deadline:	1st July 2026
Application Submission Email:	tenders@raisingthevillage.org
Duration	1 st August 2026 – 30 th August 2028 (2 years with the possibility of extension subject to Performance)

About Raising The Village

At Raising The Village (RTV), we are dedicated to eradicating ultra-poverty in Sub-Saharan Africa. As a dynamic, rapidly growing international development organization, we've assembled a team of over 350+ passionate individuals in Uganda, Rwanda, Tanzania and DRC, alongside an additional 10+ professionals in North America. Together, we are committed to elevating communities out of ultra-poverty by implementing innovative solutions and leveraging advanced data analytics to drive impact.

To date, our holistic approach has positively impacted over 1,000,000 lives since 2012, and we're poised to achieve even greater milestones, aiming to assist 1 million individuals annually by 2027. Our growth and success are fueled by the invaluable support of global partners who share our vision of sustainable change. Learn more about our impactful programs at www.raisingthevillage.org

To all Applicants;

Raising The Village hereby invites you to submit a proposal for pre-qualification for the above stipulated time frame and to enable you to submit your application, attached are:

Section1	This Letter of Invitation.
Section2	Instructions to Applicants.
Section 3	Annex 1 Schedule of requirements.

SECTION 1.

Detailed instructions regarding the preparation, labeling, and submission of applications are provided in the Instructions to applicants (**Section 2**). Applicants are advised to carefully adhere to these instructions, as RAISING THE VILLAGE shall not be responsible for any misplacement, delayed delivery, or premature opening of applications resulting from incorrect labeling or submission.

Should you require any clarification regarding this solicitation, please direct your inquiries to the contact person identified in the Instructions to applicants within the specified clarification period.

RAISING THE VILLAGE appreciates your interest in partnering with us and looks forward to receiving your bid. Thank you for participating in our procurement process.

Objectives.

The purpose of this prequalification exercise is to identify and establish a database of competent, qualified, and reliable suppliers, contractors, consultants, and service providers for the provision of goods, works, and services to Raising The Village Tanzania during the duration stated above. **CURRENTLY RAISING THE VILLAGE IS WORKING IN KAGERA REGION-KYERWA DISTRICT.**

Successful applicants will be included in RTV's supplier database and may be invited to participate in future procurement opportunities through Requests for Quotations (RFQs), Invitations to Bid (ITBs), Requests for Proposals (RFPs), or other procurement methods as may be applicable.

Participation in this prequalification exercise does not guarantee the award of any contract, purchase order, or future business opportunity.

SECTION 2

General

RAISING THE VILLAGE invites eligible and qualified suppliers, contractors, consultants, and service providers to apply for prequalification for the above specified period, as detailed in the Supplier Categories listed in **Annex 1**.

Applicants are required to comply with all requirements and instructions contained in this Prequalification Document. No modifications, substitutions, or deviations from the requirements stipulated herein shall be accepted unless expressly communicated and approved in writing by RAISING THE VILLAGE through an official amendment or addendum to this document.

The submission of an application shall be deemed to constitute the Applicant's acknowledgment and acceptance of all requirements, terms, conditions, and instructions contained in this Prequalification Document.

Unless expressly stated otherwise by the Applicant, submission of an application shall be deemed confirmation that the Applicant has carefully reviewed, understood, and agreed to comply with all provisions of this Prequalification Document.

This prequalification exercise is intended solely to establish and maintain a database of competent and reliable suppliers for future procurement opportunities. Inclusion in the supplier database does not constitute a contract, guarantee of business, or commitment by RAISING THE VILLAGE to procure goods, works, or services from any prequalified Applicant.

RAISING THE VILLAGE maintains a zero-tolerance policy towards fraud, corruption, bribery, collusion, conflicts of interest, and all other forms of unethical conduct. Applicants are expected to uphold the highest standards of integrity and ethical business practices throughout the prequalification process and any subsequent engagements with RAISING THE VILLAGE.

Applicants shall treat all information obtained through this prequalification exercise as confidential and shall not disclose such information to any third party without the prior written consent of RAISING THE VILLAGE.

