



# *Tanzania National **e-Procurement** System (TANePS) - Suppliers Quick Guide*




## **How to Access and Download Tendering Documents**



# 1. Visit [www.taneps.go.tz](https://www.taneps.go.tz)

Public Procurement Regulatory Authority (PPRA) [TZ] | <https://www.taneps.go.tz/epps/home.do>



## Tanzania National e-Procurement System

Homepage | About | User Guides | Help | Contact Us

15:26:25 EAT Search:

### Log In

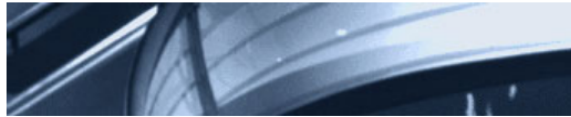
- Log In
- Forgot your password?
- Register as a Supplier

### Information

- General Procurement Notices
- Current Tenders
- Awarded Contracts
- Bidding Advertisements
- Opened Bid Details
- Public Notice
- Supplier Training Videos
- User Guides

### Welcome

TANePS (Tanzanian National e-Procurement System) is a web-based, collaborative system, developed in accordance with the requirement of public procurement laws, to facilitate public procurement processes in Tanzania. It offers a secure, interactive, dynamic environment for carrying out procurement of all categories, complexity or value.



TANePS supports processes of procuring Goods, Works, Consultancy, Non-Consultancy and Disposal of assets. The system supports various public procurement procedures including user registration, tender notification, tender preparation and submission, online tender evaluation, contract awarding, creation and management of catalogue, creation and management of framework agreements and auctions and payments. The system procedures will be implemented in accordance with guidelines issued on the use of the system

### Quick guide

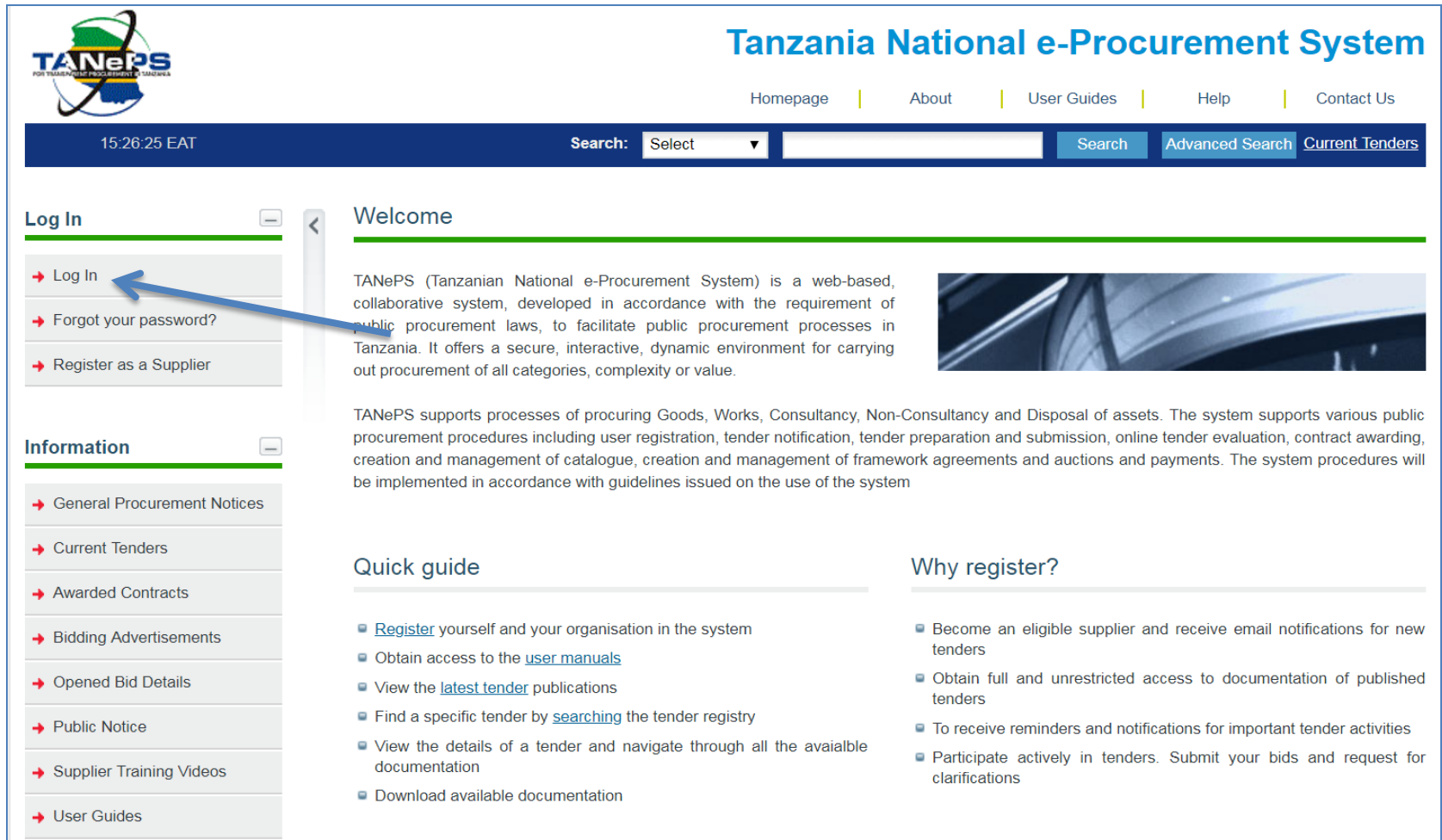
- [Register](#) yourself and your organisation in the system
- Obtain access to the [user manuals](#)
- View the [latest tender](#) publications
- Find a specific tender by [searching](#) the tender registry
- View the details of a tender and navigate through all the available documentation
- Download available documentation

