



## CATEGORY 4: BEST EXPORTER OF THE YEAR

Two awards, SME and LE - awarded to a company or organization that has made significant progress incommencing or expanding to new or wider markets by introducing quality in their company.

### TERMS AND CONDITIONS

- A. Documentation:** All National Entry forms required to accept the submission must be filled in completely. The body of the submission, without attachments may not exceed 20 pages.
- B. Supporting Evidence:** All relevant supporting documents must be attached. Evidence should focus mainly on the past 12 months, with reasonable look back to a period not exceeding the previous five (5) years
- C. Evaluation and Scoring:**
1. Submissions must be aligned to the aspects of evaluations as outlined in the information checklist attached.
  2. Marks are awarded for presentation; therefore, the general presentation must be given due attention.
  3. The judges reserve the right not to award a winner in a category, when a score of less than 50% is achieved.
- D. Submissions:** Both electronic and hard copy submissions will be accepted.  
**Deadline for submissions is 10<sup>th</sup> September, 2024 at 23:59 EAT.**

**E. Address for Submissions:**

**Physical Address**

National Quality Awards Secretariat  
Tanzania Bureau of Standard  
Morogoro/Sum Njoma R, Ubungo  
Dar es Salaam, Tanzania

**Contact Person**

Mr. Baraka N. Mbajije  
Quality Awards Coordinator  
Tel: +255 22 2450206/2450949  
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Email: [qualityawards@tbs.go.tz](mailto:qualityawards@tbs.go.tz) or [info@zbs.go.tz](mailto:info@zbs.go.tz)

**F. Adjudication Process:**

1. Adjudication process will take approximately 2 weeks.
2. The judge's decision is final.
3. The winners in each category will be notified by the relevant contact person in the identified in the entry forms.

Deadline: 10<sup>th</sup> September, 2024

submit through [qualityawrds@tbs.go.tz](mailto:qualityawrds@tbs.go.tz)



## NATIONAL QUALITY AWARDS

### ENTRY FORM CATEGORY 4: BEST EXPORTER OF THE YEAR

#### ENTRY DETAILS: -

COMPANY/ORGANISATION NAME:

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CONTACT PERSON: .....

POSITION IN ORGANISATION: .....

CONTACT TELEPHONE

OFFICE: .....

MOBILE: .....

CONTACT EMAIL: .....

FAX: .....

PHYSICAL ADDRESS:

.....

.....

.....

.....

POSTAL ADDRESS:

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BRIEFLY (NOT A SINGLE SENTENCE) DESCRIBE WHAT YOUR COMPANY DOES:

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(Continue on separate sheet, if necessary, maximum 20 pages) refer to guide in information checklist

#### INDICATE WHICH CATEGORIES YOU ARE ENTERING

(Complete a separate form for each category you are entering)

CATEGORY 4 – Best Exporter of the year

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#### SME STATUS

( ) Yes, we have less than 100 employees and are entering as an SME

**WARRANT**

We hereby submit our entry for the National Quality Awards 2024, and agree to the terms and conditions of the award program as stipulated in the entry form. I warrant that I am authorized to set and sign on behalf of the entering company/organization, *and* warrant that all information provided in this entry submission is, to the best of my knowledge, true and correct. Falsified information will lead to disqualification of entrants.

SIGNED: .....

DATE.....

## **Information Checklist**

*(Based on the Evaluation Criteria)*

*(Please remember that the suggested evidence is not exhaustive)*

### **COMPANY INFORMATION**

**Company**

**Contact person**

**Position**

**Email**

**Telephone**

**Street, town/city**

**www**

**First Year of Export**

**Number of employees**

**Annual turnover**

**Export share (%)**

**Share of value creation generated in country (%)**

### **1. EXPORT, GROWTH ACHIEVED AND ABILITY TO SUSTAIN THAT GROWTH**

**1.1 Company background and objectives**

a. Description of the company's mission, objectives, main products/service  
(Attach evidence)

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- b. Description of the design of the company's work systems and processes (work systems and processes are what is done by the company to develop, sell company's products/services), key requirements, collaborations and dependence on external sources and supply chain that are essential to export of products/services

(Attach evidence)

- c. What unique selling points of product and customer benefits make your products or services stand out? Have the products been specially adapted for the international market? (Processes and quality management systems changed?) Additional certifications needed?

(Attach evidence)

## 1.2 Export Markets List

Country (market)

Time of market entry


(Provide evidence: labels, invoices, etc)

## 1.3 What quality qualification, certification or award (which support export market) has the company obtained? When were they obtained?

Year:\_\_\_\_\_ Award:

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Awarded by:

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(Please attach proof)

## **2. VALUE AND CONTRIBUTION TO THE EXPORTING**

### **2.1 Export activities**

What opportunities are being created or expanded through the company /organization's export activities?

- Describe the extent of exploration of new export markets.
- Describe status against competitors in the export markets if known.
- Demonstration of expansion through company/organizations goals, objectives and strategic plans.

### **2.2. Continuous improvement and degree of innovation**

#### **2.2.1 Performance Analysis**

- a. Benchmarking and organization's strategic situation e.g. challenges, competitive environment and situation, success factors
- b. Customers' expectations and needs identified.
- c. Customer's satisfaction determination
- d. Enhanced value to customers through creation of new and improved products and services
- e. Customer loyalty, acquisition of new customers, improved relations with stakeholders
- f. Effective communication with customers and the suppliers

#### **2.2.2 Improvement**

- a. What new innovative processes, products or technology does your company utilise to gain competitive edge in local and export markets

## **3. Business strategies and the use of quality in export activities:**

### **3.1 Use of appropriate quality tools**

- a. Has the organization implemented and in compliance with applicable quality standards, occupational health and safety regulations, accreditation, certification, registration requirements, industry standards, environmental etc.

- b. Does the organization budget for quality activities and what percentage is the quality budget line in relation to the entire budget?
- c. How much did the organization spend on quality related matters in the ended financial year?
- d. Impact on the environment and society

### **3.2 Business focused results**

- a. Increase in productivity and effectiveness in the use of resources
- b. Lower production costs, reduction in errors, defects, waste, and related costs
- c. Improvement in responsiveness and cycle time performance
- d. Development of new opportunities e.g. increase in market share, profits, market expansion, acquisitions, mergers, partnerships

### **3.3 Impact on the environment and society**

Consideration of well-being of the environment and society within which the organization operates

- a. Has the organization assessed the impact of its activities on the environment in which it operates?
- b. What are the waste management practices and how sufficient are these in prevention of environmental damage?
- c. Are there any other undesirable effects on the environment/citizens that are posed by the organization's operations and how have these been managed?
- d. How does the organization contribute to the wellbeing of the community in which it operates e.g. support through activities and programs in the community, company-community partnerships, social responsibility, green initiatives, etc.?