PREQUALIFICATION DOCUMENT

Clarification of the Prequalification Document

Applicants are expected to carefully review and understand all instructions, requirements, terms, conditions, and supplier category specifications contained in this Prequalification Document. Failure to comply with the requirements of this document may result in disqualification or adversely affect the evaluation of the application.

Any prospective Applicant requiring clarification regarding this Prequalification Document may submit their inquiry in writing via the above inquiry email. Requests for clarification must be submitted before the deadline for application submission.

RAISING THE VILLAGE shall respond to clarification requests in writing and may, where deemed necessary, share the clarification with all prospective Applicants without disclosing the identity of the source of the inquiry.

While RAISING THE VILLAGE will endeavor to provide timely responses to all requests for clarification, any delay in responding shall not obligate RAISING THE VILLAGE to extend the application submission deadline unless such an extension is considered necessary and is formally communicated to all prospective Applicants.

Any clarification, amendment, or supplementary information issued by RAISING THE VILLAGE shall form an integral part of this Prequalification Document and shall be binding on all Applicants.

Amendment of the Prequalification Document.

RAISING THE VILLAGE reserves the right to amend, modify, or supplement this Prequalification Document at any time prior to the application submission deadline, whether on its own initiative or in response to requests for clarification from prospective Applicants.

Any amendment, modification, clarification, or supplementary information issued by RAISING THE VILLAGE shall form an integral part of this Prequalification Document and shall be communicated in writing to all prospective Applicants through the designated communication channels.

To provide Applicants with reasonable time to consider and incorporate any amendments in the preparation of their applications, RAISING THE VILLAGE may, at its sole discretion, extend the application's submission deadline. Any such extension shall be communicated promptly to all prospective Applicants.

Applicants are encouraged to regularly monitor communications from RAISING THE VILLAGE and ensure that they have received all amendments and clarifications issued during the prequalification process.

PREPARATION OF APPLICATIONS

Language of the Application

The application and all correspondence and supporting documentation exchanged between the Applicant and RAISING THE VILLAGE shall be submitted in English.

Any supporting documents provided in a language other than English shall be accompanied by an accurate English translation. In the event of any discrepancy, the English version shall prevail for purposes of evaluation.

Documents Comprising the Application

Applicants shall submit a complete application package comprising the following:

a) Completed Supplier Prequalification Application Form

The application form shall be completed in full and signed by an authorized representative of the Applicant.

b) Supporting Documentation

Applicants shall provide all supporting documentation necessary to demonstrate their eligibility, legal compliance, technical capability, experience, and capacity in the category (ies) applied for. Such documentation may include, but is not limited to:

- Certificate of Incorporation or Business Registration from BRELA;
- Valid Business or Trading License of a particular category applied for;
- Tax Identification Number (TIN) Certificate
- Valid Tax Clearance Certificate
- Company Profile;
- Evidence of relevant experience and past performance;
- Client reference letters or contact details of referees;
- Professional certifications, license and permits relevant to the category applied for (Where applicable);
- Bank statement (1st January 2026-31st May 2026).

c) Category Selection Form

Applicants shall clearly indicate the supplier category or categories for which they are seeking prequalification, as listed in **Annex 1. E.g. APPLICATION FOR SUPPLY OF STATIONERY (Category 1).**

Applicants are not required to submit financial proposals, quotations, pricing schedules, or rate cards as part of this prequalification exercise unless specifically requested by RAISING THE VILLAGE.

OPENING AND EVALUATION OF APPLICATIONS.

Opening of Proposals

RAISING THE VILLAGE shall open the Applications in accordance with their internal procedures.

Preliminary examination

RAISING THE VILLAGE shall examine the Applications to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the documents are generally in order, among other indicators that may be used at this stage. RAISING THE VILLAGE may reject any application at this stage.

Evaluation and comparison of Applications

The evaluation committee shall review and evaluate the proposals based on their responsiveness to the documentation provided.

SUBMISSION AND EVALUATION OF APPLICATIONS

Submission of Applications

Applicants shall submit their completed applications electronically in PDF format (Not more than 10 Mbs) to the email address specified in this Prequalification Document.

