



ZANZIBAR SOCIAL SECURITY FUND

P.O.BOX 2716

KILIMANI MNARA WA MBAO ZANZIBAR

“Tender NO: SMZ/F0308/NC/NCB/2020-21 /35

for

Provision of Property Manager for Letting and Management of ZSSF Real Estate and Buildings Located in Zanzibar.

Date: 14th April 2021

Invitation for Tenders

1. Zanzibar Social Security Fund has set aside funds for the operations during the financial year 2020/2021. It is intended that part of the proceeds of the fund will be used to cover eligible payments under the contract for the Provision of Property Manager Services for Letting and Management of ZSSF Real Estate and Buildings Properties Located in Zanzibar (ZSSF Office and Archipelago Hotel Tibirinzi, Chake – Pemba, Mkoani Hotel & Mapinduzi Tower Zanzibar). The scope of services shall include but not limited to the following: –

- Contacting letting activities
- implementing marketing initiatives to achieve occupancy goal;
- Establish appropriate rental rates by conducting market research, determining costs and considering profits goals;
- Enforce terms and conditions of rental agreements and ensure timely payment and collection;

- Monitor and complete maintenance and repairs timely and cost effectively;
- Orient new tenants to the property and enforce occupancy policies and procedure.

2. Zanzibar Social Security Fund invites all eligible providers for Letting and Management of ZSSF Real Estate and Buildings Properties Located in Zanzibar specifically ZSSF Office Building (Chake – Pemba) and Mapinduzi Tower Mapinduzi Square, Michenzani.

3. Tendering will be conducted through the National Competitive procedures specified in the Public Procurement Act number 11 of 2016.

4. The eligible Tenderers may obtain further information from and inspect the Tendering Documents at the office of the Secretary, ZSSF Tender Board P.O.BOX 2716, Kilimani -Mnara wa Mbao, Zanzibar from 9.30 am – 3.30pm on Mondays to Fridays inclusive except on public holidays.

5. A complete set of Tendering Documents and any additional documents may be purchased by qualified service provider or Tenderers on the submission of a written application to the address given under paragraph 4 above and upon payment of a non-refundable fee of Tanzania shillings One Hundred Thousand (TZS 100,000.00). Payment should either be by Cheque or bank transfer payable to Zanzibar Social Security Fund or cash paid to the following account detail.

Beneficiary: Zanzibar Social Security Fund

Bank name: The Peoples Bank of Zanzibar (PBZ)

Account No. 021104000884

Swift Code: PBZATZTZ

6. All tenders in one original plus two copies, properly filled in, and enclosed in plain envelopes must be delivered to the address, The Secretary, ZSSF Tender Board, P.O.BOX 2716 Kilimani Mnara wa Mbao on or before Tuesday, 4th May, 2021 at 10.00am. The outer cover of the envelope shall be clearly marked “TENDER FOR PROVISION OF PROPERTY MANAGER SERVICES FOR LETTING AND MANAGEMENT OF ZSSF REAL ESTATES AND BUILDINGS LOCATED IN ZANZIBAR” Tenders will be opened promptly thereafter in public and in the presence of Tenderers representatives who choose to attend in the opening at the ZSSF Conference Room, Kilimani- Mnara wa Mbao.

7. Late Tenders, Portion of Tenders, Electronic Tenders, Tenders not received, Tenders not opened and not read out in public at the tender opening ceremony shall not be accepted for evaluation irrespective of the circumstances.

THE MANAGING DIRECTOR

ZANZIBAR SOCIAL SECURITY FUND

P.O.BOX 2716. KILIMANI MNARA WA MBAO ZANZIBAR

TEL:+255 024 2230242, Fax +255 024 2232820, Email: **info@zssf.or.tz**