



Expression of Interest

For

Provision of Mortgage Registration Services - PA038/HQ/2016-17/C/010 & Provision of Legal and Advocacy Services - PA038/HQ/2016-17/C/011

1. This Invitation for submission of Proposals follows the General Procurement Notice for this assignment which appeared in the Daily News Issue no. 11,742 dated 1st August 2016.
2. The PPF Pensions Fund has set aside funds for its operations during the financial year 2016/2017. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the Provision of Advocacy Services
 1. The PPF Pensions Fund now invites eligible *Law Firms* to indicate their interest in providing the services which include representation of cases, registration of mortgages and other legal services
 2. The Fund seeks the services of reputable law firms with experienced and qualified legal experts who will handle the assigned legal matters on behalf of the Fund on “**as and when need arises basis**” include but not limited to instituting and handling cases for and against the Fund, provision of legal assistance and legal advisory services to the Fund, drafting of legal documents, registration of mortgages (housing and chattels mortgages), preparation of legal opinion and other legal matters.
 3. Interested *Law firms* must provide information indicating that they are qualified to perform the services by submitting law firm’s profile, description of experience in similar assignments, availability of appropriate skills among staff, etc. Consultants *may* associate to enhance their qualifications.
 4. Consultants will be selected in accordance with the procedures set out in the Public Procurement Act No. 7 of 2011 and the Public Procurement Regulations, 2013 – Government Notice No. 446 (hereinafter called Procurement Regulations).
 5. Interested eligible consultants may obtain further information from the office of the Secretary, PPF Tender Board at 3rd Floor, PPF House, located at the junction of Samora Avenue and Morogoro Road Dar es Salaam from 8.30 *am* to 4.30 *pm* on Monday to Friday inclusive except on public holidays.

6. Expressions of Interest (EoI) must be delivered to the address below Secretary, PPF Tender Board at 3rd Floor, Room No. 4, PPF House, located at the junction of Samora Avenue and Morogoro Road Dar es Salaam. Please indicate in separate envelopes "Provision of Mortgage Registration Services - PA038/HQ/2016-17/C/010" or "Provision of Legal and Advocacy Services - PA038/HQ/2016-17/C/011". Dead line for submission of expression of interest is 11th January 2017 at 10.00am
7. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances.

The Director General
PPF Pensions Fund
P.O.Box 72473
DAR ES SALAAM