

**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE
MINISTERIAL TENDER BOARD**



TENDER NO. 22 OF 2006/2007

**FOR PROVISION
OF CLEANING AND GROUND MAINTENANCE SERVICES FOR THE MINISTRY
OF FINANCE AND INSURANCE SUPERVISORY DEPARTMENT**

REQUEST FOR EXPRESSION OF INTEREST (EOI)

1. The Government of the United Republic of Tanzania has set aside funds for the operations of the Ministry of Finance and the Insurance Supervisory Department during financial Year 2006/2007. It is intended that part of the proceeds of the funds will be applied to cover the cost of Provision of Cleaning and Ground Maintenance Services.
2. The following cleaning and related services are required to be provided:
 - Provision of Cleaning Services
 - Provision of Gardening Services
 - Supply of Toilet Consumables
 - Installation of Sanitary disposal Bins and Sanitizers as required
 - Provision of Services out of working hours and on holidays and weekend, as and when required
3. The Ministerial Tender Board now invites eligible consulting firms to express their interest in providing the services. Interested firms must submit relevant and comprehensive information and documentation showing that (i) they have *legal status* to perform the services and that (ii) they have the *required capability*. The capability statement should include description of similar assignments, qualifications, experience and provision of services, availability of appropriate skills among staff and any other relevant information.

4. Firms will be short listed in accordance with procedures set by the Public Procurement Act No.21 of 2004 and associated Regulations. In assessing the submission consideration will be given to the *qualifications, technical competence of a firm, experience on similar services and the capacity to undertake the assignment.* Only firms with demonstrated experience and excellent track records in similar assignments will be considered for short listing.
5. 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.
6. Interested firms may obtain further information from the Secretary, Ministerial Tender Board, Principal Accountant Treasury (PAT) Building, Madaraka Avenue/Shaaban Robert Street/Luthuli Street, P.O. Box 9111, Dar es Salaam from 7.30 am. to 3.30 pm on Mondays to Friday inclusive except on Public Holidays.
7. Deadline for submission of Expression of Interest is 09:00 hours local time on 3rd April, 2007.
8. The of expression of interest (EOI) will be opened immediately after deadline for submission in Public and in the presence of Firms' representatives who choose to attend in the Treasury Conference Room of the Ministry of Finance, Madaraka Avenue/Shaaban Robert Street/Luthuli Street-Dar es Salaam. Envelopes containing the Expression of Interest sent by post must be registered and shall be clearly marked: -

"TENDER NO. 22 OF 2006/2007 EXPRESSION OF INTEREST FOR PROVISION OF CLEANING SERVICES FOR THE MINISTRY OF FINANCE AND INSURANCE SUPERVISORY DEPARTMENT NOT TO BE OPENED BEFORE 9.00 HOURS LOCAL TIME ON 3RD April, 2007"

Expression of Interest received late shall not be considered for short-listing irrespective of the circumstances.

SECRETARY
MINISTERIAL TENDER BOARD