### Why register?

- Become an eligible supplier and receive email notifications for new tenders
- Obtain full and unrestricted access to documentation of published tenders
- To receive reminders and notifications for important tender activities
- Participate actively in tenders. Submit your bids and request for clarifications



## 2. Click on **Log In** as indicated by arrow below



**TANePS**  
FOR TAMIL NADU PUBLIC PROCUREMENT & TAMILNADU

### Tanzania National e-Procurement System

Homepage | About | User Guides | Help | Contact Us

15:26:25 EAT Search:

#### Log In

- **Log In** (indicated by arrow)
- Forgot your password?
- Register as a Supplier

#### Information

- General Procurement Notices
- Current Tenders
- Awarded Contracts
- Bidding Advertisements
- Opened Bid Details
- Public Notice
- Supplier Training Videos
- User Guides

#### Welcome

TANePS (Tanzanian National e-Procurement System) is a web-based, collaborative system, developed in accordance with the requirement of public procurement laws, to facilitate public procurement processes in Tanzania. It offers a secure, interactive, dynamic environment for carrying out procurement of all categories, complexity or value.

TANePS supports processes of procuring Goods, Works, Consultancy, Non-Consultancy and Disposal of assets. The system supports various public procurement procedures including user registration, tender notification, tender preparation and submission, online tender evaluation, contract awarding, creation and management of catalogue, creation and management of framework agreements and auctions and payments. The system procedures will be implemented in accordance with guidelines issued on the use of the system

