

INVITATION TO TENDER



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INVITATION TO TENDER, WHAT IS IT?

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Overview

When a Public organization requires acquiring goods, services and works in an economic bases and which worth amount of up to Tz.shs 1,000,000,000.00 for goods, Tz.shs 5,000,000,000.00 for works, and Tz.shs 1,000,000,000.00 for non consultancy services, and that, specification of the requirements are clear defined, quality of the requirement are clear, period of time when required and if there a specific , quantity , then the public organization has to carry out a special procedure for generating competitive offers from different suppliers non consultancy service provider and contractors, who are in need and interest of obtain contract award from that specific public organization.

In Tanzania, procurement rules require public organizations (Procuring entities) to enter into open competitive tendering process. The initial step of open competitive tendering process in which potential suppliers, non consultancy service providers, and contractors invited to submit their sealed envelopes of their offer, is called Invitation to Tender (ITT)

In general invitation to tender is a formal notice request from Procuring entities to Potential suppliers, contractors, and non consultancy service providers, to bid in respond to the request, and clearly state his willingness and capability to undertake the specified tasks at a specified price and within required period of time, in that particular procuring entity. In Tanzania the process is required and determined by the procumbent law so that ensure competition is open to all, fair competition and free from bribery.

In this article, I will explain three main points of invitation to tender in public producing organizations which are: The contents of invitation to tender, legislative, rules and regulations that governing invitation to tender specific in United Republic of Tanzania and Explain Pros and Cons of Invitation to Tender in general.

Contents of Invitation to tender

Contents of Invitation to tender consist of useful information that bidders will need so as to decide whether to enter into the bidding process or not. Useful information so as to prepare and submit their sealed bids. Therefore, contents of invitation to tender are:

Name and address of the procuring entity.

Background information about specific particular project requirement. Nature, quantity and place of delivery goods to be supplied or the nature, quantity and location of the works to be effected or the

nature of the services and the location where they are to be provided.

Information about availability of fund, for the requirements in specific financial year.

Desired or required time for the supply of the goods or for the completion of the works or for the provision of the services.

Declaration, which shall not later be altered, that tenderers may participate in the procurement proceedings regardless of nationality or declaration that participation is limited on the basis of nationality.

Physical address and office of which to collect tender documents and place to submit bids, the means or conditions of obtaining the solicitation documents.

Language of the solicitation documents.

Invitation to tender also provide inflation to bidders about tender number, that bids should be in sealed, and bids must be from eligible suppliers, service provider and contractors.

Times schedule information on site visited, submission, and deadline.

Information on which method of procurement will be used for the specific invitation to tender.

Information about type of bid security required.

Information about currency

To be continual ...

Please send your comments, opinions, request, and questions.

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