



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF FINANCE AND PLANNING  
PUBLIC PROCUREMENT REGULATORY AUTHORITY



*In reply please quote:*

**Ref. No. FA. 234/247/01/157**

**28<sup>th</sup> February, 2022**

**To all PES;**

**RE: UPDATED STANDARD TENDERING DOCUMENTS (STD's)**

**Sub: Notice of Uploading and Commencement of Use**

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Reference is made to the above captioned heading.

2. PPRA has been mandated by Section 9(1) (d) of Public Procurement Act No. 7 of 2011 as amended, to prepare, update and issue authorized versions of the standardized tendering documents, procedural forms and any other documents to procuring entities in collaboration with the Office of the Attorney General and professional bodies.

3. Drawing from this mandate, the Authority in collaboration with other stakeholders, reviewed and validated a total of 14 documents in order to accommodate current needs of the public contracts and other Tendering processes. Salient changes made to the documents include but not limited to the following:

- (a) harmonizing clauses across the documents, particularly Instructions to Tenderers (ITT) and General Conditions of Contract (GCC);
- (b) customizing in accordance with current enhancements made in TANePS;
- (c) dividing all documents into three main Parts namely:
  - i) Part 1: Tendering Procedures;
  - ii) Part 2: Procuring Entity's Requirements; and
  - iii) Part 3: Conditions of Contract and Contract Forms.
- (d) In the Standard Tendering Documents/Request for Proposal, evaluation criteria which were contained in the Instruction to Tenderers and Tender Data Sheet has now been shifted to a dedicated Section IV- Qualification and

Evaluation Criteria – this has affected all Sections in the ITT and TDS related to Evaluation of Tender in the old document;

- (e) Extracted evaluation criteria for each Document into a separate document that is required to be used by procuring entities when preparing documents in accordance TANEPS requirements. The evaluation criteria for each document will be found in the respective Document folder;
- (f) The Forms have been separated into Section V- Tendering Forms (which are to be filled by the Tenderer) and Section X- Contract Forms (which are to be filled by the Procuring Entity as an Employer)
- (g) New Contract Clauses have been introduced in the Section VIII- General Conditions of Contract including resolution of Disputes through Dispute Avoidance and Adjudication Board in Section I (for Works Documents),
- (h) Introduced labour related, environmental, social and sexual abuse and harassment clauses in each document.

4. Each STD folder uploaded on to the website consists of three to five files, namely 1. A complete set of STD in PDF; 2. A template for preparation of Tender Document by Procuring entity; 3. General Conditions of Contract in PDF (except for Pre-qualification Documents); 4. Criteria for evaluating tenders which may be separated into two; 4a. Evaluation criteria with pre-qualification and 4b. Evaluation criteria without pre-qualification (for some documents).

5. Procuring Entities and stakeholders are invited to start using these documents with effect from 28<sup>th</sup> February, 2022. Any timely and honest feedback on the documents from users will highly be appreciated and the Authority will take immediate action in areas proposed for improvement. A list of reviewed documents has been attached together with this letter for ease of reference. Kindly take note that, during the review process, two documents, namely; Request for Proposal (RFP) for Complex Time-Based Contracts and RFP for Simple Time-Based Contracts were merged to form one RFP for Time-Based contracts.

6. Thank you for your cooperation.

Sincerely,



B.S. Ntelya

For; **CHIEF EXECUTIVE OFFICER**



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LIST OF STANDARD TENDERING DOCUMENTS REVIEWED AND UPLOADED IN  
FEBRUARY, 2022

S/N	Description	Reviewed Version	Name of Document - New Version
1	Standard RFP for Complex Time-Based Contracts	December, 2019	Standard Request for Proposal for Time-Based Contracts
	Standard RFP for Simple Time-Based Contracts	December, 2018	
2	Standard RFP for Lumpsum Contracts	December, 2019	Standard Request for Proposal Lumpsum Contracts
3	Pre-qualification Document for Goods	December, 2018	Standard Invitation for Pre-qualification Document for Goods
4	Pre-qualification Document for Works	December, 2018	Standard Invitation for Pre-qualification Document for Works
5	Standard Tendering Documents for Leasing Public Assets	December, 2018	Standard Tendering Documents for Leasing of Public Assets
6	Standard Tendering Documents for Disposal of Public Assets	December, 2018	Standard Tendering Documents for Disposal of Public Assets
7	Standard Tendering Documents for Health Sector Goods	December, 2018	Standard Tendering Documents for Health Sector Goods
8	Standard Tendering Documents for General Goods	December, 2018	Standard Tendering Documents for General Goods
9	Standard Tendering Documents for Non-Consultancy Services	December, 2018	Standard Tendering Documents for Non-Consultancy Services
10	Standard Tendering Document for Small works	December, 2018	Standard Tendering Document for Small works
11	Standard Tendering Document for Large and Medium Works	December, 2018	Standard Tendering Document for Large and Medium Works
12	Standard Tendering Document for Design and Build	December, 2018	Standard Tendering Document for Design and Build of Construction Works
13	Standard Tendering Documents for Supply and Installation of ICT equipment	December, 2018	Standard Tendering Documents for Supply and Installation of ICT equipment
14	Standard Tendering Documents for Supply and Installation of Plant and Equipment	December, 2018	Standard Tendering Documents for Supply and Installation of Plant and Equipment