#### Quick guide

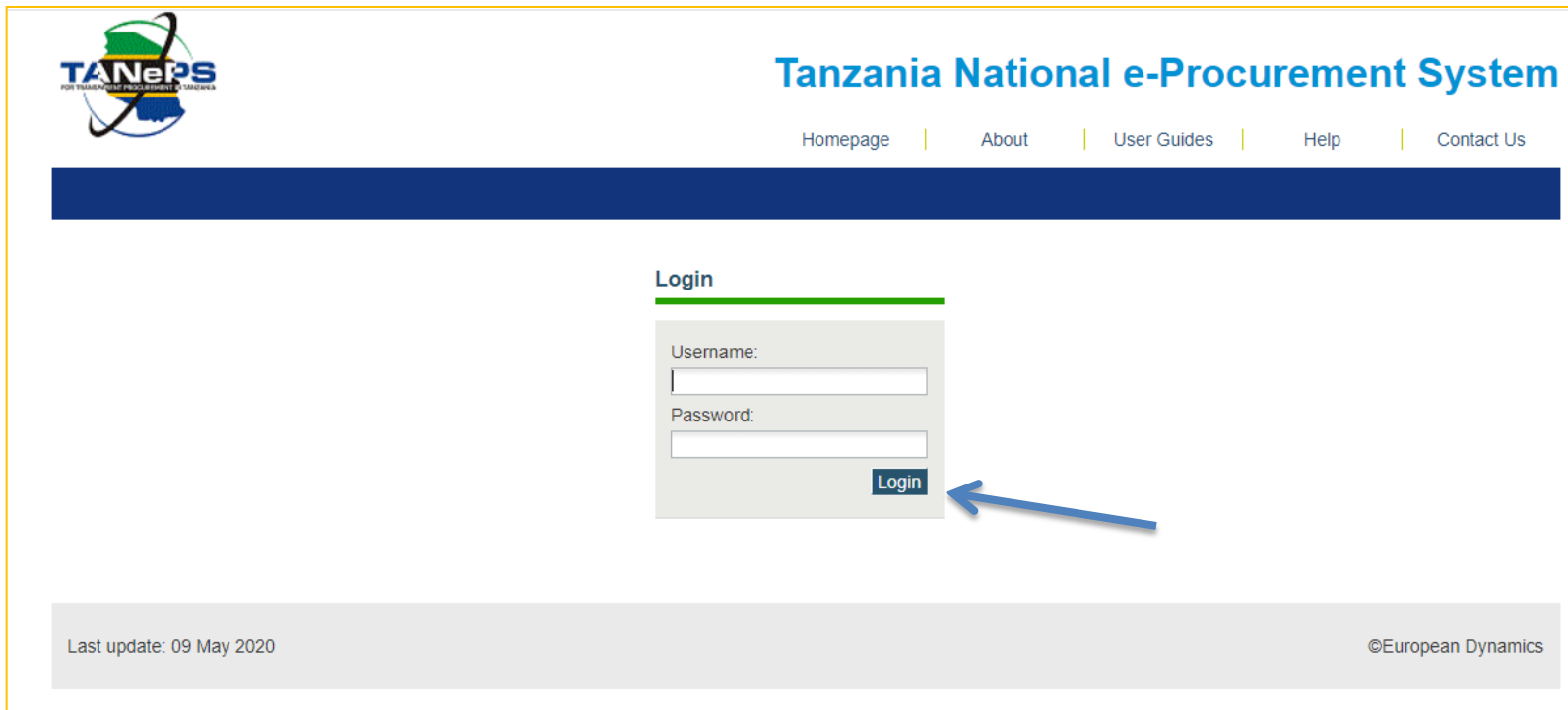
- [Register](#) yourself and your organisation in the system
- Obtain access to the [user manuals](#)
- View the [latest tender](#) publications
- Find a specific tender by [searching](#) the tender registry
- View the details of a tender and navigate through all the available documentation
- Download available documentation

#### Why register?

- Become an eligible supplier and receive email notifications for new tenders
- Obtain full and unrestricted access to documentation of published tenders
- To receive reminders and notifications for important tender activities
- Participate actively in tenders. Submit your bids and request for clarifications



### 3. Enter **Username** and **Password** then click on Login button to log in the TANePS



The screenshot shows the Tanzania National e-Procurement System (TANePS) login interface. At the top left is the TANePS logo with the tagline 'FOR TRANSPARENT PROCUREMENT IN TANZANIA'. To the right is the title 'Tanzania National e-Procurement System' and a navigation menu with links for 'Homepage', 'About', 'User Guides', 'Help', and 'Contact Us'. Below the navigation is a dark blue horizontal bar. The main content area features a 'Login' section with a green underline. It contains two input fields: 'Username:' and 'Password:'. Below these fields is a blue 'Login' button, which is highlighted by a blue arrow pointing to it from the right. At the bottom of the page, there is a footer with the text 'Last update: 09 May 2020' on the left and '©European Dynamics' on the right.



