



Guidelines for

**Participation of Special
Groups in Public
Procurement**

PPRA

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Further information may be
obtained at www.ppra.go.tz

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Guidelines for Participation of Special Groups in Public Procurement

PART I: INTRODUCTION	
1. Background	<p>1.1. Participation of Youth, Women, Elders and People with Disabilities as a Special Group in public procurement has been observed to have a great impact on the economy of the Country if it is well managed. Having observed the importance of participation of this group in public procurement, the Public Procurement Act (PPA) Cap 410 [R.E 2022] provides for a preferential scheme specifically for these groups.</p> <p>1.2. The essence of inclusion of Special Groups in public procurement is to empower the groups since under normal procurement arrangements they will not be able to compete. The preferential scheme reserved will enable special groups to benefit in various public procurement opportunities.</p> <p>1.3. Pursuant to Section 64 (2) (c) of PPA, Cap 410 as read together with Regulation 30 C (1) of Public Procurement Regulation (PPR), GN. No. 443 of 2013 as amended by GN. No. 333 of 2016, all Procuring Entities (PEs) shall grant an exclusive preference of 30% in its annual procurement to goods, works and services for special groups.</p> <p>1.4. Section 106 of the PPA, Cap 410 has mandated the Authority to issue guidelines from time to time for the better carrying out of its objectives or any functions under the Act. The guideline is hereby issued to guide participation of Special Groups in public procurement.</p>
PART II: PRELIMINARY	
2. Short Title	2.1 This guideline shall be cited as the Guideline for Participation of Special Groups in Public Procurement.
3. Purpose of the Guideline	<p>3.1 The general purpose of this Guideline is to guide procuring entities and Special Groups on the implementation of the PPA, Cap 410 on proper application and participation of Special Groups;</p> <p>3.2 Specific purposes of the Guideline are:</p>

	<ul style="list-style-type: none"> a) To ease understanding of the procedure governing preferential scheme for Special Groups; b) To help special groups organize, plan, prepare and submit responsive bids; c) To enhance PEs to comply with the preferential scheme requirements; d) To create awareness on participation of Special Groups on Public Procurement; e) To lay down basic procedures for registration of special groups by Special Groups Supporting Entities (SGSE) and their engagement in tender opportunities by PEs; and f) To lay down with clarity the roles of parties involved in this preferential scheme for Special Groups.
<p>4. Application of the Guidelines</p>	<p>4.1 These Guidelines shall be applicable to procurement stakeholders as an approach to enhance efficiency of procurement from Special Groups.</p>

<p>5. Definitions</p>	<p>5.1 In these Guidelines, unless the context requires otherwise: -</p> <p>“Accounting officer” means a government officer appointed in accordance with the provisions of the Public Finance Act or a public officer statutorily appointed to hold a vote or subvention and accounts for all monies expended from that vote or subvention;</p> <p>“Authority” means the Public Procurement Regulatory Authority;</p> <p>“Bidder” for the purpose of this guideline bidder shall mean a legally constituted special group;</p> <p>“Competitive tendering” means the method of procurement whereby suppliers, contractors or consultants are invited by the procuring entity to compete with each other in submitting priced tenders for goods, works or services;</p> <p>“Elderly” is any citizen of Tanzania aged from 60 years and above;</p> <p>“Person with disability” means a person with a physical, intellectual, sensory or mental impairment and whose functional capacity is limited by encountering attitudinal, environmental and institutional barriers. For the purpose of these guidelines a person with disability excludes a person who is mentally challenged.</p>
	<p>“Preference Scheme” is an arrangement where advantage is given to local bidders when procuring works, goods and services in a public procurement process;</p> <p>“Procuring entity” means a public body and any other body, or unit established and mandated by government to carry out public functions;</p> <p>“Procurement” means buying, purchasing, renting, leasing or otherwise acquiring any goods, works or services by a procuring entity and includes all functions that pertain to the obtaining of any goods, works or services, including description of requirements, selection</p>

and invitation of tenderers, preparation and award of contracts;

“Procurement contract” means any license, permit, or other concession or authority issued by a public body or entered into between a public body and a supplier, contractor, service provider or consultant, resulting from procurement proceedings for carrying out construction or other related works or for the supply of any goods or services;

“Procurement proceedings” means the proceedings to be followed by a procuring entity or any approving authority when engaging in procurement;

“Procurement process” means the successive stages in the procurement cycle, including planning, choice of procedures, measures to solicit offers from tenderers, examination and evaluation of those offers, award of contract and contract management;

“Special group preference scheme” is an arrangement where sole advantage is given by setting aside certain percentage of procurement to special groups when procuring works, goods and services in a public procurement process;

“Special Groups Supporting Entity” includes Ministries, Agencies, Government Organizations, Local Government Authorities, Departments, responsible for the Development and Empowerment of women, youth, elderly or persons with disability;

“Special Groups” is a group of people with common interest to participate in public procurement as a group of women, youth, elderly and persons with disability;

“Website” means PPRA’s website;

