



Embassy of Ireland Dar es Salaam

Tender Notices

The Embassy of Ireland, Tanzania invites eligible companies to express their interest in providing various services. Interested companies must submit relevant and comprehensive information and documentation showing that they have legal status i.e. relevant registration certificates, to perform the tasks and how they possess the required capability to carry out the tasks. The capability statement should include descriptions of similar assignments, qualifications, list of clients, costs, availability of appropriate skills among staff and any other relevant information.

The successful bidders will be awarded contracts to offer the services for the next three years with effect from 01st October 2015.

Criteria for selection will be based on qualifications, technical competence of the company, experience on similar services and the capacity to undertake the assignment. The companies with demonstrated experience and excellent track records in similar assignments in various international organizations will be given priority. Also the tender award will not be guaranteed by submitting the lowest priced bid but the most economically advantageous tender.

1. Provision of Travel Agency Services

The agent is expected to provide efficient and competitive travel services to the Embassy of Ireland notably:

- booking of domestic and international air travel;
- obtaining and issuing tickets to Embassy staff for domestic and international travel taking into account the need for the best price available;
- furnishing the traveller with full information on visa requirements for arrival destinations;
- providing sufficient information to the traveller about schedules for flight connections, baggage allowance and currency;
- informing the traveller of the requirements for transit, insurance and hotel bookings;
- initiating and obtaining refunds for unutilized air tickets;
- providing chartered transport to the Embassy or its guests whenever requested;
- timely billing of invoices;
- travel agent should be able to provide services at very short notice, even out of working hours and on holidays and weekends, as and when required.

2. Provision of Legal Services

The law firm is expected to provide the following legal services on a draw-down basis mode:

- Representing the Embassy in court on work-related cases regarding local staff;
- Advising the Embassy on issues relating to Tanzanian laws;

- Provide accurate information on new Tanzanian laws, legal rights and obligations and explaining their practical implications;
- Drawing up and interpreting the contracts and agreements that the Embassy engages with as and when asked to do so and;
- Providing legal advice on the development of contracts and guidelines in line with Irish law.

3. Fumigation Services

The company will provide fumigation services and pest control at the Embassy and Embassy staff residences when needed.

4. Air Conditioners Service

The Company will carry out regular service of the Embassy air conditioners and attend promptly to any air conditioner fault that occur at the chancery and at the staff residences. The company will be part of list of air conditioner suppliers and will be the first to be invited to tender whenever new air conditioners are required.

5. Electrical works:

The Embassy invites competent companies to submit tenders for electrical works. The company will provide minor and major repairs on electrical faults and also periodic maintenance for the Embassy building and staff residences. The bidder's company should have competent staff with technical skills in the areas of electrical works. These staff should be accessible whenever required, including outside office hours.

Note:

Please note that:

- the existing service providers and suppliers are not limited to tendering for the same service; and
- the Embassy of Ireland is exempted from paying VAT so any payments shall be made with exclusion of VAT and the Embassy shall seek a VAT exemption certificate from Tanzania Revenue Authority and submit it to the service provider.

Interested companies should submit three copies sealed tenders (indicating the name of service on the envelope) together with a receipt of non-refundable fees of Tshs. 50,000/= in order to be considered should be marked and addressed to:

The Ambassador
Embassy of Ireland
Plot No. 353, Toure Drive
P.O. Box 9612
Dar es Salaam

The latest **12:00hrs on 18 September 2015.** Late bids will not be entertained.

The Embassy of Ireland reserves the right to accept or reject any tender and the Embassy is not bound to provide any or whatsoever reason.