



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



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

(17th – 21st June 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 **17th to 21st June 2019** 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
Cell phone: +255 755 964942 and +255 713 073890

Head of Department – Consultancy & Executive Development

Pamela Chogo E-mail: pchogo@iaa.ac.tz and pamsekela@gmail.com
Cell phone: +255 655 611512 and +255759334659

Course Administrator

Ms. Caroline Lucumay E-Mail: clucumay@iaa.ac.tz and lucumayc@gmail.com
Cell phone: +255 782 993 077 and +255 652 379 888

NB: *Early confirmation is highly appreciated.*

APPLY TO:

The Rector
Institute of Accountancy Arusha
P.O. BOX 2798
Arusha.
E-Mail: iaa@iaa.ac.tz
Tel: + 255- 27 – 2549605/2549606/2549264/2549265
Fax: + 255 – 27 2549421