

**TANZANIA COMMISSION FOR AIDS  
(TACAIDS)**



**REQUEST FOR PROPOSAL  
TENDER NO: IE/010/2017/2018/C/10**

**FOR CONSULTANCY SERVICE FOR DEVELOPING GUIDELINE FOR KEY IMPLEMENTERS TO HIV INTERVENTIONS IN PORTS (OCEAN AND LAKES), FISH LANDING SITES AND SURROUNDING COMMUNITIES**

1. The Government of the United Republic of Tanzania has set aside funds for the operation of the Tanzania Commission for AIDS 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 the **Consultancy services**.
2. The Tanzania Commission for AIDS now invites you as an eligible individual consultant to provide your expression of interest in providing the services which include **developing guideline for key implementers to HIV interventions in ports (ocean and lakes), fish landing sites and surrounding communities**
3. The eligible individual consultants must provide information indicating that they are qualified to perform the services by submitting updated CV's, description of similar performed assignments, experience and relevant skills on that required service.
4. You are requested to submit your written Technical and Financial Proposal by Monday **13<sup>th</sup> August, 2018** at **10: 00 hour's** local time. The Technical and Financial Proposal shall each be enclosed in a separate envelope and marked "*Technical Proposal*" and "*Financial Proposal*" respectively. The two envelopes shall then be enclosed in a single envelope and marked **Tender number** and the **description of Tender** submitted to the following address; *The Secretary Tender Board*, Tanzania Commission for AIDS, TACAIDS Building, PMU Office Room No. 323 situated in 3<sup>rd</sup> Floor, Left Wing, Sokoine Drive/Luthuli Street. **P.O.BOX 76987, DAR ES SALAAM, FAX No. 255 22 2122427, TEL. 255 22 2122651/2125127**
5. The opening of Proposals shall take place immediately after the deadline for submission, at the PMU Office, **ROOM No. 323** situated in **3<sup>rd</sup> Floor, Left Wing**. The responded consultants are invited to attend the opening ceremony.
6. A consultant will be selected in accordance with the procedures set out in the Public Procurement Act No. 7 of 2011 and the Public Procurement Regulations – Government Notice No. 446 of 2013.

7. The Proposals shall be evaluated on the basis of the criteria shown in the **Instruction to Consultants**. Only individual Consultants scoring above 80 percentages in its technical proposal shall be evaluated its Financial proposal before engaged in assignment (depending on his/her availability) to carry out the assignment.
8. The eligible Individual Consultants are required to collect the Request for Proposal from the Secretary, TACAIDS Tender Board whose address is **TACAIDS Building, Procurement Management Unit Office, 3RD Floor, Room No. 323/324, So koine Drive/Luthuli Street, P.O.BOX 76987, DAR ES SALAAM, FAX No. 255 22 2122427, TEL. 255 22 2122651/2125127** during working days (Monday to Friday) between 9:00 am to 3:00 pm upon payment of non-refundable fee of **Tanzanian Shilling Fifty Thousand (TZS. 50,000/=) by Cash payable to Executive Director, Tanzania Commission for AIDS (TACAIDS)** for the tender No. IE/010/2017/2018/C/15 only.
9. 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 three (3) days before the deadline for submission.
10. Late submitted Proposal shall not be accepted for evaluation irrespective of the circumstances.

Yours sincerely,

**EXECUTIVE DIRECTOR**

**TANZANIA COMMISSION FOR AIDS, TACAIDS BUILDING, JUNCTION OF SOKOINE DRIVE AND LUTHULI STREET, P.O.BOX 76987, DAR ES SALAAM, FAX No. 255 22 2122427, TEL. 255 22 2122651/2125127, E-mail address: info@tac aids**

