



**THE UNITED REPUBLIC OF TANZANIA**  
**INSTITUTE OF ACCOUNTANCY ARUSHA**



**SHORT COURSE ANNOUNCEMENT**  
**ON**  
**PUBLIC PROCUREMENT "EFFECTIVE TENDER/BID**  
**EVALUATION"**

**(06<sup>th</sup> – 10<sup>th</sup> May 2019 - IAA ARUSHA CAMPUS, ARUSHA)**

**1.0 TRAINING 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 short 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 FEES & MODE OF PAYMENT:**

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred Thousand only**) to cover for training material, 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, 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 **06<sup>th</sup> to 10<sup>th</sup> May 2019 (Five working days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

#### **7.0 CONTACT PERSONS**

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

##### **Course Directors**

Mr. Isaya Machaine      E-mail: [imachaine@gmail.com](mailto:imachaine@gmail.com)  
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##### **Head of Department – Consultancy & Executive Development**

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##### **Course Administrator**

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**NB:    *Early confirmation is highly appreciated.***

#### **APPLY TO:**

The Rector  
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