

TENDER INVITATION

TENDER NO. PA/104/2019-2020/HQ/C/08

FOR

PROVISION OF CONSULTANCY SERVICES FOR ASSESSING THE IMPACT OF COVID-19 TO TANZANIAN BUSINESSES

1. This Invitation for Tenders follows the General Procurement Notice for this Project which appeared in the TPSF Website: www.tpsftz.org.
2. TPSF has secured funds from Trade Mark East Africa (TMEA) for undertaking a Consultancy Study on Assessing the Impact of COVID 19 on Tanzanian Businesses. Therefore, TPSF would like to utilize the funds to procure a Consulting Firm for the same.
3. Interested Consulting Firms must provide information indicating that they are qualified to perform the services by submitting updated CV's, description of similar assignments, experience in similar conditions and relevant skills. Shortlisted individual Consulting Firms must also submit Financial Proposals in writing.
4. You are requested to submit your written expression of interest, one original detailed Technical and Financial Proposal in two (2) copies with detailed CV in writing by **Tuesday, 05th May, 2020 at 1100 hours local time**. The Detailed Technical and Financial Proposals shall each be enclosed in a separate envelope and marked Detailed Technical and Financial Proposals respectively. The two envelopes shall then be enclosed in a single envelope and marked **"Proposal for the Provision of Consultancy Services for Assessing the Impact of Covid 19 to Tanzanian Businesses"** and submitted to the following address:

About TPSF

The Tanzania Private Sector Foundation (TPSF) is the voice of the private sector and the umbrella body for private sector associations and corporate bodies in all sectors of the economy, including Business associations. TPSF is Tanzania's focal point for the East African Business Council and the SADC Business Council. Its members are business associations, corporate companies, multinationals, SMEs and startups organized under different business associations and working groups reflective of the key sectors of the economy.

The Secretary; Tender Board,
Tanzania Private Sector Foundation (TPSF)
Plot No. 1288, Mwaya Road, P.O Box 11313 Dar es Salaam

5. The opening of Technical and Financial Proposals shall take place immediately after the deadline for submission, at the Procurement Management Unit (PMU) Office, Tanzania Private Sector Foundation (TPSF), Plot No. 1288, Mwaya Road, P.O Box 11313 Dar es Salaam. Applying Consulting Firms are invited to attend the opening ceremony.
6. Proposals shall be evaluated on the basis of the criteria shown in the Terms of Reference. The Consulting Firms scoring above 70% shall be engaged (depending on their availability) to carry out the assignment during the respective time.
7. Prospective Consulting Firms are required to collect/request for the Terms of Reference from the **Secretary, Tender Board whose address is indicated on paragraph 5 above** during working days (Monday to Friday) between **0800am to 1600 hrs.**
8. 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 submissions.
9. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.
10. The respective Proposals shall be submitted physically on or before the deadline for submission as shown in paragraph 4 above.

Yours sincerely,

**EXECUTIVE DIRECTOR
TANZANIA PRIVATE SECTOR FOUNDATION (TPSF)**

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