“Woman” is any female citizen of Tanzania, aged 18 and above; and

“Youth” according to National Youth Development Policy, 2007 is any Tanzania citizen aged from 15 to 35 years. However, for the purposes of this Guidelines,

	Youth is any Tanzania citizen aged from 18 to 35 years.
	PART III: QUALIFICATIONS AND REGISTRATION
6. Eligibility	<p>6.1 For the purpose of qualifying to participate in procurement proceedings, the special groups intending to participate in public procurement shall meet the following qualification requirements:</p> <ul style="list-style-type: none"> a) Have constituted themselves into a group of not less than five and not more than twenty members who are registered and recognized by a relevant Special Groups Supporting Entities; b) Has at least seventy percent membership of the members forming such special group and headed one hundred percent by the relevant special group; c) Has been entered into special group database of the Authority; d) Depending on the nature of procurement, has the necessary qualifications, capability, appropriate resources, equipment and facilities to provide the goods, works or services intended to be procured; e) has the legal capacity to enter into a contract for the procurement; f) is not declared bankrupt or not the subject of legal proceedings relating to the foregoing; g) is not debarred from participating in procurement proceedings pursuant to Section 62 of the PPA, Cap 410; h) is registered by the Special Group Supporting Entities which include but not limited to Prime Minister’s Office, Labour, Youth, Employment and Persons with Disability; Ministry responsible for Community Development; Local Government Authorities; SIDO; VETA and TARURA; and i) is not registered as a Company.

<p>7. Registration of Special Groups</p>	<p>7.1 Pursuant to Regulation 30B (1) of PPR, 2013 (as amended) a special group wishing to participate in public procurement shall apply for registration with the appropriate Special Groups Supporting Entities (SGSE);</p> <p>7.2 The registration shall be carried out by the relevant Special Groups Supporting Entities (SGSE) after it has received application for registration from the respective group;</p> <p>7.3 After being registered, the SGSE shall forward the list of registered entity of special groups to the Authority for the purpose of being recorded in the roll of registered special groups in the National electronic procurement system;</p> <p>7.4 SGSE shall issue a registration certificate to a registered entity of special groups;</p> <p>7.5 (a) Before issuing a certificate of registration, each relevant SGSE shall provide necessary training regarding the services the group wishing to carry out as well as modality of managing respective activities.</p> <p>(b) For the better carrying out of their functions in accordance with Regulation 30B (2) of PPR, 2013 (as amended), the training in regard to the Special Group shall include but not limited to the following basic skills:</p> <ul style="list-style-type: none">a. Leadership and management skillsb. Procurement proceduresc. Project implementation skillsd. Financial managemente. Dispute resolutions <p>7.6 PEs shall not award a contract to a special group that has not been enrolled in National electronic procurement system;</p> <p>7.7 Pursuant to Regulation 30B (3) of PPR, 2013 (as amended) the Authority may request details of the registered special groups for the purpose of justifying its eligibility for exclusive preference scheme;</p>
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<p>8. Requirements for Registration of Special Groups</p>	<p>8.1 The following documents/details shall be required for registration consideration by SGSE:</p> <ul style="list-style-type: none"> a) Introduction letter of each member of a Special Group channeled through Local Government Authority of the nearby area he/she resides and his relevant eligibility status; b) Group profile, (with list of group members, and their relevant eligibility status); c) National Identification Number (NID) of each member d) At least two reliable referees recognized by the Local Government Authority of the nearby area or from learning institutions responsible for training of the respective member of the group; e) Birth Certificate or National Identification Card, for persons wishing to be registered under Youth and Elderly category; f) For professional works or services, the special group will be required to be registered by the appropriate professional bodies; g) Group's Constitution; h) Minutes of the meeting that approved formation and registration of the group; and i) Special group's office and physical address.
<p>9. Special groups term limit</p>	<p>9.1 In order to benefit from this preferential scheme, special groups shall register in the National Electronic Procurement System and renew their registration in the system annually.</p> <p>9.2 Women groups registered by SGSE and enrolled in National electronic Procurement System, shall graduate to benefit from this preferential scheme after attaining awarded contracts amounting to one billion Tanzania Shillings.</p> <p>9.3 Youths' groups registered by SGSE and enrolled in National electronic Procurement System, shall graduate</p>

