



**THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF CONSTITUTIONAL AND LEGAL AFFAIRS
REGISTRATION INSOLVENCY AND TRUSTEESHIP AGENCY (RITA)**



BID NO AE/057/2019-2020/HQ/NCS/19

FOR

**PROVISION OF AUCTION SERVICES TO PROPERTIES BELONGING
TO VARIOUS ESTATES ADMINISTERED BY THE OFFICE OF THE
ADMINISTRATOR GENERAL**

INVITATION FOR BID

Date: 6th May, 2020

1. The Government of Tanzania has set aside funds for the operation of the Ministry of Constitutional and Legal Affairs, Registration, Insolvency and Trusteeship Agency (RITA) during the financial year **2019/2020**. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for **Provision of Auction Services to Properties belonging to various Estates Administered by the Office of Administrator General**
2. The Registration, Insolvency and Trusteeship Agency (RITA) now invite sealed Tenders from eligible **National service** providers for provision of Auction Services to Properties belonging to various Estates Administered by the Office of Administrator General.
3. Tendering will be conducted through the **National Competitive Tendering** procedures specified in the Public Procurement (Regulations, 2013 – Government Notice No. 446 as amended in 2016 and is open to all Tenderers as defined in the Regulations.
4. Interested eligible Tenderers may obtain further information from and inspect the Tendering Documents at the office of the **Secretary of RITA Tender Board, 2nd Floor, Room marked “Procurement and Supplies” Plot No 727/11**

Makunganya/Simu Street P.O.BOX 9183 111303 Dar es salaam, Tanzania
from 8.00 A.M to 3.30 P.M on working days from Mondays to Fridays
inclusive except on public holidays.

5. A complete set of tendering documents in **English** and additional sets may be purchased by interested tenderers on the submission of a written application to the address given under paragraph four (4) above and upon payment of a non - refundable fee of **Tanzania shillings One Hundred Thousand Only (TZS. 100,000.00)** payable to Administrator General/Chief Executive Officer, Registration Insolvency and Trusteeship Agency RITA.
6. All Tenders must be accompanied by a Tender Securing Declaration in the format provided in the Tendering Documents.
7. All Tenders in **one original plus Two copies** properly filled in, and enclosed in plain envelopes must be delivered to the **Secretary of RITA Tender Board, 2nd Floor, Room marked "Procurement and Supplies" Plot No 727/11 Makunganya/Simu Street P.O.BOX 9183 111303 Dar es salaam, Tanzania, at or before 10:AM Local time on Wednesday 27th May,2020.**
8. Tenders will be opened promptly thereafter in public and in the presence of Tenderers' representatives who choose to attend in the opening at the Conference room of RITA TOWER, 7th Floor Plot No 727/11 **Makunganya/Simu Street P.O.BOX 9183 111303 Dar es salaam, Tanzania**
9. Late Tenders, portion of Tenders, electronic Tenders, Tenders not received, and not opened and not read out in public at the Tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.



Emmy K. Hudson

Ag. Administrator General/ Chief Executive Officer,