The application shall clearly indicate the supplier category or categories being applied for in the submission of email.

Applicants are responsible for ensuring that their applications are received before the submission deadline.

Deadline for Submission of Applications

RAISING THE VILLAGE reserves the right to extend the application submission deadline at its sole discretion. Any extension shall be communicated to all prospective Applicants through the official communication channels.

Late Applications

Applications received after the specified deadline shall not be considered and may be rejected without further review.

EVALUATION OF APPLICATIONS

Preliminary Examination

RAISING THE VILLAGE shall review all applications to verify completeness and compliance with the mandatory requirements of this Prequalification Document.

This review may include, but is not limited to:

- Submission of all required documents;
- Validity of registration and licensing documents;
- Proper completion and authorization of application forms;
- Compliance with the requirements for the category applied for.

RAISING THE VILLAGE reserves the right to reject any application that fails to meet the mandatory requirements.

Evaluation of Applications

Applications that successfully meet the mandatory requirements shall proceed to a detailed evaluation.

The evaluation shall assess the Applicant's:

- Legal and regulatory compliance;
- Organizational and technical capacity;
- Relevant experience in the category applied for;
- Past performance and client references;
- Financial stability and business capability;
- Relevant certifications, licenses, and professional qualifications where applicable.

Only Applicants that satisfy the minimum prequalification requirements shall be included in the RAISING THE VILLAGE Supplier Database for the applicable prequalification period.

The inclusion of an Applicant in the Supplier Database does not guarantee the award of any contract, purchase order, or future business opportunity.

Applicant's Requests for Clarification

Applicants requiring clarification regarding this Prequalification Document may submit their inquiries in writing to the inquiry by email during the specified date and time.

RAISING THE VILLAGE may respond to requests for clarification and, where appropriate, share the clarification with all prospective Applicants without identifying the source of the inquiry.

Clarification of Applications

To facilitate the review and evaluation of applications, RAISING THE VILLAGE may, at its discretion, request clarification or additional information from any Applicant regarding the information or documents submitted.

Requests for clarification and responses thereto shall be made in writing. Applicants shall provide the requested clarification within the timeframe specified by RAISING THE VILLAGE.

Any clarification provided by an Applicant shall serve only to explain or supplement the information already submitted and shall not materially alter the application or the eligibility of the Applicant.

RAISING THE VILLAGE reserves the right to verify any information provided by Applicants, including references, certifications, registrations, licenses, and other supporting documentation.

Failure to provide requested clarifications or supporting documentation within the stipulated timeframe may result in the application being rejected or excluded from further evaluation.

Applicants are solely responsible for all costs associated with the preparation and submission of their applications. RAISING THE VILLAGE shall not reimburse any costs incurred by Applicants in connection with this prequalification exercise.

Note: Applicants may apply for a maximum of two (2) supplier categories. A separate application shall be submitted for each category applied for.

The list of supplier categories is provided in **Annex 1**.