	<p>to benefit from this preferential scheme after attaining awarded contracts amounting to one billion Tanzania Shillings. However, a member who attains the age of 35 and above shall be replaced with a new member and the group shall continue participating in tender until it attains awarded contracts amounting to one billion Tanzania Shillings.</p> <p>9.4 Elderly and Persons with Disabilities shall have no applicable time limit for benefiting in this preference scheme.</p>
<p>10 Attributes of tenders for special groups</p>	<p>10.1 Tenders of the following nature may be performed by special groups:</p> <ul style="list-style-type: none"> a) With minimal capital requirement; b) Labour based works; c) Low level of technology is required i.e. application modern equipment; d) The level of technical know-how is minimal i.e. intellectual property and creativity; e) The level of sensitivity and security is insignificant; f) Tenders with low risk; g) Minimal level of experience is required; and h) Any other attribute that the procuring entity deems fit. <p>10.2 Special groups shall participate in tenders advertised by PEs within their respective regions except where a tender has been advertised by a PE with a national jurisdiction.</p>
<p>11. Special Groups Business lines</p>	<p>11.1 All four categories of special groups shall be registered in the National electronic Procurement system according to their business lines as prescribed in the first schedule of this Guideline “<i>Business lines and Registration requirements for Special Groups in National electronic Procurement System</i>”.</p>
<p>12. Special Groups Categories</p>	<p>12.1 The SGSE shall register special groups in the following business categories:</p> <ul style="list-style-type: none"> (a) Suppliers’ category; (b) Contractors’ category (c) Non-consultancy services category; and (d) Consultancy services category. <p>12.2 SGSE shall register special groups into business lines</p>

		<p>as stipulated in the first schedule of this Guideline;</p> <p>12.3 The registered special groups are permitted to register in more than one business line.</p>
		PART IV: GENERAL PRINCIPLES
13.	Unbundling of procurements	13.1 For the purpose of ensuring maximum participation of special groups in public procurement, procuring entities may unbundle goods, works or services in practicable quantities pursuant to Regulations 42 of PPR, 2013 after obtaining prior approval of the Authority.
14.	Securities	<p>14.1 The form of tender security to be used for special groups procurement shall be Tender Securing Declaration.</p> <p>14.2 Before entering into procurement contract with a PE, a special group will be required to submit a dully filled and signed Performance Securing Declaration.</p> <p>14.3 Any bidder from the special groups who fails to adhere to the terms of the Tender Securing Declaration Form and Performance Securing Declaration shall be liable to debarment pursuant to section 62 of PPA, Cap 410.</p> <p>14.4 Procuring entities may issue Advance Payments if required, to the Special Group upon submission of advance payment bank guarantee, before execution of the contract in order to facilitate their operations in the respective Contract.</p>
15.	Threshold per Contract for Special Groups	<p>15.1 The limits per contract for goods, non- consultancy services and works will be same or not exceeding the value for Quotations as described in the Seventh Schedule to the PPR, 2013 (as amended).</p> <p>15.2 The limit per contract for execution of consultancy services will be will be same or not exceeding the value for Consultant Qualification as described in the Eleventh Schedule to the PPR, 2013 (as amended).</p>
		PART V: RESPONSIBILITIES OF THE PARTIES
16.	Procuring Entities	16.1 Responsibility of the PE with regard to the registered special groups shall be to:

	<ul style="list-style-type: none"> a) Set aside thirty percent (30%) in its annual procurement of goods, works and services exclusively to special groups situated within its jurisdiction; b) Show in its APPs tenders set aside for special groups; c) Unbundle procurements where necessary, to make them affordable to the registered special groups pursuant to Section 49 (1) (c) of the PPA, Cap 410; d) Give reason for its failure to meet the conditions to set aside as provided under Regulation 30C (2) of PPR, 2013 (as amended); e) Advertise tender opportunities to special groups in accordance with business lines prescribed under the first schedule of this guideline; f) Make timely payment to registered entities of special groups for any performed contract for special group's sustainability in accordance with Regulation 30D (1) of PPR, 2013 (as amended). In this regard, PEs should ensure the allocation or commitment of funds prior to procurement proceedings; g) Give equal opportunity to all bidders of special groups; h) Identify the special group targeted by the respective tender and advertisement of such tender shall be in respect to the specific special group; i) Submit to the Authority a proposal of debarment in case of breach of contract, failure to abide with bid/performance securing declaration or any other ground as stipulated under Section 62 of the PPA; <p>16.2 Subject to Regulation 30C (3) of PPR, 2013 (as amended) the Accounting Officer who contravenes this respective Regulation shall be liable for administrative actions.</p> <p>16.3 PEs with national jurisdiction may advertise its tender opportunities nationally or restrict to region(s) as it</p>
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	<p>deems fit.</p> <p>16.4 Each procuring entity should prepare and submit reports to PPRA quarterly on special groups awarded procurement contracts.</p>
<p>17. Special Group Supporting Entities</p>	<p>17.1 Responsibilities of SGSE shall be to:</p> <ul style="list-style-type: none"> (a) Identify special groups (b) Register Special Groups; (c) Build capacity of registered special groups in their respective business categories; (d) Issue appropriate certificates to the registered special groups; (e) Monitor and evaluate performance of Special groups; (f) Submit the list of registered special group(s) to the Authority for incorporation to the special register within 14 days after registration; (g) Submit to the Authority any information on updates with regards to a registered special group; (h) Deregister the defaulted special groups where such entities lack required qualifications; and (i) Report immediately to the Authority, deregistration of any group by giving reasons for the same.
<p>18. Responsibilities of Special Groups</p>	<p>18.1 Responsibilities of Special Groups shall be to:</p> <ul style="list-style-type: none"> (a) Constitute themselves into groups and apply for registration to the SGSE in accordance with PPA; (b) Select an appropriate business category as per 12.1 above; (c) Comply with PPA and its Regulations; (d) Participate in SGSE's capacity building programs; (e) Comply with appropriate SGSE's registration requirements; (f) Participate in tender opportunities; (g) Dully registered special groups should not engage in fraud or corruption including bribery in competing for and executing a contract; (h) To honor awarded procurement contracts accordingly;

