

**THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
REGIONAL ADMINISTRATION AND LOCAL  
GOVERNMENT  
NGARA DISTRICT COUNCIL**



**INVITATION FOR EXPRESSION OF INTEREST  
FOR  
TENDER NO. LGA/036/2018/2019/C/06-LOT 02**

**Date:** 28th March, 2019


**(A) Assignments:** Provision of Consultancy Service for Supervision of Rehabilitation and Construction of Building infrastructures at Lemera FDC, Lukole Health Centre, Kyenda Dispensary, Rusumo Health Centre, Rusumo Secondary School, Nyamiaga Secondary School, Bukiro Secondary School, Makubwa Primary School, Ngoma Primary School and Rusumo Primary Schools.

**(B) Invitation Explanations:**

1. The Ngara District Council located in Kagera Region, has received fund from Regional Rusumo Falls Hydroelectric Power Project / WORLD BANK through NELSAP toward the cost of the implementation of Local Area Development Program (LADP) projects and intend to apply part of the proceeds for the consulting services.
2. The consulting services ("the services") include; To manage and organize the site, To interpret standard drawings and BOQ as it will be stipulated in contract document, To supervise and control quantity and quality of material and the works in general, To prepare and submit to client daily, weekly, monthly and quarterly report of the assignment, To advise client, contractor on all technical issues, To arrange regular site meeting and keep minutes, To keep all records of project progress and To prepare interim, substantial completion and completion certificates for approval and payment.
3. The Ngara District Council now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The consulting firms which were not involved in feasibility study and design of the above projects are allowed to submit letter for expression of interest for the assignments. The shortlisting criteria are:
  - (a) Background and organization of the company including:
    - Proven experience in undertaking at least four (4) similar assignments within the last seven years. Consultant should mention contract sum, client address, start time and completion time for cited project. Completed assignment should be supported by Certificate of Completion and Form of agreement for ongoing projects. Experience with World Bank financed projects will be more preferable.



- Consultant firms management structure and number of staff
  - Availability of the key professional staff as per TOR.
- (b) Financial capability. The consultant shall furnish documentary evidence that it meets the following financial requirement(s):
- Copies of certified bank statement covering the period of six months ending on month before the deadline for submission of letter for expression of interest
  - Audited financial report of the last two years.
- (c) Copy of Company registration documents, including
- Certificate of Consulting firms registration with Engineers Registration Board, Business Certificate of Incorporation, TIN, VAT Registration Certificates, firm's annual practicing certificate of the year 2018, Tax Clearance Certificate and Valid business license.
- (d) Power of Attorney for JV if they intend to be in association or JV.
4. Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.
5. The consultant will be selected in accordance with the procedures set out in the Public Procurement Regulations, 2013- Government Notice No.446 and Public Procurement (Amendment) Regulations, 2016. Method of selection will be National Competitive Selection using Quality and Cost Based Selection (QCBS).
6. Further information can be obtained from **The Secretary Tender Board, Ngara District Council, P.O.BOX 30, Ngara** during office hours from 7:30 Hours Local Time to 15:30 Hours Local Time. A link to the website with terms of reference is **www.ngaradc.go.tz**.
7. Expression of interest in **one original plus three copies**, enclosed in plain envelopes marked "Provision of Consultancy Service for Tender No. LGA/036/2018/2019/C/06-LOT 02" must be delivered by hand or registered post to **The Secretary Tender Board, Ngara District Council, P.O.BOX 30, Ngara** before the deadline.
8. The deadline for expression of interest will be on Wednesday 18<sup>th</sup> April, 2019 at 10.00 Hours Local Time. Expression of interest will be opened soon after deadline at Ngara District Council Meeting Hall. Late expressions of interest shall not be accepted for evaluation irrespective of the circumstances.

  
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Josephat Sangatati,  
Acting District Executive Director,  
Ngara District Council.

**DISTRICT EXECUTIVE DIRECTOR  
NGARA DISTRICT COUNCIL**