

GEPF RETIREMENT BENEFITS FUND



Bid No: PA/097/2013-2014/G/11

for

SUPPLY, CONFIGURE AND COMMISSION OF DOCUMENT MANAGEMENT SYSTEM

Invitation for Bids

Date **12th March 2014**

- 1 The GEPF Retirement Benefits Fund has set aside funds for the **supply, configure and commission of document management system** during the financial year 2013/2014. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the **Supply, Configure and Commission of document management system**.
- 2 The GEPF Retirement Benefits Fund now invites sealed bids from eligible Suppliers of **Supply, Configure and Commission of document management system**.
- 3 Bidding will be conducted through the **National competitive bidding** procedures specified in the Public Procurement Regulations and are open to all bidders as defined in the Regulations.
- 4 Interested eligible bidders may obtain further information from and inspect the bidding documents at the office of **the Secretary, GEPF Retirement Benefits Fund Tender Board, GEPF House, Plot 37, 8th Floor, PMU office, Room No. 20, Ally Hassan Mwinyi Road , P. O.BOX 11492, DAR ES SALAAM from 09:00 am to 4:00 pm** on Monday to Friday inclusive except on public holidays.
- 5 A complete set of bidding document(s) in English and additional set may be purchased by interested bidders on the submission of a written

- application to the address given under paragraph 5 above and upon payment of a non-refundable fee of *Tanzania Shillings Fifty Thousands Only per tender (Tzs. 50,000.00)*. Payment should either be by Cash, Banker's Cheque, payable to *DIRECTOR GENERAL, GEPF RETIREMENT BENEFITS FUND, P.O.BOX 11492, DAR ES SALAAM*
- 6 All bids must be accompanied by a bid securing declaration in the format provided in the bidding documents.
 - 7 All bids in one original plus **TWO COPIES** properly filled in, and enclosed in plain envelopes must be delivered to the address below at or before **on Tuesday 01st April 2014 at 14:30 hours**. Bids will be opened promptly thereafter in public and in the presence of bidders' representatives who choose to attend in the opening at **GEPF BOARD, Room No. 26**.
 - 8 Pre-bid meeting whose purpose shall be to clarify issues and to answer questions on any matter that may be raised by the bidders will be **HELD ON FRIDAY 21ST MARCH 2014 AT 11:00 HOURS** at **GEPF House, Plot 37, 8th Floor, GEPF BOARD Room No. 26, Ally Hassan Mwinyi Road** Bidders who purchased the tender documents are encourage to attend.
 - 9 Late bids, portions of bids, electronic bids, bids not received, bids not opened, and not read out in public at the bid opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Tender Delivery Address:

The Secretary of Tender Board,
GEPF Retirement Benefits Fund,
GEPF House, Plot No.37, 8th Floor,
PMU Office, Room No.20,
P. O. Box 11492,
Dar es Salaam.

**DIRECTOR GENERAL
GEPF RETIREMENT BENEFITS FUND
DAR ES SALAAM**