	<ul style="list-style-type: none"> (i) To report to SGSE progress of the group and project executed, stages reached and challenges it faces in implementation of its functions; and (j) To be honest in their dealings either with the Government or society.
<p>19. Responsibilities of the Authority</p>	<p>19.1 Responsibilities of the Authority shall be to:</p> <ul style="list-style-type: none"> (a) Maintain and update a database of registered special groups; (b) Concurrently notify the SGSEs and the respective special group on the incorporation of the special group in the Authority's special register for special groups; (c) Make available to the PEs the database of registered special groups in National electronic Procurement System; (d) Monitor and check compliance by PEs with regard to implementation of special group scheme including checking whether PEs complied with requirement to reserve a 30% of its procurement for special group; (e) Monitor, remove from the list of special groups and disable in the National Electronic Procurement system all youths' groups whose 70% of its members have attained more than 35 years. However, the youth's group shall be removed from NeST after failing to provide proof to the Authority of addition of new members who are below 35 years. (f) Build capacity for registered special groups in collaboration with SGSE and other procurement stakeholders; (g) Create awareness on the implementation of special groups scheme; (h) Issue guidelines and other procurement implementation tools regarding special groups scheme; and (i) Issue notification to SGSE and respective special group on graduation of Special group from participating in preferential scheme for special

	groups.
PART VI: PROCUREMENT PROCEDURE	
20. Tender advertisement	20.1 An advertisement relating to tender under this scheme shall be restricted to designated special groups registered with National Electronic Procurement System.
21. Procurement Methods	21.1 Methods of procurement to be used under these Guidelines shall include competitive tendering for specific special groups, restricted tendering, single source for goods and services, direct contracting for works, national shopping (quotation) minor value and others as the PEs may determine appropriate. 21.2 For the purpose of this guideline; “ competitive tendering ” shall apply at the national level and regional level.
22.1 Use of Force Account	22.1 Special groups with necessary qualifications, capability, and appropriate resources, equipment and facilities to implement works may be engaged by PEs through the use of force account approach. 22.2 Works projects implemented at Lower Local Government Levels may be implemented by special groups.
23. Framework contracts	23.1 PEs may enter into framework contract with special groups for procurement of goods, works and services that are required repeatedly or continuously. 23.2 PEs shall make use of existing framework contracts with special groups wherever appropriate to provide an efficient, cost effective and flexible means to procure goods, works and services that are required repeatedly or continuously over a set period of time.
PART VII: EXCEPTIONS TO SPECIAL GROUPS	
24. Bidding Documents	24.1 PEs shall use English or Kiswahili Standard Bidding Documents available in the National electronic Procurement System. 24.2 PEs shall use the evaluation criteria set for selection of special groups for procurement of goods, works and services as prescribed under Third schedule to these

	Guidelines.
<p>25. Breakdown of Special groups 30%</p>	<p>25.1 PEs are required by law to set aside 30% of their annual volume of procurement for the registered special groups;</p> <p>25.2 The break down for the distribution of the above percentage shall be as follows;</p> <ul style="list-style-type: none"> (a) 10% Persons with disability; (b) 10% for Youth; (c) 5% for Women; and (d) 5% for Elders. <p>25.3 The Authority may revise these distributions from time to time when deemed necessary.</p>

SCHEDULES

First Schedule

Business Lines for Activities to be performed by Special Groups

A: GOODS

BUSINESS LINE IDENTIFICATION CODE	Line of Business	UNSPSC FAMILY CODE	CODE DESCRIPTION	SPECIAL GROUP REGISTRATION REQUIREMENT	SPECIAL GROUP CATEGORY	SPECIAL GROUP TYPE
30700001	Land surveying services	70130000	Land and soil preparation and management and protection	BRELA/LGA,TRA,NCPS	Professional	Youth, Women, Elderly, Disabled
30720001	Construction supervision	72110000	Residential building construction services	BRELA/LGA,TRA, ERB.	Professional	Youth, Women, Elderly, Disabled
30770001	Environmental Consultancy	77100000	Environmental management	BRELA/LGA,TRA, ERB. NEMC	Professional	Youth, Women, Elderly, Disabled
30800001	Information Technology Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled

30800002	Business Process Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30800003	Management Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800004	Human Resources Consultancy	80110000	Human resources services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800007	Marketing Consultancy	80170000	Public relations and professional communications services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30800008	Organization and Change Management Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800009	Programme and Project Management Services	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800010	Procurement Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800011	Property and Construction Consultancy	80130000	Real estate services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled

30800012	Research, survey and Development Consultancy	81130000	Statistics	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
		85130000	Medical science research and experimentation	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30810001	Software Development	81110000	Computer services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30820001	Advertising Consultancy	82100000	Advertising	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30840002	Accountancy and auditing	84110000	Accounting and bookkeeping services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850001	Health Care Consultancy	85100000	Comprehensive health services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850002	Food and Nutrition Services	85150000	Food and nutrition services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850003	Medical Services	85120000	Medical practice	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850004	Health and safety audit services	85100000	Comprehensive health services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860001	Educational Consultancy	86140000	Educational facilities	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860002	Personal Development Services	86100000	Personnel skills training	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled

30860003	Adult Education Services	86110000	Alternative educational systems	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860004	Child Education Services	86120000	Educational institutions	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860005	Special Needs Education Services	86130000	Specialized educational services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860006	Vocational Training Services	86100000	Vocational training	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30930002	Tax Consultancy	93160000	Taxation	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled

CONSULTANCY

BUSINESS LINE IDENTIFICATION CODE	Line of Business	UNSPSC FAMILY CODE	CODE DESCRIPTION	SPECIAL GROUP REGISTRATION REQUIREMENT	SPECIAL GROUP CATEGORY	SPECIAL GROUP TYPE
30700001	Land surveying services	70130000	Land and soil preparation and management and protection	BRELA/LGA,TRA,NCPS	Professional	Youth, Women, Elderly, Disabled
30720001	Construction supervision	72110000	Residential building construction services	BRELA/LGA,TRA, ERB.	Professional	Youth, Women, Elderly, Disabled

30770001	Environmental Consultancy	77100000	Environmental management	BRELA/LGA,TRA, ERB. NEMC	Professional	Youth, Women, Elderly, Disabled
30800001	Information Technology Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30800002	Business Process Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30800003	Management Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800004	Human Resources Consultancy	80110000	Human resources services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800007	Marketing Consultancy	80170000	Public relations and professional communications services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30800008	Organisation and Change Management Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800009	Programme and Project Management Services	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled

30800010	Procurement Consultancy	80100000	Management advisory services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800011	Property and Construction Consultancy	80130000	Real estate services	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30800012	Research, survey and Development Consultancy	81130000	Statistics	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
		85130000	Medical science research and experimentation	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled
30810001	Software Development	81110000	Computer services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30820001	Advertising Consultancy	82100000	Advertising	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30840002	Accountancy and auditing	84110000	Accounting and bookkeeping services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850001	Health Care Consultancy	85100000	Comprehensive health services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850002	Food and Nutrition Services	85150000	Food and nutrition services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850003	Medical Services	85120000	Medical practice	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30850004	Health and safety audit services	85100000	Comprehensive health services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled

30860001	Educational Consultancy	86140000	Educational facilities	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860002	Personal Development Services	86100000	Personnel skills training	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860003	Adult Education Services	86110000	Alternative educational systems	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860004	Child Education Services	86120000	Educational institutions	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860005	Special Needs Education Services	86130000	Specialized educational services	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30860006	Vocational Training Services	86100000	Vocational training	BRELA/LGA,TRA	Professional	Youth, Women, Elderly, Disabled
30930002	Tax Consultancy	93160000	Taxation	BRELA/LGA,TRA	Professional	Women, Elderly, Disabled

NON -CONSULTANCY

BUSINESS LINE IDENTIFICATION CODE	Line of Business	UNSPSC FAMILY CODE	CODE DESCRIPTION	SPECIAL GROUP REGISTRATION REQUIREMENT	SPECIAL GROUP CATEGORY	SPECIAL GROUP TYPE
20700001	Repair and Maintenance of Water Pumps and Water Tanks	70170000	Water resources development and oversight	LGA,TRA, BRELA	Non Professional	Youth, Women, Elderly, Disabled
20700002	Veterinary services	70120000	Livestock services	LGA, TRA, Vetenary Council of Tanzania	Professional	Youth, Women, Elderly, Disabled
20720004	Repair and Maintenance of Air conditioners	72150000	Specialized trade construction and maintenance services	LGA,TRA, CRB	Professional	Youth, Women, Disabled
20720006	Repair and Maintenance of Furniture and Fittings	72150000	Specialized trade construction and maintenance services	LGA,TRA,	Professional	Youth, Women, Disabled
20720008	Repair and Maintenance of Plumbing systems	72100000	Building and facility maintenance and repair services	LGA,TRA, BRELA	Professional	Youth, Women, Disabled
20730002	Grinding and Milling Services	73180000	Machining and processing services	LGA,TRA,TBS	Professional	Youth, Women, Elderly, Disabled
20760001	Cleaning Services	76110000	Cleaning and janitorial services	BRELA/LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20760002	Fumigation	76100000	Decontamination	LGA,TRA,TPHPA	Non	Youth, Women,

