

## MEMORANDUM

**TO:** SERVICE PROVIDERS.  
**FROM:** HIHEA TZ - PROCUREMENT TEAM.  
**DATE:** 11<sup>TH</sup> DECEMBER 2025

### INVITATION FOR PREQUALIFICATION OF SUPPLIERS & SERVICE PROVIDERS.

Hand in Hand Eastern Africa Tanzania invites various service providers to apply for service provision to the organization for the coming two years as per categories mentioned below;

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| HIHEATZ-2025-001 Brokerage company for Medical Insurance Service & Life Insurance.  |
| HIHEATZ-2025-002 Brokerage company for Group Life Assurance & Group Personal Assurance  |
| HIHEATZ-2025-003 Provision of food and Office Tea.  |
| HIHEATZ-2025-004 Provision of Branding and promotional materials.   |
| HIHEATZ-2025-005 Provision of Accommodation and conference facilities. (Arusha, Dodoma, Kilimanjaro, Meatu, Manyara, Singida & Iringa). |
| HIHEATZ-2025-006 Provision of general printing stationary   |
| HIHEATZ-2025-007 Provision of Flights booking service.  |
| HIHEATZ-2025-008 Provision of vehicle hire and taxi services.   |
| HIHEATZ-2025-009 Provision of Professional videography and photography services (Documentary, short stories, interviews)                |
| HIHEATZ-2025-010 Supply of office furniture, office equipment's, fittings & repair.   |
| HIHEATZ-2023-011 Supply of Argo-input supplies, e.g., tools, chemicals, seedlings, fertilizer, chicks                                   |
| HIHEATZ-2025-012 Supply of ICT training and related item including Computers.   |
| HIHEATZ-2025-013 Repair and maintenance of motor cycle and vehicles.  |
| HIHEATZ-2025-015 Repair and maintenance of ICT related items e.g., laptops, accessories, printers                                       |

For any firm interested should send their proposal to [procurement@handinhandea.or.tz](mailto:procurement@handinhandea.or.tz) not later that **30<sup>th</sup> December 2025**, indicating the reference number for the category applied and supporting document including Company profile, Proposal, Company registration document and list of happy client for the same service.

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#### **Disclaimer:**

*Hand in Hand Eastern Africa (TZ) is an equal opportunity Clients and does not charge or accept any amount or security deposit from service provider during the selection process or while inviting service provider for an interview.*