

THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE



TENDER NO. ME/004/2011-12/HQ/C/29  
FOR

PROVISION OF CONSULTANCY SERVICES TO PROVIDE TRAINING ON THE INTERNATIONAL  
PROFESSIONAL PRACTICES FRAMEWORK (IPPF) FOR THE MINISTRY OF FINANCE (VOTE 50)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

22<sup>nd</sup> December, 2011

1. This invitation for expression of interest follows the General Procurement Notice (GPN) which appeared in the Daily News Issue No.10, 372 and HabariLeo Issue No. 01652 both dated 30 June, 2011 and the Guardian Issue No. 5168 and Uhuru Issue No. 20916 both dated 01 July, 2011. Also in the Ministry's website ([www.mof.go.tz](http://www.mof.go.tz)) and PPRA website ([www.ppra.go.tz](http://www.ppra.go.tz)).
2. The Government of the United Republic of Tanzania has set aside funds for the operation of the Ministry of Finance during the financial year 2011/2012. 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 to Provide Training on the International Professional Practices Framework (IPPF) for the Ministry of Finance (Vote 50).
3. The Ministry of Finance now invites Consulting Firms to indicate their interest in providing the Consultancy Services to Provide Training on the International Professional Practices Framework (IPPF) for the Ministry of Finance (Vote 50).
4. **Scope of Assignment**  
The assignment shall involve the following specific activities to be undertaken by the consulting Firm:-
  - 1) Thoroughly understanding all the 6 parts of the IPPF (3 mandatory and 3 strongly recommended guidance);
  - 2) Formulating training materials to train government and public sector internal auditors for the complete IPPF in 3-day full day workshops;
  - 3) Formulating training plan for the IPPF to lay special emphasis on International Standards which are a compulsory component of the IPPF;
  - 4) Introducing standard corporate governance principles and link them with IPPF;
  - 5) Introducing Internal Control as a backbone of financial control and link it with IPPF;
  - 6) Introducing the requirements of Public Finance Act No 6 of 2001 and Public Audit Act No 11 of 2008 and linking them with IPPF;
  - 7) Delivering the IPPF training in a professional and effective manner designed to attract and retain the interest and attention of trainees; and
  - 8) Distributing to participants both soft and hard copies of all the main presentations.
5. Interested firms must submit relevant and comprehensive information and documentation showing that (i) they have legal status i.e. relevant registration certificates to perform the services and that (ii) they have the required capability. The capability statement should include description of similar

assignments, qualifications, experience and competence to perform the assignment, availability of appropriate skills among staff and any other relevant information.

6. Firms will be short listed in accordance with procedures set by the Public Procurement Act No.21 of 2004 and the Public Procurement (Selection and Employment of Consultants), Regulations 2005 – Government Notice No. 98. In assessing the submission consideration will be given to the qualifications, technical competence of a consultant, experience on similar services and the capacity to undertake the assignment. Only consultants with demonstrated experience and excellent track records in similar assignments will be considered for short listing.
7. This is not a request for proposals. After a review of the letters of interest, a short list will be prepared, and those short listed firms will be invited to submit their proposals through a letter of invitation including specific Terms of Reference.
8. Interested firms may obtain further information from the Secretary, Ministerial Tender Board, Principal Accountant Treasury (PAT) Building, Madaraka Avenue/Shaabab Robert Street/Luthuli Street, and P.O. Box 9111, Dar es Salaam from 8.00 am to 3.30 pm on Mondays to Friday inclusive except on Public Holidays.
9. Deadline for submission of Expression of Interest is **10.00 am hour's local time on Tuesday 24<sup>th</sup> January, 2012.**
10. The expression of interest (EOI) will be opened immediately after deadline for submission in Public and in the presence of Consultants' representatives who choose to attend in the PAT Building Conference Room of the Ministry of Finance, Madaraka Avenue/Shaabab Robert Street/Luthuli Street-Dar es Salaam. Envelopes containing the Expression of Interest sent by post must be registered and shall be clearly marked: -  
  
**"EXPRESSION OF INTEREST FOR TENDER NO. ME/004/2011-12/HQ/C/29 FOR PROVISION OF CONSULTANCY SERVICES TO PROVIDE TRAINING ON THE INTERNATIONAL PROFESSIONAL PRACTICES FRAMEWORK (IPPF) FOR THE MINISTRY OF FINANCE (VOTE 50) NOT TO BE OPENED BEFORE 10.00 AM HOURS LOCAL TIME ON TUESDAY 24<sup>TH</sup> JANUARY, 2012.**
11. Expression of Interest received late shall not be considered for short-listing irrespective of the circumstances.

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