	Services		services		Professional	Elderly, Disabled
20780002	Material packing and handling services	78120000	Material packing and handling	BRELA/LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20780004	Transportation and Handling Services	78140000	Transport services	LGA,TRA,LATRA	Non Professional	Youth, Women, Elderly, Disabled
20800001	Events management	80140000	Events management	BRELA/LGA,TRA,	Professional	Youth, Women, Elderly, Disabled
20800002	Labour services	80110000	Human resources services	LGA,TRA,	Non Professional	Youth, Women, Disabled
20810002	Service and Maintenance of ICT Equipment	81110000	Computer services	LGA,TRA,	Professional	Youth, Women, Disabled
20810005	Repair and Maintenance of other Office Equipment,	81100000	Professional engineering services	BRELA/LGA, TRA	Professional	Youth, Women, Disabled
20820001	Printing Services (Postures,Books, Booklets, Brochures, Leaflets, Cards, Forms, Labels, Manuals and Maps)	82120000	Reproduction services	BRELA/LGA,TRA,	Non Professional	Youth, Women, Disabled
20820002	Graphics design services	82140000	Graphic design	BRELA/LGA,TRA,	Professional	Youth, Women, Disabled

20820003	Desktop publishing services	82120000	Reproduction services	BRELA/LGA,TRA,	Professional	Youth, Women, Disabled
20820004	Digital Printing Services	82120000	Reproduction services	BRELA/LGA,TRA,	Non Professional	Youth, Women, Disabled
20820005	Engraving Services	82120000	Reproduction services	BRELA/LGA,TRA,	Non Professional	Youth, Women, Disabled
20820006	Proofreading Services	82110000	Writing and translations	BRELA/LGA,TRA,	Professional	Youth, Women, Disabled
20820007	Hiring of Printing and Photocopying Services	82120000	Reproduction services	LGA,TRA,	Non Professional	Youth, Women, Disabled
20820008	Documentary and documentation Services	82130000	Photographic services	LGA,TRA,	Professional	Youth, Women, Disabled
20820009	Translation	82110000	Writing and translations	LGA,TRA,	Professional	Youth, Women, Elderly, Disabled
20820010	Transcription	82110000	Writing and translations	LGA,TRA,	Professional	Youth, Women, Elderly, Disabled
20900001	Catering Services	90100000	Restaurants and catering	LGA,TRA,TBS	Non Professional	Youth, Women, Elderly, Disabled
20900002	Entertainment services	90150000	Entertainment services	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20900003	Travel facilitation	90120000	Travel facilitation	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20900004	Hotel Reservation Services	90110000	Hotels and lodging and meeting facilities	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20900005	Conference and Related Services	90110000	Hotels and lodging and meeting facilities	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled

20900006	Hospitality services	90110000	Hotels and lodging and meeting facilities	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20910001	Tailoring services	91100000	Personal appearance	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled
20910002	Laundry services	91110000	Domestic and personal assistance	LGA,TRA,	Non Professional	Youth, Women, Elderly, Disabled

WORKS

BUSINESS LINE IDENTIFICATION CODE	Line of Business	UNSPSC FAMILY CODE	CODE DESCRIPTION	SPECIAL GROUP REGISTRATION REQUIREMENT	SPECIAL GROUP CATEGORY	SPECIAL GROUP TYPE
40700001	Specialist Civil – Land Scaping and Slope Protections	70130000	Land and soil preparation and management and protection	BRELA,LGA,TRA,CRB	Professional	Youth, Women, Disabled
40710001	Specialist Civil – Drilling Works	71120000	Well drilling and construction services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720003	Specialist Building – Carpentry and Joinery	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled

40720004	Specialist Building – Concreting Works	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720005	Specialist Building – Interior Decoration	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720006	Specialist Building – Concrete Treatment and Repairs	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720007	Specialist Building - Paving	72140000	Heavy construction services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720009	Specialist Building – Demolition	72140000	Heavy construction services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720012	Specialist Civil – Road Marking and Furniture	72140000	Heavy construction services	BRELA/LGA,TRA,CRB	Professional	Youth, Women, Disabled

40720015	Specialist Electrical – Renewable Energy Installation – Solar	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720016	Specialist Electrical – Air Conditioning and Refrigeration	72150000	Specialized trade construction and maintenance services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720018	Specialist Mechanical – Heating Ventilation and Air Conditioning	72150000	Specialized trade construction and maintenance services	N/A	Professional	Youth, Women, Disabled
40720024	Specialist Mechanical – Plumbing and Sanitations	72100000	Building and facility maintenance and repair services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40720026	Specialist Mechanical – Metal, Aluminium and Glass	72150000	Specialized trade construction and maintenance	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled, Elderly

	Works		services			
40720027	Specialist Mechanical – Air Conditioning and Refrigeration	72100000	Building and facility maintenance and repair services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled
40800001	Specialist Civil – Labour Based Road Works	80110000	Human resources services	BRELA/LGA,TRA,CRB,	Professional	Youth, Women, Disabled, Elderly

