

TANZANIA CIVIL AVIATION AUTHORITY



INVITATION FOR TENDERS

SUPPLY OF GOODS AND SERVICES FOR THE YEAR 2008/2009

1. The Tanzania Civil Aviation Authority (TCAA) has set aside funds out of its financial budget for the year 2008/2009 for the procurement of various goods and services. The Authority intends to apply part of the funds to cover eligible payments due under the contracts for which this invitation for tenders is issued.
2. The Tanzania Civil Aviation Authority (TCAA) now invites sealed tenders from eligible tenderers for the supply of Goods and Services as follows:

Item No.	Description of the Tender	Date and time for the Pre-tender Site Visit	Date and Time for the deadline for submission of tenders
1.	Tender No. AE/028/2008-09/HQ/N/02 for the Provision of Office and Environment Cleaning Services for the Tanzania Civil Aviation Authority.	Lot 1: Office Cleaning on 15 th July 2008 at 10:30 hrs local time	7 th August 2008 at 11:30 hrs local time.
		Lot 2: Grass Cutting at JNIA on 16 th July 2008 at 10:30 hrs local time	7 th August 2008 at 11:30 hrs local time.
		Lot 3: Cleaning of the Drainage System at JNIA on 16 th July 2008 at 10:30 hrs local time.	7 th August 2008 at 11:30 hrs local time.
		Lot 4: Fumigation Services on 17 th July 2008 at 10:30 hrs local time.	7 th August 2008 at 11:30 hrs local time.
2.	Tender No. AE/028/2008-09/HQ/N/04 for the Provision of Security Guard Services for the Tanzania Civil Aviation Authority.	18 th July 2008 at 10:30 hrs local time	7 th August 2008 at 11:30 hrs local time.
3.	Tender No. AE/028/2008-09/HQ/G/18 for the Supply of Office Stationery for the Tanzania Civil Aviation Authority.	Not Applicable	7 th August 2008 at 11:30 hrs local time.

3. Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement (Goods, Works, Non-Consultant Services and Disposal of Public Assets by Tender) Regulations, 2005 – Government Notice No. 97 and is open to all tenderers defined in the Regulations.
4. Interested eligible bidders may obtain further information from, and inspect the Bidding Documents at the office of the Secretary TCAA – Tender Board, Tanzania Civil Aviation Authority, IPS Building, 5th Floor, Room No. 514, Azikiwe/Samora Avenue P.O. Box 2819 Dar es Salaam from 7:30hrs to 15.30hrs local time, Mondays to Fridays inclusive, except on Public Holidays.
5. Complete sets of the Tendering Documents may be purchased by any interested eligible bidder on submission of a written application to the address given in paragraph 5 above and upon payment of a non-refundable fee of Tshs. 100,000/= or its equivalent amount in a freely convertible currency. The method should be by cash or banker's cheque payable to the Director General, Tanzania Civil Aviation Authority, P.O.Box 2819, Dar es Salaam.
6. All tenders in one (1) original plus three (3) copies properly filled in and enclosed in plain sealed envelopes must be accompanied by an original Tender Security in an acceptable form in the amount of Two and a Half Percent (2.5%) of the Tender amount.

Tender Securities must bear the name and address of the Director General, TCAA, P.O. Box 2819, Dar es Salaam.

7. Tenders must be delivered either by hand or be sent by registered post so as to reach the Secretary, TCAA – Tender Board, IPS Building- 2nd Floor, Room 215, Azikiwe Street /Samora Avenue, P.O. Box 2819, Dar es Salaam before the deadline for submission of tenders.
8. **The Deadline for submission of Tenders is as per the dates and time indicated in paragraph 2 above.** Tenders will be opened in public and in the presence of tenderers' representatives who choose to attend in the Tanzania Civil Aviation Authority's Conference Room, IPS Building-5th Floor, Dar es Salaam. Tenders sent by post must be registered. The outer cover of each tender shall be clearly marked with the appropriate tender description and the deadline for submission as mentioned below.

Item No.	Marking of the tenders
1.	Tender No. AE/028/2008-09/HQ/N/02 for the Provision of Office and Environment Cleaning Services for the Tanzania Civil Aviation Authority, Not to be opened before 11:30 hrs local time on 7 th August 2008.
2.	Tender No. AE/028/2007-08/HQ/N/04 for the Provision of Security Guard Services for the Tanzania Civil Aviation Authority, Not to be opened before 11:30 hrs local time on 7 th

	August 2008.
3.	Tender No. AE/028/2007-08/HQ/G/18 for the Supply of Office Stationery for the Tanzania Civil Aviation Authority , Not to be opened before 11:30 hrs local time on 7 th August 2008.

9. **Compulsory Pre-tender Site Visits will be conducted for Tender Nos. AE/028/2008- 09/HQ/N/02 and AE/028/2008- 09/HQ/N/04 only, on the dates and time indicated in paragraph 2 above.** Details regarding the visits will be available at office of the Secretary- Tender Board, Tanzania Civil Aviation Authority Headquarters, IPS Building- 5th Floor, Room 514, Azikiwe Street /Samora Avenue, P.O. Box 2819, Dar es Salaam.
11. Tenders not received, not opened and not read out in Public at the Tender Opening Ceremony shall not be considered for evaluation irrespective of the circumstance. **TELEGRAPHIC, TELEX, E-MAIL AND LATE NON TELEGRAPHIC TELEX, TELEFAX, E- MAIL OR PORTION OF ANY TENDER SHALL NOT BE ACCEPTED.**

**THE SECRETARY
TCAA – TENDER BOARD
IPS BUILDING 5th FLOOR ROOM NO. 514, AZIKIWE STREET/SAMORA AVENUE
PO Box 2819
DAR ES SALAAM.
E - mail: tcaa@tcaa.go.tz
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