



EDI LIMITED  
PO BOX 393, BUKOBA  
KAGERA, TANZANIA



# ADVERTISEMENT

## INVITATION TO REGISTER AS A VEHICLE SUPPLIER TO EDI LIMITED

### Introduction

EDI Limited (Registration Number 43600) is a leading Tanzania-based, but internationally focussed research firm. Since our foundation in 2002, EDI has grown to be one of East Africa's most respected research companies and is now ranked as the top private research institution in Africa.

EDI has a strong reputation both within Tanzania and Africa for high quality survey design and data collection services and has over 12 years of experience managing and conducting large scale surveys covering large sample groups including numerous impact evaluations and panel surveys.

EDI carries out surveys across the whole of Tanzania often travelling long distances to remote areas that are only accessible by 4 wheel drive vehicles. Survey teams vary from 10 to 70 people in number. The length of hire may be from one to six or more weeks.

### Invitation

**EDI now invites interested parties to Register with EDI as one of their Preferred Vehicle Suppliers. Suppliers can register from any region in Tanzania but are expected to meet the criteria for Registration as set out below.**

### Registration Requirements

For Suppliers to qualify for Registration the following criteria must be met:

1. Suppliers must be professional and reliable and be able to supply the required vehicles if successful at any bidding process. Suppliers must provide details of how long they have been supplying vehicles for hire
2. All vehicles must be roadworthy in all aspects. Any vehicle presented during the bidding process will be thoroughly inspected and assessed at the time of procurement
3. Suppliers must have the capacity to replace a vehicle that breaks down at any time during the hire period without causing any delay to the operations of EDI
4. Suppliers will be required to cover the costs of the vehicle hire until the end of the hire period. In certain circumstances EDI will be prepared to make an interim payment if the hire period goes beyond four (4) weeks
5. EDI is seeking Suppliers with the following vehicles:
  - i. 4x4 vehicles – 4 seats and above
  - ii. Mini-bus – 12 seats and above: 4 x 4 mini-buses are preferred
6. Suppliers must confirm the number of vehicles they have available in each category and the number of seats in each vehicle
7. Suppliers must list the regions from where EDI can hire and use their vehicles
8. Suppliers must confirm whether they are a registered business or private Supplier. If a business the Supplier must provide a copy of their Business Registration Certificate. All Suppliers must provide a copy of their TIN Certificate



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9. Suppliers should provide the names and contact details (cell phone number and / or e-mail address) of two people who have used your vehicle rental services in the past two years

### How to Register

Potential Suppliers are required to complete a Vehicle Supplier Registration Form and send the completed Form and required documentation to EDI as explained below.

The Vehicle Supplier Registration Form can be obtained by:

1. E-mailing the Secretary, EDI Procurement Committee at [procurement@edi-africa.com](mailto:procurement@edi-africa.com) and asking for a copy of the Form
2. Downloading a copy of the Form at [www.edi-global.com/procurement](http://www.edi-global.com/procurement)
3. Calling in person at the EDI Offices at EDI Limited, Kibeta, Rugambwa New Business Centre, Junction of Kanaziroad and a the feeder Road to KEMPS, Bukoba to collect the Form

### What Happens After Registration

If you meet the requirements for Registration your details will be entered and stored on the EDI Preferred Vehicle Supplier List. Over the next 12 months EDI will carry out a number of procurement events for the supply of vehicles for their various projects that they are implementing.

Depending on the region to be visited and the type and number of vehicles that are required, Suppliers will be invited from the Supplier List to submit sealed bids to undertake the supply of the required vehicles. Bids will be evaluated against a set of criteria made known to the Suppliers at time of bidding.

### Where to Send Your Registration Information

Registration Information should be sent by e-mail to: [procurement@edi-africa.com](mailto:procurement@edi-africa.com)

Suppliers can also send their Registration Information to:

The Secretary, EDI Procurement Committee  
PO Box 393  
Bukoba  
Kagera  
Tanzania

### **PLEASE NOTE:**

Please ensure that you send **ALL** the requested documentation together with your completed Vehicle Supplier Registration Form

**THE CLOSING TIME AND DATE FOR REGISTRATION IS 16:00HRS ON  
Monday 30<sup>th</sup> November, 2015**