



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

PUBLIC NOTICE

***FIVE DAYS WORKSHOP ON UNDERSTANDING AND MASTERING THE
PREPARATION OF TENDER DOCUMENTS FOR GOODS AND WORKS***

DATES: 8TH - 12TH MARCH, 2021

VENUE: VETA NJIRO HOTEL - ARUSHA

1. Workshop outcome

Participants will be able to:

Develop Competence to prepare and customize standard tender documents for specific procurement.

2. Who should attend?

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|---------------------------------|----------------------------------|
| (a) Members of the Tender Board | (h) Auditors |
| (b) Procurement Managers | (i) Engineers |
| (c) Supplies Managers, | (j) Contractors |
| (d) Project Managers | (k) Evaluation Committee |
| (e) Planning Officers | (l) User department |
| (f) Procurement officers | (m) Assistant Officers |
| (g) Supplies officers | (n) Any other interested parties |

3. Workshop Contents

- Overview of current procurement documents for goods and works.
- Contents of standard tender documents for goods and works.
- Customization of tender documents for goods and works.
- The role of customized tender document and value for money in Procurement.
- Contemporary issues.
- Case studies.

4. Course fee:

Tshs. 800,000/= per participant to cover participation fee, training materials, tea/coffee and lunch. Please confirm your participation before **6th March, 2021** through the below emails and mobile numbers.

5. Application:

Apply online for this **EVENT** via **PSPTB Online Registration System (ORS)**.

Click this link <https://registration.psptb.go.tz/> to register.

6. Protective measures against Covid-19

All protective measures will be taken care as per Ministry of Health, Community Development, Gender, Elderly and Children directives. The space available is only for 30 participants, early confirmation is encouraged.

NB: All participants will be required to wear masks during training sessions.

All participants must come with LAPTOPS

FOR FURTHER DETAILS, CONTACT:

Executive Director,

PSPTB,

P.O. Box 5993,

DAR-ES-SALAAM.

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