



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
EFFECTIVE TENDER PREPARATION AND EVALUATION IN PUBLIC SECTOR

(10th – 21st June 2019 - IAA Arusha Campus, Arusha)

1.0 Course Background

Public procurement has, for long, been surpassed with inefficiency, malpractice, corruption, and misconduct disregard of fundamental "value for money" considerations. This has adversely impacted the rate and quality of progress in realizing the objectives of national development, especially in developing and transition countries. One of the areas in the procurement process which may deter value for money realization is preparation of tender and evaluation. Evaluation, the assessment of tenders against a procuring entity's requirements, is the most important part of the procurement process. It is also the stage of the process which is most frequently challenged.

The main aim of any effective tender evaluation should be to determine the tender which: best meets the needs of the public body; and achieves value for money. This course titled "effective tender preparation and evaluation in the public sector" is therefore, designed to equip with the methodologies and techniques applied during preparation of tendering documents and evaluation of tenders and proposals in order to facilitate ongoing contract management.

2.0 Course Contents

During the course the following areas will be covered:

- (a) Introduction to public procurement and principles;
- (b) Public procurement cycle;
- (c) Tendering procedures;
- (d) Introduction to Bidding documents;
- (e) Preparation of bidding documents – goods, non-consultants services, works, consultancy services and disposal of public assets;
- (f) Overview of tender evaluation;
- (g) Evaluation procedures for procurement of goods;
- (h) Evaluation procedures for procurement of non-consultancy services;
- (i) Evaluation procedures for procurement of works;
- (j) Evaluation procedures for procurement of consultancy services;

- (k) Evaluation procedures for disposal of public assets by tender;
- (l) Review of evaluation reports and award

3.0 Course Rationale

The overall objective of this course is to provide the participants with the practical skills necessary to enhance economy, efficiency and transparency in the tender preparation and evaluation. Upon completion of this course the participants will be able to conduct effective and efficient tendering process for goods, works and services in accordance with Public Procurement Act No. 7 of 2011, through:

- (a) Preparation of bidding documents based on standard bidding documents prepared by Public Procurement Regulatory Authority (PPRA);
- (b) Proposing and appointing the right and comprehensive members of evaluation team in accordance with their skills, knowledge and experience.
- (c) Conducting tender evaluation and selection procedures and recommendation for award by using best practices and principles that guide evaluation team.
- (d) Effective review the recommendations from evaluation team and award procedures.
- (e) Increased awareness of the importance of "bid challenge" procedures and related remedies for the proper functioning of a public procurement system;
- (f) Upgraded ability to conduct bid preliminary evaluation, technical evaluation and financial evaluation procedures;
- (g) Maintain integrity and confidentiality in tender evaluation and award;

4.0 Target Group

This course is meant for senior, middle level and junior officers with diverse experience and background from both public and private sectors as indicated below:

- (a) Staff from MDAs and LGAs i.e. Ministries, Departments and Agencies; Parastatal Organizations and Local Government Authorities but specifically meant to Accounting Officers, Members of Tender Boards, PMU staff, and all executives responsible for planning and managing procurement functions.
- (b) Members of user departments within procuring entities who participate in evaluation of tenders.
- (c) Suppliers, Service Providers, Constructors and Consulting firms for public financed projects will find the course appropriate.
- (d) Internal Auditors, External Auditors, Stock Verifiers, Anti-Corruption Agencies, Oversight & Regulatory Bodies and pressure groups are also welcome.
- (e) Academicians, and Researchers of public procurement system, and
- (f) Any other staff involved in one way or another in tender preparation and evaluation in public procurement sector.

5.0 Methodology

Teaching methodology will include classroom lectures, case studies, group assignments and role play.

6.0 Training Award

At the end of training participants will be awarded with certificates.

7.0 Fees & Mode of Payment:

The fee for the course is **TZS 1,500,000/=** (say One Million Five Hundred Thousand only) 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, 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.**

8.0 Date, Duration and Venue:

This course will be conducted from **10th – 21st June 2019 (10 working days)** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

9.0 Contact Persons

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

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