

# INSTITUTE OF ACCOUNTANCY ARUSHA



## SHORT COURSE ON PUBLIC PROCUREMENT “EFFECTIVE TENDER/BID EVALUATION”

### 1.0 Course Background

Tender evaluation is a joint technical and commercial exercise. Therefore, it is essential for the purchaser to constitute a tender evaluation committee as stated in the Public Procurement Act No.7, 2011. In determining the lowest evaluated tender accurately, efficiently and in a transparent manner, it is essential to follow a systematic procedure designed to cover all aspects of the evaluation process in a logical sequence. Each tender submitted by each supplier have to be checked for compliance, and if compliant, then evaluated against the criteria specified referred to the Request for Tender or invitation documents, as well as an analysis of the strengths and weaknesses of the submitted tenders in the tender documentation. The tender that offers best value for money will win the business.

### 2.0 Course Contents

During the course the following areas will be covered:

- (a) What is a Tender?
- (b) Public Procurement Cycle
- (c) The set-up of Procuring Entities
- (d) Tender evaluation guidelines as provided by PPRA- An overview
- (e) Preliminary evaluation-Commercial responsiveness
- (f) Preliminary evaluation-Technical responsiveness
- (g) Detailed evaluation/Financial
- (h) Recommendations for award

### 3.0 Mode of Delivery

The course will be conducted through lectures, discussions and case studies.

Participants will be offered an opportunity to share knowledge, experience and the challenges from their work place regarding handling of the tenders and the like.

### 4.0 Target Audience

This course is designed for those interested in Procurement and Supplies Management and in particular the members of the Tender Board, Evaluation Committee, Procurement Management Unit, User departments, Procurement and Supplies Auditors, Stock verifiers, Academicians and others who are willing to get a clear understanding on how to undertake an effective tender evaluation.

### **5.0 Course Fees & Mode of Payment:**

The fee for the course is **TZS 2,500,000/= (Two million five hundred thousand shillings)** per participant to cover for tuition fee, training materials, tea/coffee and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheque or bankers draft paid directly to our **Bank Account No. 014103007130 NBC, Arusha Branch. Early registration is highly encouraged and appreciated.**

### **6.0 Date, Duration and Venue:**

The course will be conducted in Arusha from: **17<sup>th</sup> - 28<sup>th</sup> September, 2018 (Twelve days)** at the Institute of Accountancy Arusha – **Main Campus**, located at Njiro Hill-Arusha.

### **7.0 Contact Persons**

For more details please don't hesitate to contact any of the following:

Mr. Isaya Machaine (Course Director)

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Mr. Papias Njaala (Head of Department - Consultancy & Executive Development)

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### **8.0 Apply to:**

The Rector

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