Second Schedule

PART I

PROPOSED FORMAT OF SUBMISSION OF THE LIST OF REGISTERED SPECIAL GROUPS BY SPECIAL GROUPS SUPPORTING ENTITY

Name of Special Group Supporting Entity:.....
Year of Registration:

S/N	NAME OF SPECIAL GROUP	REGION	DISTRICT	GROUP CATEGORY (TICK)				RATIO OF THE GROUP			LEADERSHIP COMPOSITION		BANK ACCOUNT (if any)		REGISTRATION STATUS				Contact Number, Email and Physical Address	
				YOUTH	WOMEN	ELDERLY	PWD	RELEVANT GROUP CATEGORY	OTHERS	TOTAL	PERCENTAGE OF LEADERS FROM RELEVANT GROUP	OTHERS	Type of Bank	Account Number	Registration Number by SGSE	TIN Number	Registration with Professional Body, if any.	Date of Expiry of Registration		
																				Qty

PART II:

LIST OF ATTACHMENTS

The following attachments are essential for appraisal and you are required to ensure that they are all attached, failure to which your application may be rejected:

1. Group Constitution (with list of group members, employees and their relevant eligibility status)
2. National Identity Number (NIDA) of members
3. Contact details including phone numbers, website (optional), postal address, location, e-mail address etc.
4. Certificate of Group Registration by their respective SGSE
5. Birth Certificate/National Identification Card for Youths and Elderly groups
6. Minutes of members of the group's meeting which approved formation of the group.

Third Schedule

EVALUATION CRITERIA FOR PROCUREMENT OF SMALL WORKS FROM SPECIAL GROUPS

CRITERIA FOR EVALUATION		
COMMERCIAL		
SECTION 1	ELIGIBILITY	DESCRIPTION OF CRITERIA
Criteria 1	Litigation history (Optional)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any.
Criteria 2	Completion Period (Mandatory)	A special group is required to comply with the work completion period as proposed by the procuring entities
Criteria 3	Sex Harassment Performance Declaration (Optional)	A special group is required to fill and submit Sexual Exploitation and Abuse (SEA) Sexual Harassment Performance Declaration
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
Criteria 1	Bank Statement (Mandatory)	A special group is required to submit their group certified bank statement.
Criteria 2	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of fund that shows their ability to access adequate funds i.e., Loan from LGA or any other financial institution
SECTION 3	Standard Tender Forms	DESCRIPTION OF CRITERIA
Criteria 1	Tender Validity Period (mandatory)	A special group is required to confirm with Tender Validity Period specified by PE.
Criteria 2	Tender Securing Declaration (mandatory)	A special group should complete Tender Securing Declaration in the format provided by the PE.
TECHNICAL		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA

CRITERIA FOR EVALUATION		
Criteria 1	Key Personnel (mandatory)	A special group should provide details of their personnel with adequate qualifications as required by the PE.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
Criteria 1	General Experience (optional)	A special group should provide details of their previous works to evidence their general experience in construction
Criteria 1	Current Contract Commitment (mandatory)	A special group is required to state if they have any current commitments
SECTION 3	TECHNICAL SUBMISSION	DESCRIPTION OF CRITERIA
Criteria 1	Site Organization	A special group shall include an organization diagram indicating their proposed project organization.
Criteria 2	Equipment	A special group shall demonstrate ownership or ability to obtain the required key equipment as listed by PE.
Criteria 3	Work Plan	A special group is required to submit work plan/ schedule showing time taken and resources required in execution of tasks presented in Bar charts
Criteria 4	Mobilization Schedule	A special group is required to submit mobilization schedule for personnel, equipment and materials.
FINANCIAL		
Criteria	Priced BOQ	A special group is required to quote for items provided in the Bill of Quantities.

EVALUATION CRITERIA FOR PROCUREMENT OF GOODS FROM SPECIAL GROUPS

CRITERIA FOR EVALUATION		
COMMERCIAL		
SECTION 1	ELIGIBILITY	DESCRIPTION OF CRITERIA
Criteria 1	Litigation history (Optional)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
Criteria 1	Bank Statement (Mandatory)	A special group is required to submit their group certified bank statement for the period required by the PE.
Criteria 2	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of fund that shows their ability to access adequate funds i.e. Loan from LGA or any other financial institution
SECTION 3	Standard Tender Forms	DESCRIPTION OF CRITERIA
Criteria 1	Tender Validity Period (mandatory)	A special group is required to confirm with Tender Validity Period specified by PE.
Criteria 2	Tender Securing Declaration (mandatory)	A special group should complete Tender Securing Declaration in the format provided as requested by the PE.
TECHNICAL		
SECTION 1	TECHNICAL SPECIFICATION	DESCRIPTION OF CRITERIA
Criteria 1	Conformance to Technical Specifications and Standards (mandatory)	A special group is required to conform to the technical specification and standards as issued by the PE.
Criteria 2	Delivery Period (Mandatory)	A special group is required to comply with the delivery period as specified by the PE unless alternative delivery schedule has been allowed.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA

CRITERIA FOR EVALUATION		
Criteria 1	General Experience (optional)	A special group should provide details of their previous supply of goods to evidence their general experience in construction
Criteria 2	Current Contract Commitment (mandatory)	A special group is required to state if they have any current commitments
FINANCIAL		
Criteria	Price Schedule	A special group is required to quote for each item in the schedule of requirement provided by PE.

