



UNITED REPUBLIC OF TANZANIA
MINISTRY OF FINANCE AND PLANNING



PROCUREMENT AND SUPPLIES PROFESSIONALS AND TECHNICIANS BOARD

PUBLIC NOTICE

THREE DAYS WORKSHOP ON PROCUREMENT OF CONSULTANCY SERVICES
FUNDED BY DEVELOPMENT PARTNERS IN MTWARA FROM 28TH – 30TH SEPTEMBER
2022

VENUE: MTWARA

DATES: 28TH – 30TH SEPTEMBER, 2022

1. Workshop outcomes

Participants will have the ability to implement procurement of consultancy services under donor funded projects.

2. Who should attend?

- | | |
|---------------------------------|--------------------------------|
| (a) Members of the Tender Board | (h) Planning Officers |
| (b) Heads of department | (i) Procurement officers |
| (c) Contract Managers | (j) Supplies officers |
| (d) Contract officers | (k) Auditors |
| (e) Procurement Managers | (l) Consultants |
| (f) Project managers | (m) Engineers |
| (g) Supplies Managers | (n) and any interested parties |

3. Workshop Contents

- (a) Overview of consultancy services.
- (b) Preparation of Terms of Reference
- (c) Preparation and advertisement of Request of Expression of Interest
- (d) Evaluation and short listing of firms/Individual Consultant
- (e) Preparation and issuance of Request for Proposals.
- (f) Proposal opening and Evaluation process
- (g) Negotiation and Award of contract
- (h) Approvals
- (i) Handling of complaints

- (j) Risk management in Donor funded Consultancy services
- (k) Contemporary issues
- (l) Case studies

4. Course fee:

Tshs. 500,000/= per participant to cover participation fee, training materials, tea/coffee and lunch. Please confirm your participation before **26th September 2022** 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 as per Ministry of Health, Community Development, Gender, Elderly and Children directives.

NB:

- (a) All participants should come with LAPTOPS.
- (b) Participation fee should be paid in advance.

FOR FURTHER DETAILS, CONTACT:

Executive Director,

PSPTB,

P. O. Box 5993,

DAR-ES-SALAAM.

Mobile: 0738441971/0622731514/0733331177

Email: info@psptb.go.tz or professionals@psptb.go.tz

