



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
PUBLIC PROCUREMENT EFFECTIVE TENDER/BID EVALUATION

(29th OCTOBER – 02ND NOVEMBER, 2018 - IAA ARUSHA CAMPUS, ARUSHA)

1.0 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 Participants

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 1,700,000/=** (say **One Million Seven Hundred Thousand Shillings Only**) per participant to cover for tuition fee, training materials, tea/coffee and lunch. **A 10% discount will be offered to a sponsor sponsoring 5 participants and above and paying 10 days before the course start.** Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC - Arusha Branch.** Early registration is highly encouraged and appreciated.

6.0 Date, Duration and Venue:

This course will be conducted from **29th October – 02nd November, 2018 (5 days)** at the IAA 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**)

E-Mail: imachaine@gmail.com Mob: +255 755 964 942 & 0713 073 890

Pamela Chogo (**Head of Department - Consultancy & Executive Development**)

E-Mail pchogo@iaa.ac.tz and pamsekela@gmail.com; Mob: +255 655 611512 & +255759334659

Ms. Caroline Lucumay (**Course Administrator**)

E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com; Mob: +255 782 993 077 & +255 652 379 888

APPLY TO:

The Rector

Institute of Accountancy Arusha

P.O. BOX 2798

Arusha.

E-Mail: iaa@iaa.ac.tz