

INSTITUTE OF ACCOUNTANCY ARUSHA



Invitation for Bids

Date: 11/02/2019.

1. This Invitation for Tenders follows the General Procurement Notice for this Project which appeared in Tanzania Procurement Journal Issue no. 29 dated July 17,2018
2. The Government of Tanzania has set aside funds for the operation of the **Institute of Accountancy Arusha** during the financial year **2018/19**. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the **Supply of Computer and ICT Equipment, Supply, Installation, Training, and Commissioning of Audit Software, Supply, Installation, Training and Commissioning of Library Anti-Theft Security Gates, Supply, Installation, and Commissioning of Power Backup System for Server Room, Supply, Installation, and Commissioning of CCTV Cameras and Consultancy Services to Carry out Exercises of Revaluation, Bar Coding and Updating Fixed Assets Register of IAA Property, Plant, Equipment and Intangible Assets**
3. The **Institute of Accountancy Arusha** now invites sealed tenders from eligible Suppliers, Contractors, and Consultancy for the below mentioned tenders:

Descriptions of the tender	Tender Number	Price per Tender
SUPPLY, INSTALLATION, TRAINING, AND COMMISSIONING OF AUDIT SOFTWARE	TENDER NO. PA/017/2018-19/HQ/G/44	50,000/=
SUPPLY, INSTALLATION, AND COMMISSIONING OF POWER BACKUP SYSTEM FOR SERVER ROOM	TENDER NO. PA/017/2018-19/HQ/G/35	50,000/=
SUPPLY OF COMPUTERS & ICT EQUIPMENT	TENDER NO. PA/017/2018-19/HQ/G/08	50,000/=
SUPPLY, INSTALLATION, TRAINING, AND COMMISSIONING OF LIBRARY ANTI-THEFT SECURITY GATE	TENDER NO. PA/017/2018-19/HQ/G/46	50,000/=
SUPPLY, INSTALLATION, AND COMMISSIONING OF CCTV CAMERAS	TENDER NO. PA/017/2018-19/HQ/G/43.	50,000/=
VALUATION OF FIXIED ASSETS & PREPARATION OF ASSETS REGISTER	TENDER NO. PA/017/2018-19/HQ/C/45	50,000/=

4. Tendering will be conducted through the **National Competitive Bidding** procedures specified in the Public Procurement Regulations, 2013 – Government Notice No. 446 as amended in 2016, and is open to all Tenderers as defined in the Regulations.
5. Interested eligible Tenders may obtain further information from and inspect the Tendering Documents at the office of the **Secretary of IAA Tender Board, Room No 10 & 11 Located on the Top Floor of the IAA Administration Block, Njiro Hill, P.O. Box 2798, and Arusha** from **08.00 to 16.00 hours local time on** on Mondays to Fridays inclusive except on public holidays.
6. A complete set of Tendering Document(s) in **ENGLISH** and additional sets may be purchased by interested Tenderers on the submission of a written application to the address given under paragraph 5 above and upon payment of a non-refundable fee of Tanzania shillings fifty Thousand (**50,000**). Payment should be through depositing to the bank and present the deposit slip with application letter for purchasing Tendering Document(s) to; Rector, Institute of Accountancy Arusha, P.O. Box 2798, Arusha.
7. Mode of Payment
 - Pay by using 99410000063 as control number/reference number.
 - Visit any of CRDB Bank, NMB Bank, or NBC Bank to pay. Upon your arrival at the bank, provide the control number to the teller to process your payment.
 - You will be required to present the deposit slip to the Institute's in order to get receipt which will enable to buy Tender document at PMU office.
8. All tenders must be accompanied by a **Tender Securing Declaration** in the format provided in the Tendering Documents.
9. The site visit and pre-tender meeting shall be held on **15/02/2019 and 19/02/2019 at Institute of Accountancy Arusha Main Campus** located in Njiro area Arusha at **10.00am** in respective dates.
10. All tenders in one original plus two (2) copies, properly filled in, and enclosed in plain envelopes must be delivered to the address **as mentioned above foal all tender in parag.2, must be delivered to the address Secretary of IAA Tender Board, Room No 10 & 11 Located on the Top Floor of the IAA Administration Block, Njiro Hill, P.O. Box 2798, Arusha** at or before **11.00AM on 25/02/2019**. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at the **Institute of Accountancy Arusha Main Cafeteria, Njiro Hill**.
11. Late Tenders, Portion of Tenders, Electronic Tenders, Tenders not received, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE RECTOR

**INSTITUTE OF ACCOUNTANCY ARUSHA
P.O.BOX 2798, ARUSHA.
TANZANIA.**