

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



**Tender No. ME/004/2017-18/HQ/C/07**

**FOR`**

**PROVISION OF CONSULTANCY SERVICES FOR IT HELPDESK SOLUTION TO SUPPORT INTEGRATED ELECTRONIC FINANCIAL MANAGEMENT SYSTEMS (EFMS) FOR THE MINISTRY OF FINANCE AND PLANNING (VOTE 50)**

**Invitation for Expression of Interest**

**30<sup>th</sup> April, 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 Services for IT Helpdesk Solution to Support Integrated Electronic Financial Management Systems (EFMS) for the Ministry of Finance and Planning (Vote 50).
3. The Ministry of Finance and Planning now invites eligible Consulting Firms to indicate their interest in providing the required services.
4. Interested Consulting Firms must provide information indicating that they are qualified to perform the services by submitting consultant's profile, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff and CV's for each staff as required and shown in the Terms of Reference. Consultants may associate to enhance their qualifications.

5. Consulting Firms are requested to submit their consultant's profile including description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, CV's for each staff as required and shown in the Terms of Reference in one original plus Three (3) copies on or before **Monday 14<sup>th</sup> May, 2018 at 10:00 hour's local time**. The Consultant's Profile shall be enclosed in one envelope and clearly marked "*Provision of Consultancy Services for IT Helpdesk Solution to Support Integrated Electronic Financial Management Systems (EFMS) 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. 5-33, Treasury Square Building, 18 Jakaya Kikwete Road, P.O. Box 2802, **40468-DODOMA**.
6. The Consulting Firms will be selected in accordance with the procedures set out in the Public Procurement Act No.07 of 2011 (as amended 2016) and the Public Procurement Regulations 2013 - Government Notice No. 446 of 2013 (as amended 2016 through GN; No. 333 of 2016).
7. Profile of all Consulting Firms will be evaluated on the basis of the criteria shown in the Instruction to Consultants Document.
8. Interested Consulting Firms are required to collect the Instruction to Consulting Firms 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 3.30pmon Monday to Friday inclusive except on public holidays.
9. Expression of Interest (EoI) must be delivered to the Director of Procurement Management Unit, Ministry of Finance and Planning, 5<sup>th</sup> Floor, Treasury Square Building, 18 Jakaya Kikwete Road, P.O. Box 2802, **40468-DODOMA** on or before **Monday 14<sup>th</sup> May, 2018 at 10:00 hour's local time**.
10. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

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