



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING**



**GOVERNMENT PROCUREMENT SERVICES  
AGENCY**

**STORES CATALOGUE**

**YEAR 2021/2022**

**GOVERNMENT PROCUREMENT SERVICES AGENCY APPROVED**

**STORES CATALOGUE FOR THE YEAR 2021/2022**

**CONTENTS**

<b>INTRODUCTION .....</b>	<b>2</b>
THE CATALOGUE.....	3
CLASS 2:.....	3
CLASS 6:.....	3
CLASS 6 A :.....	5
SUPPLEMENTARY LIST OF STORES ITEMS.....	6
CLASS 2.....	6
CLASS 4:.....	6
CLASS 5:.....	6
CLASS 6:.....	6
CLASS 6 A:.....	7

# INTRODUCTION

Pursuant to Regulation 130(2) of the Public Procurement Regulations, 2013, it is prescribed that the Agency (Government Procurement Services Agency) shall prepare and approve a Stores Catalogue of standard items to be published and made available to the Authority and all Procuring Entities. The Stores Catalogue is a list of description of stock items to be procured and stored by the Agency during the year for resale to Procuring Entities.

It is from this requirement that the Agency has developed and put in place the current list of the stores that will or may be available in its warehouses during year 2021/2022. All PEs are obliged to order the standard items from the Agency's stores catalogue.

Nonetheless amendments shall be made whenever requirements occur and the new catalogue may be re-issued.

The Catalogue which is organized in classes' will be used by all procuring entities in making orders of office requisites from the Agency and is organized in Classes.

During the year 2021/2022, in order to ensure stores items are available all the time, the Agency intends to stock stores items that have proved to be the most needed by public institutions based on their submissions. Since the cost of maintaining and distributing slow moving items is high, GPSA will only stock items that their requirements per annum exceeds 1000 pieces, hence only 85 items qualify, other stores items not listed shall be acquired through framework agreements

Hence, the Stores Catalogue for the year 2021/2022 shows list of **85 store items** which procuring entities could procure straight from the Agency. The catalogue also includes a Supplementary list of **47 store items** that are available at some of GPSA Regional Offices and are for sale too.

Thus, depending on the group nature of uses the items are organizes as follows:

- |           |                           |
|-----------|---------------------------|
| Class: 2  | Clothing items            |
| Class: 5  | Liquid Detergents         |
| Class: 6  | Office stationery         |
| Class: 6A | Print Cartridges – Toners |
| Class: 50 | Mechanical Stores – Fuel  |

## THE CATALOGUE

### CLASS 2:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	555	Soft Broom Plastic 300mm wide with Handle	EA
2	553	Hard Brooms	EA
3	708	National Flag URT Table	EA
4	710	National Flag URT Car	EA
5	711	National Flag URT Boat	EA
6	712	National Flag URT Mlingoti	EA
7	715	National Flag URT Presidential Car	EA
8	716	National Flag URT Presidential Mlingoti	EA
9	717	National Flag URT Presidential Large	EA
10	730	Portrait - Father of the Nation Framed	EA
11	731	Portrait - President Framed	EA

### CLASS 5:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	613	Liquid Detergents soap 5 ltrs	EA

### CLASS 6:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	6003	Glue 160 ml	BTL
2	6008	Combined Requisition and Issues Note (CRIN) Book	EA
3	6012	Kadi ya Maendeleo-Life Education	EA
4	6014 B	Exercise Book 100 pgs.	CTN
5	6016	Counter Book 2 Quire 320x202 mm; 192 pgs	EA
6	6017	Counter Book 4 Quire 320x202 mm; 384 pgs	EA
7	6018	Dispatch Book 190 x 130 mm; 40 pgs	EA
8	6019	Note Book Spiral, Size 128x203 mm, 56 gm 70 sheets	EA
9	6020	Note Book Spiral Ordinary, Size 210x297mm, 50 sheets	EA
10	6022	Writing Pads Ruled A4 – 50 sheets	PAD
11	6023	Sticker Paper Pad	PAD
12	6026	Draft Pad F/S -100 sheets	PAD
13	6035	Visitors Book Size: 25 cm L x 28 cm H x 1.5 cm W;	EA
14	6036	Log Book Carbonized	EA
15	6060	Calendar for year 2022	EA
16	6064	Diary for year 2022	EA
17	6091	Paper Clips Stainless PC-33 mm	PKT
18	6141	Correction Pen Metal Tip 7ml	EA
19	6142	Correcting Fluid	BTL
20	6147	Transparent Sheet	EA

