

## Letter of Invitation



### REQUEST FOR PROPOSAL

FOR

**PROVISION OF CONSULTANCY SERVICES TO MANAGE SWAHILI  
INTERNATIONAL TOURISM EXPO (SITE)**

**BID NO: PA/036/2017/2018/C/02**

**Date: 22<sup>nd</sup> February, 2018**

**TENDER NO. PA/036/2017/2018/C/02 FOR THE PROVISION OF CONSULTANCY  
SERVICES FOR ORGANIZING AND MANAGING SWAHILI INTERNATIONAL  
TOURISM EXPO (SITE)**

1. The Government of the United Republic of Tanzania has set aside funds for the implementation of Contract no. **PA/036/2017/2018/C/02 for Provision of Consultancy Services for Organizing and Managing Swahili International Tourism Expo (SITE)**. It is intended that part of the funds will be used to cover eligible payments under the contract for which this Request for Proposals is issued.
2. The **Managing Director, Tanzania Tourist Board** now invites **technical & financial proposals for Provision of Consultancy Services for Organizing and Managing Swahili International Tourism Expo (SITE) on behalf of Tanzania Tourist Board**. More details on the services are provided in the Terms of Reference (TOR).
3. A firm will be selected under **International Tendering Method** and Procedures described in this RFP

4 The RFP includes the following documents:

Section 1: Instructions to Consultants (ITC)

Section 2: Proposal Data Sheet (PDS)

Section 3: General Conditions of Contract (GCC)

Section 4: Special Conditions of Contract (SCC)

Section 5: Proposal and Contract Forms

Section 6: Terms of Reference (TOR)

Section 7: Undertaking by Consultant on Anti - Bribery Policy / Code of Conduct and Compliance Program

RFP shall be collected from **The Secretary, Tender Board, Tanzania Tourist Board, P.O Box 2485, Dar es salaam, at a total cost of Tanzania shillings One Hundred Thousand only (Tsh. 100,000/=), nonrefundable.**

5. Both Financial and Technical Proposals in one original plus three (3) copies properly filled in, and enclosed in one plain envelope. The envelop should be clearly marked **TENDER NO.PA/036/2017/2018/C/02 FOR THE PROVISION OF CONSULTANCY SERVICES FOR ORGANIZING AND MANAGING SWAHILI INTERNATIONAL TOURISM EXPO (SITE)**. The envelope must be delivered to the address below at or before **10:00am local hours on 22<sup>nd</sup> March, 2018**. Proposals will be opened promptly thereafter in public and in the presence of Service providers' representatives who choose to attend the opening in the conference room at Tanzania Tourist Board.

***Bid Submission Address is:***

The Secretary,  
TTB Tender Board,  
Tanzania Tourist Board,  
Utalii House , along Ali Hassan Mwinyi Road/Laibon street,  
Plot No.1, Oysterbay  
Room: PMU Office

6. Please inform us in writing or in electronic forms that provide record of the content of the communication at the following address **The Secretary, Tender Board, Tanzania Tourist Board, P.O Box 2485, Dar es salaam. Tel +255 22 266 4878/9 or E-mail pmu.ttb@tanzaniatourism.go.tz**, upon receipt:

- a) that you received the Letter of Invitation; and
- b) whether you will submit a proposal alone or in association.

**Yours sincerely**

**Secretary  
Tender Board  
TANZANIA TOURIST BOARD**