



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
GOVERNMENT PROCUREMENT SERVICES AGENCY



STORES CATALOGUE

FOR THE YEAR

2025/2026

INTRODUCTION

Pursuant to Regulation 124(1-5) of the Public Procurement Regulations, 2024, 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 2025/2026. 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 2025/2026, 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 108 items qualify, other stores items which are not listed shall be acquired through framework agreements.

Hence, the Stores Catalogue for the year 2025/2026 shows list of 108 store items which procuring entities could procure straight from the Agency. The catalogue also includes a Supplementary list of 9 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 organized 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	EA
2	553	Hard Broom	EA
3	557	Mop Complete	EA
4	708	National Flag URT Table	EA
5	710	National Flag URT Car	EA
6	711	National Flag URT Boat	EA
7	712	National Flag URT Mlingoti	EA
8	715	National Flag URT Presidential Car	EA
9	716	National Flag URT Presidential Mlingoti	EA
10	717	National Flag URT Presidential Large	EA
11	730	Portrait - Father of the Nation Framed	EA
12	731	Portrait – President Framed	EA

CLASS 5:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	0613	Liquid Detergents soap 5 ltrs	EA

CLASS 6:

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
1	6003	Glue 160 ml	BTL
2	6012	Kadi ya Maendeleo-Life Education	EA
3	6014 B	Exercise Book100 pgs.	EA
4	6016	Counter Book 2Quire 320x202 mm; 192 pgs	EA
5	6017	Counter Book 4Quire 320x202 mm; 384 pgs	EA
6	6018	Dispatch Book 190 x 130 mm; 40 pgs	EA
7	6019	Note Book Spiral, Size 128x203 mm, 56 gm 70 sheets	EA
8	6020	Note Book Spiral Ordinary, Size 2108x297mm, 70 Sheets	EA
9	6021	Writing Pad Small (128mmX203mm)	PAD
10	6022	Writing Pads Ruled A4 – 50 sheets	PAD
11	6023	Sticker Paper Pad	PAD
12	6035	Visitors Book Size: 25 cm L x 28 cm H x 1.5 cm W	EA
13	6036	Log Book Carbonized	EA
14	6060	Calendar	EA
15	6091	Paper Clips Stainless PC-33 mm	PKT
16	6092	Clip Binder 19mm Durable steel with nickel-plated handles	PKT
17	6093	Clip Binder 32mm Durable steel with nickel-plated handles	PKT
18	6094	Clip Binder 41mm Durable steel with nickel-plated	PKT

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
19	6141	Correction Pen Metal Tip 7ml	EA
20	6145	Transparent Sheet	EA
21	6152	Envelopes Small A5 Manila 210x148mm	PKT
22	6153	Envelope Q size: Manila Size: 254x178mm;	PKT
23	6158	Envelopes Medium A4 Manila 297x210mm	PKT
24	6160	Envelopes Large A3 Manila 420x297mm	PKT
25	6181	Rubber Lesser	PKT
26	6185	White board rubber	EA
27	6183	Black Board Duster	EA
28	6184	Highlighter	EA
29	6192	File Cover General	PKT
30	6199	File Lever Arch	EA
31	6213	PVC Spring File	EA
32	6207	File Cover Confidential	PKT
33	6280	Photocopy Paper A3 [420x297mm]	RM
34	6281	Photocopy Paper A4 - 80gm [297x210mm]	RM
35	6281B	Photocopy Paper A4 - 80gm [297x210mm] Double A	RM
36	6282	Paper Photocopy A4 [297x210mm] Colored	RM
37	6287	Legal Paper	PKT
38	6288	Hard Cover Manila A4 (297x210mm)	PKT
39	6289	Manila Sheet	SHEET
40	6292	Carbon Paper Black	PKT
41	6294	Carbon Paper Blue	PKT
42	6296	Duplicating Paper A4 [297x210mm]	RM
43	6320	Minute Sheet A4 [297x210mm]	RM
44	6325	Paper Examination F/S Ruled	RM
45	6332	Flip Chart sheet	PAD
46	6341	Pencil HB	EA
47	6375	Ball Pen Blue/Black	DOZ
48	6375 C	Ball Pen Blue/Black	DOZ
49	6375B	Ball Pen Blue/Black (Smooth line pen)	DOZ
50	6377	Ball Pen Red	DOZ
51	6377 C	Ball Pen Red	DOZ
52	6377B	Ball Pen Red (Smooth line pen)	DOZ
53	6378	Mark pen Permanent synthetic tip, waterproof instant drying	EA

S/N	ITEM No.	ITEM DESCRIPTION	UNIT OF MEASURE
54	6379	Mark pen Transparent, waterproof instant drying (White board marker pen)	EA
55	6400	Office Pins	PKT
56	6411	Punch Machine 2 Hole	EA
57	6412	Punch Machine Heavy Duty 2 Hole	EA
58	6440	Stapling Machine Std with Remover	EA
59	6442	Heavy Duty Stapling Machine	EA
60	6446	Staple Pins Heavy Duty No.6	BOX
61	6447	Stapling Pins Size 24/6-1M	BOX
62	6476	Cello tape of width 1"	ROLL
63	6477	Cello Tape of width 2"	ROLL
64	6526	Ruler for Blackboard	EA
65	6526B	Ruler small	EA
66	6581	Green Tags: Cotton rope length 150mm x diameter PKT3mm Oval shaped metal ends: Diameter 3mmX-2mm, Length: 22mm, Material: Stainless steel.	PKT
67	6592	Masking tape 1"	ROLL
68		Masking tape 2"	ROLL
69	6645	Chalk White in a box of 100	BOX
70	6648	Chalk Assorted Colors - Dustless	BOX
71	6649	Note Book Spiral Executive A4 - 50pgs	EA
72	6650	Note Book Spiral Executive 242x165mm 100pgs	EA
73	6651	Counter book 1QR pg 96 Ruled of 6-8mm	EA
74	6652	Counter Book 3Quire 320x202mm; 288pgs	EA
75	6801	Graph Paper	PKT
76	6806	Admission Register	EA
77	6808	Class Journal	PKT
78	6810	Maandalio ya Mitaala Mipyä na Zamani (3-5 na 6-7)	EA
79	6811	Lesson Plan STD I-IV	EA
80	6812	Attendance Register - Life Education	EA
81	6813	Scheme of Work	EA
82	6814	Subject Log book	EA

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
6	4800	Toner Cartridge 59A	EA
7	4804	Toner Cartridge 151A	EA

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

CLASS 50:


APPROVED BY:
Prof. Geraldine Arbogast Rasheli
CHIEF EXECUTIVE OFFICER

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	0733	Portrait – President Unframed	EA
2	0707	Brass Lapel Pins of a National Flag	EA
3	0713	National Flag URT - Jeneza	EA
4	0704	Hand Flags	EA
5	0565	Basket Waste	EA

CLASS 6

S/N	ITEM	ITEM DESCRIPTION	UNIT OF MEASURE
1	6127	Spiral 6mm Plastic	PKT
2	6129	Spiral 10mm Plastic	PKT
3	6134	Spiral 18mm Plastic	PKT
4	6646	Office Paper Tray	EA
5	6008	Combine Requisition	EA
6	6135	Spiral 20mm Plastic	PKT