

Institute of Accountancy Arusha

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Invitation for Tenders

Tender No. PA/017/HQ/2017-18 (N09, 10&21)

Date: 16TH October, 2017.

1. This Invitation for Tenders (IFT) follows the General Procurement Notice for the **Institute of Accountancy Arusha** for the **2017/2018** financial year that appeared in the **Tanzania Procurement Journal** dated **Tuesday 1st August, 2017**
2. The **Institute of Accountancy Arusha (IAA)** using our own funds from its **2017/2018** annual budget intends to apply part of the proceeds of this *fund* to cover eligible payments under the contract for which this IFT is issued.
3. The Institute of Accountancy Arusha (IAA) now invites sealed Tenders from eligible providers of the following as summarized in the table below:

S/N	Tender Description	Tender No.	Number of Lots	Price per bid document
1	Provision of security Services	PA/017/HQ/2017-18 /N/09	various	Free
2	Provision of Air Travelling Agent	PA/017/HQ/2017-18 /N/10	single	Free
3	Supply of ICT Equipment	PA/017/HQ/2017-18 /G/22	single	Tsh: 50,000

1. Tendering will be conducted through the **National Competitive Tender** procedures specified in the Public Procurement (Regulations, 2013 – Government Notice No. 446 and is open to all Tenderers as defined in the Regulations.
2. Interested eligible Tenderers may obtain further information from and inspect the Tendering Documents at the office of the **Secretary of IAA Tender Board, Room No 10 & 11 Located on the Top of the IAA Administration Block, Njiro Hill, P.O.Box 2798, ARUSHA** from **08:00am to 4:00 pm** on Mondays to Fridays inclusive except on public holidays.
3. A complete set of Tendering Documents in English and additional sets may be purchased by interested Tenderers on the submission of a written application to

the address given under paragraph 5 above and upon payment of a non-refundable fee of **Tanzanian shilling 50,000/=**. Payment should be through depositing to the bank and present the deposit slip with application letter for purchasing Tendering Document(s) to: Rector, Institute of Accountancy Arusha, P.O.Box 2798, Arusha

Bank details

Account name: Institute of Accountancy Arusha

Account No. : **01J1035916500**

Banker's Address: CRDB Arusha – Meru Branch

4. All Tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.
5. All Tenders in one original plus **two copies**, properly filled in, and enclosed in plain envelopes must be delivered to the address below at or before **11:00am, on Monday 30th October 2017**. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at **the Institute's Board Room, Top/Second Floor of Administration Block, at Njiro Hill Arusha**.
6. Late tenders, portion of tenders, electronic tenders, tenders not received, and not opened and not read out in public at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE RECTOR

INSTITUTE OF ACCOUNTANCY ARUSHA
P.O.BOX 2798, ARUSHA.
TANZANIA.