EVALUATION CRITERIA FOR PROCUREMENT OF NON-CONSULTANCY SERVICES FROM SPECIAL GROUPS

CRITERIA FOR EVALUATION		
COMMERCIAL		
SECTION 1	ELIGIBILITY	DESCRIPTION OF CRITERIA
Criteria 1	Litigation history (Optional)	A special group is required to provide litigation records resulting from contracts completed or ongoing under its execution if any
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
Criteria 1	Bank Statement (Mandatory)	A special group is required to submit their group certified bank statement for the period required by the PE.
Criteria 2	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of fund that shows their ability to access adequate funds i.e. Loan from LGA or any other financial institution
SECTION 3	Standard Tender Forms	DESCRIPTION OF CRITERIA
Criteria 1	Tender Validity (mandatory)	A special group is required to confirm with Proposal Validity Period specified by PE.
Criteria 2	Tender Securing Declaration (mandatory)	A special group should complete Proposal Securing Declaration in the format provided as requested by the PE.

CRITERIA FOR EVALUATION		
Criteria 3	Performance Securing Declaration (mandatory)	A special group should complete Performance Securing Declaration in the format provided as requested by the PE.
TECHNICAL		
SECTION 1	TECHNICAL SPECIFICATION	DESCRIPTION OF CRITERIA
Criteria 1	Personnel	A special group should provide details of their key personnel by attaching CVs as evidence of their with adequate qualifications as required by the PE
Criteria 2	Tools	A special group shall demonstrate ownership or ability to obtain the required tools as listed by PE.
Criteria 3	Service Completion Schedule	A special group is required to comply completion period as provided by PE.
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
Criteria 1	General Experience (optional)	A special group should provide details of their previous service provided to evidence their general experience in construction
Criteria 1	Current Contract Commitment (mandatory)	A special groups is required to state if they have any current commitments
FINANCIAL		
Criteria	Priced Activity schedule	A special group is required to quote for each activity in schedule of activity as provided by PE.

EVALUATION CRITERIA FOR PROCUREMENT OF CONSULTANCY SERVICES FROM SPECIAL GROUPS

CRITERIA FOR EVALUATION		
COMMERCIAL		
SECTION 1	ELIGIBILITY	DESCRIPTION OF CRITERIA
Criteria 1	Litigation history (Optional)	A special group is required to provide litigation records resulted from contracts completed or ongoing under its execution if any.
Criteria 2	Duration for Completion of the Assignment (Mandatory)	A special group is required to comply with the duration for completion of the assignment as proposed by PE.
SECTION 2	FINANCIAL SITUATION AND PERFORMANCE	DESCRIPTION OF CRITERIA
Criteria 1	Bank Statement (Mandatory)	A special group is required to submit their group certified bank statement for the period required by the PE.
Criteria 2	Access to financial resources (Mandatory)	A special group is required to demonstrate their evidence of sources of fund that shows their ability to access adequate funds i.e Loan from LGA or any other financial institution.
SECTION 3	Standard Tender Forms	DESCRIPTION OF CRITERIA
Criteria 1	Proposal Validity (mandatory)	A special group is required to confirm with Proposal Validity Period as specified by PE.
Criteria 2	Proposal Securing Declaration (mandatory)	A special group should complete Proposal Securing Declaration in the format provided by the PE.
Criteria 3	Performance Securing Declaration (mandatory)	A special group should complete Performance Securing Declaration in the format provided by the PE.
TECHNICAL		
SECTION 1	KEY PERSONNEL	DESCRIPTION OF CRITERIA
Criteria 1	Key Personnel (mandatory)	A special group should provide details of their personnel by attaching CVs as evidence of their qualifications as required by PE.

CRITERIA FOR EVALUATION		
SECTION 2	EXPERIENCE	DESCRIPTION OF CRITERIA
Criteria 1	General Experience (optional)	A special group should provide details of their general experience, reputation and experience in previous similar assignments as required by PE.
Criteria 2	Current Contract Commitment (mandatory)	A special group is required to state if they have any current commitments
SECTION 3	TECHNICAL PROPOSAL	DESCRIPTION OF CRITERIA
Criteria 1	Understanding of the Terms of Reference, Methodology and the Overall Quality of the proposal.	A special group shall be required to comment and give suggestions on the Terms of Reference, Methodology, and on Counterpart Staff and Facilities to be provided by the PE.
Criteria 2	Work Plan	A special group is required to submit work plan/ schedule showing time to be taken and resources required in execution of the assignment.
FINANCIAL		
Criteria	Financial Proposal	A special group is required to quote for items provided in the Financial Proposal as provided by the PE.