

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING



NATIONAL COMPETITIVE TENDERING

TENDER NO. ME/004/2017-18/HQ/G/05

For

SUPPLY OF COMPUTER STATIONERIES FOR THE MINISTRY OF FINANCE AND PLANNING (VOTE 50) - LOT No. 1 -SUPPLY OF 3 PART COMPUTER STATIONERY & LOT No. 2- SUPPLY OF CONTROL SHEETS

Invitation for Tenders

20<sup>th</sup> September, 2017

1. This invitation for tender follows the General Procurement Notice (GPN) for Financial Year 2017/2018 which appeared in the Ministry and PPRA websites: ([www.mof.go.tz](http://www.mof.go.tz) & [www.ppra.go.tz](http://www.ppra.go.tz)) respectively.
2. The Government of Tanzania has set aside funds for the operations of the Ministry of Finance and Planning during the financial year 2017/2018. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Supply of Computer Stationeries for the Ministry of Finance and Planning (Vote 50) – Lot No. 1-Supply of 3 Part Computer Stationery & Lot No. 2 -Supply of Control Sheets.
3. The Ministry of Finance and Planning now invites sealed Tenders from eligible Suppliers to Supply Computer Stationeries as shown in **Sect.VI &VII** of the **Schedule of Requirements as well as Technical Specifications** and Table No.1 hereunder:-  
**Table No.1- Statement of Requirements**

LOT No.	DESCRIPTION OF ITEMS	QUANTITY
1.	Supply of 3 Part Computer Stationery.	=600=
2.	Supply of Control Sheets.	=2000=

Bidders may bid for one lot or both lots but must quote for all items and quantities specified in the lot. Partial bids will not be accepted. The Procuring Entity will evaluate the bids and award the contract to the most competitive Bidder.

4. Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement (Goods, Works, Consultancy, Non-Consultancy Service and Disposal of Public Assets by Tender) Regulations, 2013 – Government Notice No. 446 of 2013(as amended through Government Notice No. 333 of 2016) and is open to all Bidders as defined in the Regulations.
5. Interested eligible Bidders may obtain further information from and inspect the Bidding Documents at the office of the Director of Procurement Management Unit, Room No. 2, PAT Building, 1 Madaraka Street, P.O Box 9111, 11468 - Dar es Salaam from 7:30 am to 3.30pm, Mondays to Fridays inclusive except on Public Holidays.
6. A complete set of Bidding Document(s) in English may be purchased by interested bidders on the submission of a written application to the address given under paragraph 5 above and upon payment of a non-refundable fee of TZS 100,000.00 (Tanzania Shillings One Hundred Thousand Only). Payment should be either by Cash, Banker's Draft or Banker's Cheque, payable to the Permanent Secretary, Ministry of Finance and Planning, 1 Madaraka Street, P.O. Box 9111, 11468-Dar es Salaam.
7. All Bids must be accompanied by a Bid securing declaration in the format provided in the Tendering document.
8. All bids in one original plus two copies, properly filled in, and enclosed in plain envelopes must be delivered to the Procurement Management Unit (PMU) Office, Room No. 2, PAT Building, 1 Madaraka Street, P.O Box 9111, 11468 Dar es Salaam at or before **10.00 hours local time on Thursday 05<sup>th</sup> October, 2017**. Bids will be opened promptly thereafter in public and in the presence of Bidders' representatives who choose to attend in the opening at the PAT Building Conference Room of the Ministry of Finance, 1 Madaraka Street , P.O. Box 9111, 11468 - Dar es Salaam.
9. Late Bids, Portion of Bids, Electronic Bids, Bids not received, Bids not opened and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

**ACCOUNTING OFFICER (VOTE 50)**  
**MINISTRY OF FINANCE AND PLANNING**