



Tanzanian Training Centre for International Health, Ifakara

Institution Overview

The Tanzanian Training Centre for International Health (TTCIH) is a Health Training Institution established in 2006 under the public-private partnership agreement between the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Novartis Foundation (NF), now, Global Health Development Unit, Novartis and the Swiss Tropical and Public Health Institute (Swiss TPH). TTCIH aims at supporting the Tanzanian Government's effort to strengthen human resource for health development. The Institution is based in Ifakara Town Council, Tanzania.

The Tanzanian Training Centre for International Health (TTCIH) is looking for an experienced vendor to further improve the management of its fixed assets including providing aluminum barcode labels, Fixed Assets Verification, Tagging, Valuation and Setting up of Fixed Assets Register and other related activities.

Presently, among other shortcomings in the fixed assets management at TTCIH, are

- Status of some asset is not known whether can be used in operations or can be recommended for disposal, maintenance or revaluation.
- Outdated physical location of some assets in asset register i.e. some assets have been transferred from one location to another without being reconciled in asset register.
- Assets which are physically available but are not recorded in asset register, and
- Assets which are well recorded in the register but are nowhere to be physically found.
- The assets with zero useful life but still in use.

Note: TTCIH needs to address these shortcomings by updating the asset register and putting asset-tracking system to improve management of its fixed assets.

Scope of Work

1. Carry out a comprehensive and complete physical verification of all fixed assets in its location to establish their status (physical location and corresponding records) to finally ascertain whether assets listed in the fixed assets register (FAR) physically exists, located in the right place, and assigned to the appropriate cost centers.
2. Carry out valuation of its assets according to the recommended International valuation methodologies.

3. Checking whether the asset has been consistently depreciated as per organization policy (rate, model and period).
4. Numbering of each assets, i.e. streamlining and reconciling the numbers in the FAR and identifying tags to responding assets to enhance physical security of the said assets and advise on the proper coding system. The barcodes on the labels should be indelible, scratchproof and can withstand extreme climatic conditions.
5. Integrating the asset registry through the tagging machines with the Asset management system to be established.
6. Advise the TTCIH on assets that need to be disposed, maintained and removed from asset register.
7. Put in place Fixed Assets Management Guidance and Policies.

Deliverables

The appointed vendor will have to deliver the following

- a. Valuation report according to recommended international valuation methodologies.
- b. Physical verification report, which contains among other information, physical asset quantities, locations, status (condition) and recording their condition (status)
- c. List of assets that are no longer in use and need to be disposed
- d. All assets having a permanent (irremovable) identity tags/numbers
- e. Report on the state of alignment of asset depreciation with the TTCIH policy i.e rate, period and model and any recommendation related to revaluations.
- f. Assets bar code readers or verification devices which can be used to verify the physical asset if recorded in the system.
- g. Any professional advices on asset tracking so as to prevent any further unreconciled balance between physical quantities and assets register

Invitation for proposal

Interested and qualified companies are invited to provide their proposals consisting of the following:

- a. Company profile
- b. Regulatory documents including business licenses and tax related documents.
- c. Technical proposal (methodology, experience, number of technical staff to be used and their qualification and timeframe to complete the assignment).
- d. Financial proposal.
- e. Description and evidence of the company (at least 3 companies with contacts) experience through past similar assignments.

Qualification and experience required

Interested company, services provider or business organization should have:

- a. A valid business license and must fulfill all other regulatory requirements
- b. Working experience in this field of services of at least four years, and
- c. Reference letter from at least two recognized organizations.

Site visit and deadline for receiving proposals

Interested vendor may visit our office located at Mlabani Ifakara, Morogoro for further understanding of the scope of works. The visit can take place during working hours any day from 17th November 2021

The submission procedures

The proposal should be submitted by email through info@ttcih.ac.tz or procurement@ttcih.ac.tz and principal@ttcih.ac.tz For more information about TTCIH please visit our website: www.ttcih.ac.tz.

Deadline for application

The deadline for receiving both technical and financial proposals is 5.00 pm of 10th December 2021. Late bid shall not be considered or accepted for evaluation irrespective of circumstances. Only shortlisted vendors will be contacted.