## 4. Upon successfully login, the following menu items will form part of your home page

- Edit Profile
- Homepage
- e-Catalogues
- e-Contracts
- Log Out

### **Tender Management**

- List of my Tenders

### **Supplier Administration**

- Supplier Management
- User Management
- Auditing Reports

### **Information**

- General Procurement Notices
- Current Tenders
- Awarded Contracts
- Opened Bid Details





## 5. Click on **Current Tenders** to display tenders in Bid Submission as indicated by arrow below

<b>Information</b> General Procurement Notices → <b>Current Tenders</b> Awarded Contracts Opened Bid Details Public Notice Supplier Training Videos User Guides Statistics Calendar UNSPSC Codes	/FA/NC/10	Agency - Mbeya						Tendering	Submission
	13 <a href="#">AE/005/2020-2021/MBEYA/FA/NC/09</a>	Government Procurement Services Agency - Mbeya	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	14 <a href="#">AE/005/2020-2021/MBEYA/FA/NC/08</a>	Government Procurement Services Agency - Mbeya	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	15 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/13</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	16 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/12</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	17 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/11</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	18 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/10</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	19 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/09</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
	20 <a href="#">AE/005/2020-2021/SONGWE/FA/NC/08</a>	Government Procurement Services Agency - Songwe	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		

Note that you can navigate to more tenders by clicking on next button as indicated by arrow below

100	<a href="#">AE/005/2020-2021/SHINYANGA/FA/NC/12</a>	Government Procurement Services Agency - Shinyanga	i	26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission		
769 results in total. Displaying: 1-100									
				Results per page:	100	Goto page:	1	Page 1 of 8	« < > »



## 6. Click on **Tender No** as indicated by arrow below to display details of the tender that you want to download its Tendering / Bidding Document

Search Results								
#	Tender No	PE	Info	Bids Submission Deadline	Procedure	Status		
1	<a href="#">AE/005/2020-2021/KAGERA/FA/G/12</a>	Government Procurement Services Agency - Kagera		26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission	
2	<a href="#">AE/005/2020-2021/TANGA/FA/NC/13</a>	Government Procurement Services Agency - Tanga		26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission	
3	<a href="#">AE/005/2020-2021/TANGA/FA/NC/12</a>	Government Procurement Services Agency - Tanga		26/05/2020 14:00:00	National Tendering	Competitive	Bid Submission	

Having clicked on the **Tender No**, the following page results and displays all details of the particular tender

View Tender Details	
Tender: AE/005/2020-2021/TANGA/FA/NC/13 <span>Show Menu</span>	
Remaining time (days/hours) to deadline:	16/16
Name of Procuring Entity:	<a href="#">Government Procurement Services Agency - Tanga</a>
APP Reference Number:	5353978/10251/AE/005/2020-2021/TANGA/FA/NC/13
Tender Unique ID:	GPSA-Tanga/2020/N/25
Tender No:	AE/005/2020-2021/TANGA/FA/NC/13
Status:	Bid Submission
Description:	Tender for Provision of Security Services Using Framework Agreement
Tender Category:	Non-consulting Services



## 7. Click on **Show Menu** to display all options of the Tender Menu of the particular tender

View Tender Details

---

Tender: AE/005/2020-2021/TANGA/FA/NC/13		Hide Menu
Remaining time (days/hours) to deadline:	16/16	View Tender
Name of Procuring Entity:	<a href="#">Government Procurement Service</a>	Tender Documents
APP Reference Number:	5353978/10251/AE/005/2020-2021	Clarifications
Tender Unique ID:	GPSA-Tanga/2020/N/25	Bid Submission
Tender No:	AE/005/2020-2021/TANGA/FA/NC/13	Specify Alerts
Status:	Bid Submission	Automated Notifications
Description:	Tender for Provision of Security Services Using Framework Agreement	
Tender Category:	Non-consulting Services	
Procurement Method:	National Competitive Tendering	
Commencement Type:	Advertisement of Notice	
Threshold:	Below	
Procurement Technique:	Invitation To Bid (ITB)	





