

**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING**



**ME/004/2017-18/HQ/C/01**

**FOR**

**PROVISION OF CONSULTANCY SERVICE FOR CONDUCTING  
SITUATIONAL ANALYSIS AND DEVELOP ACTION PLAN FOR ADOPTING  
INTERNATIONAL STANDARDS ON PHYSICAL ASSET MANAGEMENT FOR  
THE MINISTRY OF FINANCE AND PLANNING (VOTE 50)**

**Invitation for Expression of Interest**

**19<sup>th</sup> January, 2018**

1. This invitation for Expression of Interest follows the General Procurement Notice for the Ministry of Finance and Planning for Financial Year 2017/2018 for this Project which was appeared in the Ministry's and PPRA websites; ([www.mof.go.tz](http://www.mof.go.tz) & [www.ppra.go.tz](http://www.ppra.go.tz)) respectively. Also, advertised in the Tanzania Procurement Journal of Public Procurement Regulatory Authority.
2. The Government of Tanzania through Public Financial Management Reforms Programme 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 Provision of Consultancy Service for Conducting Situational Analysis and Develop Action Plan for Adopting International Standards on Physical Asset Management for the Ministry of Finance and Planning (Vote 50).
3. The Ministry of Finance and Planning now invites eligible Individual Consultants to indicate their interest in providing the services which include Provision of Consultancy Service for Conducting Situational Analysis and Develop Action Plan for Adopting International Standards on Physical Asset Management for the Ministry of Finance and Planning (Vote 50).

4. Interested Individual Consultants must provide information indicating that they are qualified to perform the services by submitting updated CV's, description of similar assignments and relevant skills as indicated in the **Instruction to Consultants Document**.
5. You are requested to submit your written expression of interest, one original plus Three (3) copies of detailed Curriculum Vitae (CV) in writing on or before **Tuesday 06<sup>th</sup> February, 2018 at 10:00 hour's local time**. The envelope shall be clearly marked "*Provision of Consultancy Service for Conducting Situational Analysis and Develop Action Plan for Adopting International Standards on Physical Asset Management for the Ministry of Finance and Planning (Vote 50)*" and submitted to the following address: the Director of Procurement Management Unit, Ministry of Finance and Planning, 5<sup>th</sup> Floor, Room No-5-34, Treasury Square Building, 18 Jakaya Kikwete Road, P.O. Box 2802, **40468 - Dodoma**.
6. The opening of CVs will take place immediately after the deadline for submission, at the Treasury Square Building, 5<sup>th</sup> Floor, Conference Room No. 5-33. Ministry of Finance and Planning, 18 Jakaya Kikwete Road, P.O. Box 2802, **40468 - Dodoma**. Individual consultants are invited to attend the opening ceremony.
7. A consultant will be selected in accordance with the procedures set out in the Public Procurement Act No. 7 of 2011 (as amended 2016) and the Public Procurement Regulations, 2013- Government Notice No. 446 of 2013 (as amended through Government Notice No. 333 of 2016).
8. CV's will be evaluated on the basis of the criteria shown in the Instruction to Consultants Document.
9. Interested Individual Consultants are required to collect the **Instruction to Consultants Document** from the **Director of Procurement Management Unit whose address is indicated on paragraph 5 above** during working days (Monday to Friday) between 7:30 am to 3.30pm.
10. Any request for clarification with regard to this assignment shall be addressed to the undersigned. The Client shall respond to clarifications received not less than one week before the deadline for submission.
11. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

Yours sincerely,

**Accounting Officer (Vote 50)**  
**Ministry of Finance and Planning**