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
21	6152	Envelopes Small A5 Manila 210x148mm	PKT
22	6158	Envelopes Medium A4 Manila 297x210mm	PKT
23	6160	Envelopes Large A3 Manila 420x297mm	PKT
24	6181	Rubber lesser	PKT
25	6184	Highlighter	EA
26	6192	File Cover General	PKT
27	6199	File Lever Arch	EA
28	6207	File Cover Confidential.	EA
29	6280	Photocopy Paper A3 [420x297mm]	RM
30	6281	Photocopy Paper A4 - 80gm [297x210mm]	RM
31	6287	Legal Paper	PKT
32	6183	Black Board Duster	EA
33	6288	Hard Cover Manila A4 [297x210mm]	PKT
34	6289	Manila Sheet	SHEET
35	6294	Carbon Paper Blue	PKT
36	6296	Duplicating Paper A4 [297x210mm]	RM
37	6320	Minute Sheet A4 [297x210mm]	RM
38	6325	Paper Examination F/S Ruled	RM
39	6328	Carbon Red Paper	PKT
40	6332	Flip Chart sheet	PAD
41	6341	Pencil HB	EA
42	6375	Ball Pen Blue/Black	DOZ
43	6375B	Ball Pen Blue/Black (Smooth line pen)	DOZ
44	6377	Ball Pen Red	DOZ
45	6377B	Ball Pen Red (Smooth line pen)	
46	6378	Mark Pen Permanent Synthetic Tip, Waterproof Instant Drying	EA
47	6379	Mark pen Transparent, waterproof instant drying	EA
48	6411	Punch Machine 2 Hole	EA
49	6412	Punch Machine Heavy Duty 2 Hole	EA
50	6440	Stapling Machine Std with Remover	EA
51	6442	Heavy Duty Stapling Machine	EA
52	6446	Staple Pins Heavy Duty No.6	BOX
53	6447	Stapling Pins Size 24/6-1M	BOX
54	6476	Cello Tape of Width 1" Deepness 24mm	ROLL
55	6526	Ruler for Blackboard	EA
	6581	Green Tags: Cotton rope length 150mm x diameter 3mm) Oval shaped metal ends: Diameter 3mmX2mm, Length: 22mm, Material: Stainless steel.	PKT

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
56	6645	Chalk White in a box of 100	BOX
57	6650	Note Book Spiral Executive 242x165mm 100pgs	EA
58	6652	Counter Book 3Quire 320x202mm; 288pgs	EA
59	6801	Graph Paper	PKT
60	6806	Admission Register	DOZ
61	6807	Exercise Book 80 pgs	CTN
62	6808	Class Journal	PKT
63	6809	Lesson Plan STD V-VII	EA
64	6810	Maandalio ya Mitaala Mipya na Zamani (3-5 na 6-7)	EA
65	6811	Lesson Plan STD I-IV	EA
66	6812	Attendance Register - Life Education	DOZ

#### CLASS 6 A:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	4701	Toner Cartridge 05A	EA
2	5041	Toner Cartridge 53A	EA
3	5201	Toner Cartridge 80A	EA
4	5279	Toner Cartridge 85A	EA
5	4582	Toner Cartridge 26A	EA

#### CLASS 50:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	14	Diesel	LT
2	22	Petrol	LT


**END OF APPROVED ITEMS**


## SUPPLEMENTARY LIST OF STORES ITEMS

These are items that may be available at some of our warehouses and are for sale.

### CLASS 2

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	0565	Basket Waste	EA
2	0657	Mop Complete	EA
3	0702	Souvenirs	EA
4	0703	Brass Lapel Pin – Gold	EA
5	0704	Hand Flags	EA
6	0705	National Flag Car – Normal	EA
7	0706	National Flag Table – Normal	EA
8	0707	Brass Lapel Pins of a National Flag	EA
9	0713	National Flag URT - Jeneza	EA
10	0733	Portrait – President Unframed	

### CLASS 4:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	0189	Fluorescent Fittings	EA
2	0190	Fluorescent Tube lights	EA
3	3842	Rakes	EA
4	5003	Electric Cooker	EA
5	5203	Refrigerator S/D	EA
6	5207	Vacuum Cleaner	EA

### CLASS 5:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	0578	Toilet Paper	ROLL
2	2217	Hose Plastic 18 meter	EA

### CLASS 6:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	6002	Glue 125 ml	BTL
2	6020	Note Book Spiral Ordinary, Size 2108x297mm, 70 sheets	EA
3	6021	Writing Pad Small (128mmX203mm)	PAD
4	6025	Draft Pad Small (128mmX203mm)	PAD
5	6092	Clip Binder 19mm Durable steel with nickel-plated handles	PKT
6	6093	Clip Binder 32mm Durable steel with nickel-plated handles	PKT
7	6094	Clip Binder 41mm Durable steel with nickel-plated	PKT

		handles	
8	6099	Binder A5 [210x148mm]	EA
9	6127	Spiral 6mm Plastic	PKT
10	6129	Spiral 10mm Plastic	PKT
11	6133	Duplicating Ink	TUBE
12	6134	Spiral 18mm Plastic	PKT
13	6135	Spiral 20mm Plastic	PKT
14	6146	Plastic Folder A4	EA
15	6282	Paper Photocopy A4 [297x210mm] colored	RM
16	6292	Carbon Paper Black	PKT
17	6307	Paper Typing A4 [297x210mm]	RM
18	6378	Mark pen Permanent synthetic tip, waterproof instant drying	EA
19	6410	Punching Machine 1 Hole	EA
20	6427	Ribbon for Typewriter	EA
21	6477	Cello Tape of width 2" deepness 48mm	ROLL
22	6646	Office Paper Tray	EA
23	6648	Chalk Assorted Colors - Dustless	BOX
24	6476	Cello tape of width' 1'	ROLL
25	6651	Counter book 1QR pg 96 Ruled of 6-8mm	EA
26	6649	Note Book Spiral Executive A4 - 50pgs	EA

#### CLASS 6 A:

S/N	53ITEM 54No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	4578	Toner NPG 15 Canon	EA
2	4579	Toner Photocopier NPG 11/GPR 10	EA
3	4582	Tonner GPR 16 Canon	EA
4	5508	Tk- 130 Kyocera	EA
5	5513	Tk- 170 for Kyocera	EA