## 8. Click on **Tender Documents** option as indicated by arrow below to open **Notice and Tender documents** page

### View Tender Details

Tender: AE/005/2020-2021/TANGA/FA/NC/13		Hide Menu
Remaining time (days/hours) to deadline:	16/16	View Tender
Name of Procuring Entity:	<a href="#">Government Procurement Service</a>	<b>Tender Documents</b>
APP Reference Number:	5353978/10251/AE/005/2020-20	Clarifications
Tender Unique ID:	GPSA-Tanga/2020/N/25	Bid Submission
Tender No:	AE/005/2020-2021/TANGA/FA/NC/13	Specify Alerts
Status:	Bid Submission	Automated Notifications
Description:	Tender for Provision of Security Services Using Framework Agreement	
Tender Category:	Non-consulting Services	
Procurement Method:	National Competitive Tendering	
Commencement Type:	Advertisement of Notice	
Threshold:	Below	
Procurement Technique:	Invitation To Bid (ITB)	



## 9. Notice and Tender documents page

Notice and Tender documents

---

▼ Tender: AE/005/2020-2021/TANGA/FA/NC/13 Show Menu

**Notices**

Notices **Tender Documents**

Type:	Date Uploaded:	Lang.:	Status:	Date Published:	
<a href="#">Notice for Non Consultancy Services</a>	09/05/2020 16:55:19	EN	Published	09/05/2020 16:55:39	

1 results in total.    Displaying: 1-1    Page 1 of 1    «    <    >    »



## 10. Click on **Tender Documents** tab as indicated by arrow to open Tender Document List

Notice and Tender documents

▼ Tender: AE/005/2020-2021/TANGA/FA/NC/13 Show Menu

Notices

Notices **Tender Documents**

Type:	Date Uploaded:	Lang.:	Status:	Date Published:
<a href="#">Notice for Non Consultancy Services</a>	09/05/2020 16:55:19	EN	Published	09/05/2020 16:55:39

1 results in total. Displaying: 1-1 Page 1 of 1

## Tender Document List

Notice and Tender documents

▼ Tender: AE/005/2020-2021/TANGA/FA/NC/13 Show Menu

Tender Document List

Notices **Tender Documents**

Addendum ID	Title	File
N/A	Tendering Document	<a href="#">NC13 Security Services.doc</a>
N/A	Tender Structure XML - Cycle 1	<a href="#">c4t_1584351_1.xml</a>

2 results in total. Displaying: 1-2 Page 1 of 1

Download Zip file



# 11. Click on **File (File Name)** as indicated by arrow to open Tender Association page and hence to download the Tendering / Bidding Document

Notice and Tender documents

---

Tender: AE/005/2020-2021/TANGA/FA/NC/13 Show Menu

**Tender Document List**

Notices | **Tender Documents**

Addendum ID	Title	File	
N/A	Tendering Document	<a href="#">NC13 Security Services.doc</a>	
N/A	Tender Structure XML - Cycle 1	<a href="#">c4t_1584351_1.xml</a>	

2 results in total. Displaying: 1-2 Page 1 of 1 « < > »

Download Zip file



## 12. Tender Association page

### Association with Tender

TANePS supports automated notifications to keep associated users up to date with all Tender advances. These comprise the publication of new Notices, Addenda, Corrigenda, Clarifications, while there are also notifications for informing associated users about approaching important dates of the Tender. Please select a type of association for this Tender.

You will be able to individually manage the list of users of your organisation with the Tender, through the new "Manage associations" tab in the Tender workspace.

#### Type of Association

- 1. Associate all users of this Supplier with this Tender
- 2. Associate only myself with this Tender
- 3. Pick users from list to associate with this Tender

Select

**Choose the Type of Association** for your particular tender and **Click on Select** button as indicated by arrow above. The options to Open or Save Tendering / Bidding Document will result.

----- THE END -----