

EXPRESSION OF INTEREST FOR THE PROVISION AND SUPPLY OF GOODS AND SERVICES (2025–2027)

The Legal and Human Rights Centre (LHRC), a non-profit, non-governmental, and non-partisan human rights organization, was established in 1995 to promote a just and equitable society. LHRC operates through funding from various development partners and is currently implementing its 2025–2027 Operational Plan.

LHRC invites eligible, reliable, and well-established service providers to submit Expressions of Interest (EOI) for the provision of goods and services in the categories listed below:

CATEGORIES OF GOODS AND SERVICES

S/N	CATEGORY	DESCRIPTION
LHRC/2024/1	Conference and Accommodation Services	Hotels and conference facilities
LHRC/2024/2	Building Maintenance and Materials Supply	Masonry, painting, plumbing, electrical works, signage, roofing, landscaping, etc.
LHRC/2024/3	Catering Services	Catering for events and meetings
LHRC/2024/4	Courier and Mail Delivery Services	Mail and parcel delivery
LHRC/2024/5	Cleaning and Pest Control Services	Cleaning, fumigation, and pest control
LHRC/2024/6	Insurance Services	Health and life insurance, building, travel, and equipment insurance (e.g., laptops)
LHRC/2024/7	Audit and Assurance Services	Internal and external audit
LHRC/2024/8	Professional and Consultancy Services	Tax advisory, resource mobilization, training, facilitation, media monitoring, litigation, and program development

S/N	CATEGORY	DESCRIPTION
LHRC/2024/9	Office Furniture and Fittings Supply and Maintenance	Office furniture and fittings
LHRC/2024/10	Publication Services	Editorial, typesetting, and printing
LHRC/2024/11	IT Infrastructure Supply, Installation, and Maintenance	LAN, alarms, CCTV, and access control systems
LHRC/2024/12	Internet Services	Internet and data connectivity
LHRC/2024/13	Creative and Marketing Services	Branding, graphic design, social media management, and public relations
LHRC/2024/14	Office Stationery Supply	Toners, papers, inks, pens, files, etc.
LHRC/2024/15	Air Conditioners, Refrigerators, and Generators Supply, Installation, and Maintenance	Air conditioners, refrigerators, and generators
LHRC/2024/16	Translation and Interpretation Services	Translation, interpretation, and sign language services
LHRC/2024/17	Logistics and Travel Services	Air, road, rail, and water travel services
LHRC/2024/18	Fuel and Lubricants Supply	Fuel and lubricants for vehicles and generators
LHRC/2024/19	Vehicle Maintenance Services	Vehicle spare parts, repairs, and maintenance
LHRC/2024/20	Security Services	Office and premises security
LHRC/2024/21	Fleet Management Services	Vehicle tracking services

S/N	CATEGORY	DESCRIPTION
LHRC/2024/22	ICT Equipment and Software Supply and Maintenance	Software, servers, computers, printers, scanners, mobile phones, etc.
LHRC/2024/23	Disaster Recovery Services	Colocation and disaster recovery site infrastructure
LHRC/2024/24	File Scanning and Digital Archiving Services	File scanning, indexing, and archiving
LHRC/2024/25	Audio-Visual Production Services	Video and audio production, and graphic design
LHRC/2024/26	Event Management Services	Ushering, protocol, moderation, and floor management
LHRC/2024/27	Event Decor and Rental Services	Rental of chairs, tables, mobile toilets, flowers, balloons, and carpets
LHRC/2024/28	Human Resource and Recruitment Services	Recruitment, training, and staff engagement
LHRC/2024/29	Building Construction Services	Architectural designs, quantity surveying, and construction
LHRC/2024/30	Real Estate Management Services	Real estate development and management
LHRC/2024/31	Public Auction Services	Property and vehicle auctions

MODE OF SUBMISSION

Interested suppliers may apply for one or more categories listed above. Separate applications must be submitted for each category, clearly indicating the category number.

Applications should be enclosed in a sealed envelope, clearly marked with the category number and type of service, and addressed to:

The Chairperson

LHRC Procurement Committee
P.O. BOX 75254
Dar es Salaam

Applications must be submitted to the LHRC Head Office by 6th January 2025.

SHORTLISTING CRITERIA

1. Articles of Association and valid business license.
2. Proof of payment of statutory obligations (e.g., Tax Clearance Certificate).
3. Minimum of three (3) years of relevant experience with references and recommendation letters from at least two clients.
4. Demonstrated capacity and ability to deliver the services.

Shortlisted service providers will receive tender documents to bid for the supply of goods and services as needed.

NOTE: The Legal and Human Rights Centre does not bind itself to pre qualify any supplier (s) or give reasons to its decision and is not obliged to accept the lowest or any tender.