



INVITATION TO BID

DATE: 08th July, 2024

REQUEST FOR PROPOSAL (RFP) REF NO: 2024/AIRD /002

**RFP NAME: CONSULTANCY FOR PROVISION OF NATIONAL STAFF SALARY AND BENEFITS SCALE
SURVEY SERVICES**

AIRD LOCATED AT KASULU, KIGOMA REGION, TANZANIA

1. Interested eligible independent and qualified consultancy firm or individual may obtain further information and receive Request for Proposal (**RFP**) documents by one of the below two options:
 - Collecting Request for Proposal (**RFP**) documents at AIRD Kasulu located in the new logistics base office at Mubondo, during normal office working hours: " MAKING SURE THEY SIGN IN THE COLLECTION REGISTER'.
 - This email will be used to request the Request for Proposal (**RFP**) documents and also to request any clarifications: Tanzania.program@airdinternational.org
2. A complete set of Request for Proposal (**RFP**) documents will be obtained by interested candidates FREE of charge starting 10th July, 2024.
3. Price quoted should be inclusive of all taxes, must be in Tanzania shillings and shall remain valid for (90) days from the closing date of Request for Proposal (RFP.)
4. The **RFP** should be presented in one sealed envelope containing two envelopes.
5. **Completed RFP documents are to be enclosed in plain sealed envelopes marked with RFP name and RFP reference number and deposited at AIRD Kasulu Office located at Kanazi area Mubondo Logistic Base,**
6. **CLOSING DATE AND TIME - 23/07/2024 at 10:00am**

Request for Proposal will be opened on Thursday 25/07/2024 at 10:00am in the presence of the consultant or their representatives who will choose to attend at AIRD Mubondo office.

Thank you

**AIRD procurement Unit
P.O BOX 428 KASULU,
KIGOMA - TANZANIA.**



Empowering Communities, Growing Together

P. O. Box 428 Kasulu, Kigoma Region, Tanzania