

NATIONAL HEALTH INSURANCE FUND



INVITATION FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR LETTING AND PROPERTY MANAGEMENT SERVICES

TENDER NO: PA/071/2015-2016/C/06 - 09

EXPRESSION OF INTEREST

1. This invitation for expression of interest follows the General Procurement Notice (GPN) which appeared in Mwananchi newspaper Issue no. ISSN 085-7573 Na 5468 dated 15th July 2015.
2. The National Health Insurance Fund has set aside funds for its operations during the financial year 2015/2016. It is intended that part of the proceeds will be used to cover eligible payments under the contract for Provision of Consultancy Services for Letting and Property Management of various projects owned by the Fund.
3. The National Health Insurance Fund now invites eligible *"firms"* to indicate their interest in providing Property Management and Letting services in its buildings located at;
 - i. Dar es Salaam Region (Tender No. PA/071/2015-2016/C/06)
 - ii. Mbeya Region (Tender No. PA/071/2015-2016/C/07)
 - iii. Dodoma Region (Tender No. PA/071/2015-2016/C/08)
 - iv. Iringa Region (Tender No. PA/071/2015-2016/C/09)

The service to be provided include but not limited to;

- (i) Property management on behalf of NHIF

- (ii) Executing market functions and letting the property on behalf of NHIF
- (iii) Collection of rents and service charges
- (iv) Maintain and keep the property in good operating condition
- (v) Attending to Tenants' complaints
- (vi) Overseeing security
- (vii) To advice on matters pertaining to the property
- (viii) Oversee and supervise service providers / contractors
- (ix) Exposing various properties to the market through advertisement

4. In order to fulfill the above objectives, the Manager shall inter-alia:-

At all times take the necessary measure and provide appropriate advice to NHIF in relation to management of the properties as investment in an efficiently and effective manner, in conformity with the contract conditions.

During the contract period the Manager shall:-

- i. Prepare and submit to NHIF an annual budget, business and leasing plan for the upcoming year.
- ii. Manage the affairs of the property diligently and prudently and protect and promote the interest of NHIF.
- iii. Maintain an invent diary and a property register containing details of ach lease or tenancy within the property or equivalent computer records;
- iv. Carry out, with the written approval of NHIF promotion and advertising of the property
- v. Demand, collect and receive rent, service charges and other payments at any time due to NHIF from any tenant or other person in respect of any unit or of the Property on behalf of NHIF
- vi. Prepare and submit documentation for legal action to be used by the Fund's advocates on behalf of NHIF to recover any sums due or for the possession of the property and to represent the fund in any proceedings or at any hearing of

- any court, rent tribunal, rent assessment panel or other court or tribunal in every case.
- vii. Pay electricity, fuel for generator, water and other charges payable by the fund in respect of the property and to make any payment necessary in the management of the property.
 - viii. Deal with Tenant's request, complaints in relation to the building and within contracts
 - ix. Enter into agreements necessary as Managers for and in the name of NHIF with any service provider for the provision of any services and facilities whatever to the property including the maintenance and renewal of the consultation and approval of NHIF.
 - x. Oversee and advice on the insurance of the various properties.
 - xi. Carry out rental trend monitoring and research.
5. Interested bidder must provide information indicating that they are qualified to perform the service by submitting consultant's profile, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff; etc. Consultants may associate to enhance their qualifications. Other documents such as TIN certificate, VAT Registration certificate, Business License, Certificate of registration or incorporation should be submitted.
6. A consult will be selected in accordance with the procedures set out in the in the Public Procurement Act No. 7 of 2011 and the Public Procurement Regulations, 2013 – Government Notice No. 446 (hereinafter called Procurement Regulations).
7. Selection will be conducted through the Cost and Quality based selection procedure specified in the Public Procurement Regulations.
8. Interested eligible Consultants may obtain further information from the office of Secretary, NHIF Tender Board, and P.O. Box 11360, Dar es Salaam from 8:00 am to 4:00 pm on Monday to Friday inclusive except on public holidays.
9. Expression of Interest in writing must be sealed and clearly marked
"EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR LETTING AND PROPERTY MANAGEMENT SERVICES"

IN.....REGION” and must be delivered to the address under paragraph 7 above at or before 10:00hrs local time on **Thursday, 10th September, 2015.**

10. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances

ACTING DIRECTOR GENERAL

NATIONAL HEALTH INSURANCE FUND

KURASINI BENDERA TATU

P.O.BOX 11360

DAR ES SALAAM, TANZANIA

TEL. 255 22 2133969/2133964,

Website: www.nhif.or.tz

NATIONAL HEALTH INSURANCE FUND



INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS FOR THE PROPOSED CONSTRUCTION OF PETTY TRADERS STALLS AT TABORA.

BID NO. PA/071/2015-2016/W/04

1. This invitation for prequalification follows the General Procurement Notice for this Project which appeared in The Mwananchi News paper ISSN 0856-7573 Issue Na. 5468 dated 15th July, 2015.
2. The National Health Insurance Fund has set aside funds for its operation for the financial year 2015/2016 and intends to apply part of the proceeds of which will be used to cover eligible payments under the contract for **“The Proposed Construction of Petty Traders Stalls at Tabora “**.
3. The National Health Insurance Fund invites sealed applications for pre-qualification from eligible applicants for **the Proposed Construction of Petty Traders Stalls at Tabora.**
It is expected that invitations to bid will be made in mid October 2015
4. Pre-qualification will be conducted through the **National Competitive Bidding** procedures specified in the Public Procurement (Goods, Works, Non-Consultant Services and Disposal of Public Assets by Tender) Regulations, 2013 – Government Notice No. 446 and is open to **all contractors who meet pre-qualification criteria and**

are registered in Class Five and below by the Contractors Registration Board (CRB) in Tanzania.

5. Interested applicants may obtain further information from and inspect the pre-qualification documents at the National Health Insurance Fund from 08:00 hrs to 17:00 hours local time Mondays to Fridays inclusive except on public holidays. A complete set of pre-qualification documents in English may be purchased by interested applicants and voluntarily formed joint ventures on the submission of a written application to the address below and upon payment of a non-refundable fee of Tanzania shillings, one hundred thousand only (TZS. 100,000/=). The method of payment will be cash, bank draft or bankers cheque payable to **Director General, National Health Insurance Fund.**
6. Applications for pre-qualification should be submitted in sealed envelopes and delivered by 10:00 hours local time on or before **Thursday 17th September 2015** and addressed to the Secretary, National Health Insurance Fund Tender Board, P. O. Box 11360 Dar es salaam, Kurasini Bendera Tatu and should be clearly marked "Application for Pre-qualification for **"Construction of the Proposed Petty Traders Stalls at Tabora** "Do not open before 10:00 hrs local time on 17th September, 2015".
7. Applications not received, not opened and or not read out in public at the opening ceremony shall not be considered for evaluation irrespective of the circumstances. Telegraphic, Telex and Telefax and late non-telegraphic or a portion of any application shall not be accepted.

ACTING DIRECTOR GENERAL

NATIONAL HEALTH INSURANCE FUND

P. O. BOX 11360,

KURASINI, BENDERA TATU AREA,

DAR ES SALAAM.

TEL: 022-213396/2133964