

TANZANIA PETROLEUM DEVELOPMENT CORPORATION



TENDER NO: PA/031/2019-20/C/09

FOR

CONSULTANCY SERVICES FOR CARRYING OUT DATA COPYING AND TRANSCRIPTION.

Expression of Interest

Date: 15th August, 2019

1. This invitation for Expression of Interest follows the General Procurement Notice (GPN) which appeared in the Daily Newspaper, Issue No. 12,401 dated 31st May, 2019.
2. Tanzania Petroleum Development Corporation (TPDC) has set aside funds for its operations during the financial year 2019/20. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for Consultancy Services for carrying out Data Copying and Transcription.
3. TPDC now invites eligible consulting firms legally registered to indicate their interest in providing the services which include but not limited to the following tasks:
 - i. To copy data from 3100 tapes of 3590 media into hard drive;
 - ii. To carry out data transcription from 3100 tapes of 3590 media to 3592 tape media;
 - iii. To create database and integrate the copied data as per item (i) and (ii) to the TPDC computer mapping system;
 - iv. To undertake quality control of the 3592 output tapes;
 - v. To recover all data which are in defective magnetic tapes;
 - vi. To provide capacity building to TPDC data management team on data transcription;
 - vii. To repair the two (2) non-working 3590 cartridge machines owned by TPDC;
 - viii. To advise TPDC on the proper way of managing the data storage, facility and storage devices especially the magnetic tapes.

The time line for the consultancy assignment is three (3) months.

4. Interested consulting firms shall provide information indicating that they are qualified to perform the services by submitting company's profile, description for completion of at least three (3) similar assignments for the past five (5) years; key personnel must have a Bachelor degree of Science in the field of Petroleum Geosciences specialized in Petroleum Data Management or Geophysics or Information Technology this should be accompanied by Curriculum Vitae, firms should submit VAT and TIN registration certificates; and valid relevant business license.
5. A consultant will be selected in accordance with the procedures set out in the Public Procurement Act No. 7 of 2011, Public Procurement Regulations, 2013 – Government Notice No. 446 with its amendments of 2016.
6. Selection will be conducted through the Quality and Cost based selection procedures specified in the Public Procurement Regulations.
7. This is not a request for proposals. After a review of the expression of interest, a shortlist will be prepared and shortlisted consultants will be invited to submit their proposals through a letter of invitation including specific terms of reference.
8. Interested eligible consulting firms may obtain further information from the office of the Secretary TPDC Tender Board, Tanzania Petroleum Development Corporation, Benjamin William Mkapa Towers, Tower "A", Azikiwe/Jamhuri Streets, P.O. Box 2774, Dar-es-Salaam, 10th floor, room number 101 between 9:00 and 15:00 hours from Monday to Friday inclusive except on public holidays.
9. Expressions of Interest (EoI) must be delivered to the address below in a sealed envelope by hand or courier at or before 11:00 hours on Friday, 30th August, 2019. The envelope outer cover shall be clearly marked **"TENDER NO: PA/031/2019-20/C/09 CONSULTANCY SERVICES FOR CARRYING OUT DATA COPYING AND TRANSCRIPTION"** **Not to be opened before 11:00 hours on Friday, 30th August, 2019.**
10. Deadline for submission of Expressions of Interest shall be on Friday, 30th August, 2019 at 11:00 hour's local time. Expression of Interest will be opened promptly thereafter and in the presence of tenderers representatives who choose to attend opening ceremony at Benjamin William Mkapa Pension Towers, Tower "A", Azikiwe/Jamhuri Streets, TPDC Boardroom, 10th floor, room number 106.
11. Late Expressions of Interest, Electronic Expressions of Interest, Expressions of Interest not received, Expressions of Interest not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

Managing Director,
Tanzania Petroleum Development Corporation,
Benjamin William Mkapa Towers, Tower "A",
Azikiwe/Jamhuri Streets,
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