ANNEX 1

CATEGORY1: SUPPLIES

CATEGORY NUMBER	CATEGORY NAME
RTV/SUPLS/PQ/26-28/01	A. Supply of Office Stationery, photocopy and printing documents.
RTV/SUPLS/PQ/26-28/02	A. Household Seeds (Kg) (Beans, Ground nuts, maize, millet etc.
RTV/SUPLS/PQ/26-28/03	A. Nursery bed seeds(50g) Carrots, Spinach, Beetroot, Pumpkins , Africans spider plant, Amaranthus
RTV/SUPLS/PQ/26-28/04	A. Livestock (Pigs, goats, etc.) B. Animal medication.
RTV/SUPLS/PQ/26-28/05	A. Hand Garden Tools and Equipment (Watering Cans, Hoes with Handles, Metallic Spades.
RTV/SUPLS/PQ/26-28/06	A. ICT Equipment and accessories (Desktops, Laptops, Tablets, Projectors, Toner Cartridges, UPS, scanner, printers, photocopier etc.)
RTV/SUPLS/PQ/26-28/07	A. Reagents and Green matter for organic pesticide (Hot pepper Local, mortar and pestle) and Onions-local (kgs).
RTV/SUPLS/PQ/26-28/08	A. Supply and installation of computer software, networking, Repairs B. & maintenance of computers and photocopiers.
RTV/SUPLS/PQ/26-28/09	A. Office furniture and fittings
RTV/SUPLS/PQ/26-28/10	A. Supply and maintenance of Generators
RTV/SUPLS/PQ/26-28/11	A. Supply of Motor vehicles and Motorcycles. B. Supply of tyres, Motorcycle Tubes, batteries (Vehicle/Motorcycle) and spare parts
RTV/SUPLS/PQ/26-28/12	A. Branded and promotion materials (umbrellas, bags, T-shirts, branded pens,)
RTV/SUPLS/PQ/26-28/13	A. Air conditioners, accessories and refrigeration maintenance
RTV/SUPLS/PQ/26-28/14	A. Supply of Tents
RTV/SUPLS/PQ/26-28/15	A. VSLA KIT (Boxes)Ink Pad, pass books, Pad Lock Try Cycle, Ruler, Stamp, Counter book Picfare 4 quire.

RTV/SUPLS/PQ/26-28/16	A. General Merchandise (Office supplies, kitchen utilities and toiletries)
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CATEGORY 2: SERVICES

CATEGORY NUMBER	CATEGORY NAME
RTV/SRVCS/PQ/26-28/17	A. Hire of vehicles (saloon cars, station wagons, hardtops, buses, trucks etc.)
RTV/SRVCS/PQ/26-28/18	A. Supply of Training Refreshments (eg mandazi, soda etc)
RTV/SRVCS/PQ/26-28/19	A. Office Cleaning, Fumigation, fire extinguisher servicing and plumbing services.
RTV/SRVCS/PQ/26-28/20	A. Vehicle and motorcycle garages
RTV/SRVCS/PQ/26-28/21	A. Engraving Services.
RTV/SRVCS/PQ/26-28/22	A. Supply, & repair of electrical Maintenance equipment.
RTV/SRVCS/PQ/26-28/24	A. Maintenance & repair of furniture & fittings, metal fabrication.
RTV/SRVCS/PQ/26-28/25	A. Supply of First Aid Kits.
RTV/SRVCS/PQ/26-28/26	A. Garbage collection and disposal.
RTV/SRVCS/PQ/26-28/27	A. Courier & postage services
RTV/SRVCS/PQ/26-28/28	A Clearing & forwarding
RTV/SRVCS/PQ/26-28/29	A. Internet services. B. Airtime provision
RTV/SRVCS/PQ/26-28/30	A. Consultancy services (legal, Audit, advisory, asset valuation B. Translation services (English to Local language) C. Research/ Monitoring & Evaluation.

CATEGORY3: WORKS

CATEGORYNUMBER	CATEGORY NAME
RTV/WRKS/PQ/26-28/31	<ul style="list-style-type: none">A. Supply and installation of Electrical partsB. Water Construction (Shallow well, Normal Spring Bore Hole Drilling and Rehabilitation, Shallow well rehabilitation,C. Supply of Rain harvest water tanks and accessoriesD. Supply of Water testing kits.E. Supply of Bios and filters.F. Supply Water Extension materials.G. Supply and installation of plumbing materials

STANDING TOGETHER AGAINST FRAUD & CORRUPTION

RAISING THE VILLAGE maintains a zero-tolerance policy towards fraud, corruption, bribery, collusion, conflicts of interest, and all other forms of unethical conduct. We expect all suppliers, contractors, consultants, and service providers seeking to engage with RAISING THE VILLAGE to uphold the same standards of integrity and ethical business practice.

Any concerns or suspicions relating to fraud, corruption, unethical behavior, or misconduct involving RAISING THE VILLAGE staff, representatives, or associates may be reported confidentially through:

Email: ask@raisingthevillage.org

All reports will be treated with the utmost confidentiality and addressed in accordance with RAISING THE VILLAGE's policies and procedure