



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




## **How to Submit Bids/Tenders Online**



# 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

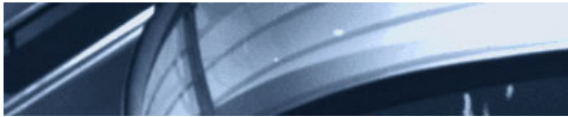
- Log In
- Forgot your password?
- Register as a Supplier

### 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

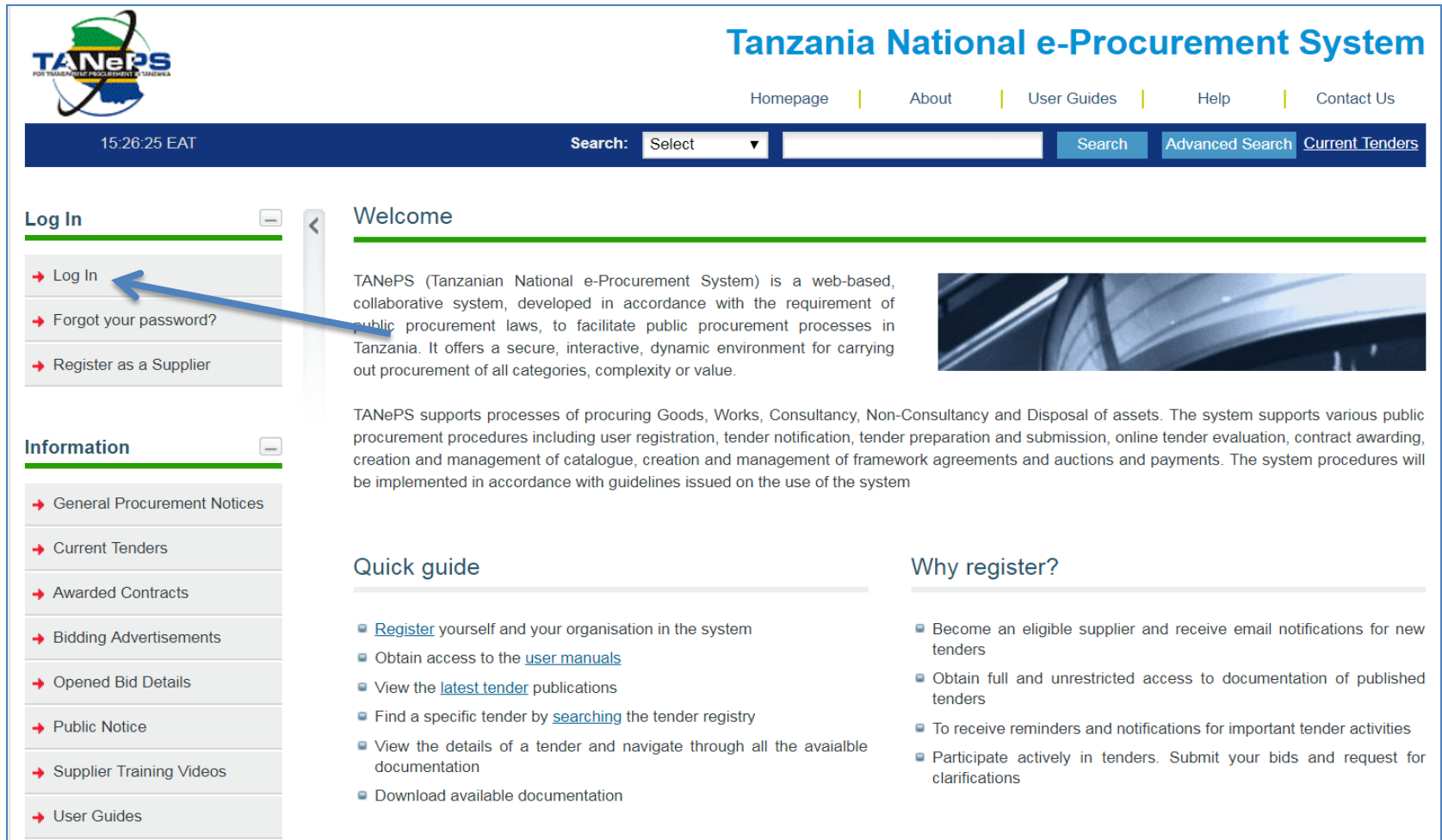
- [Register](#) yourself and your organisation in the system
- Obtain access to the [user manuals](#)
- View the [latest tender](#) publications
- Find a specific tender by [searching](#) the tender registry
- View the details of a tender and navigate through all the available documentation
- Download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

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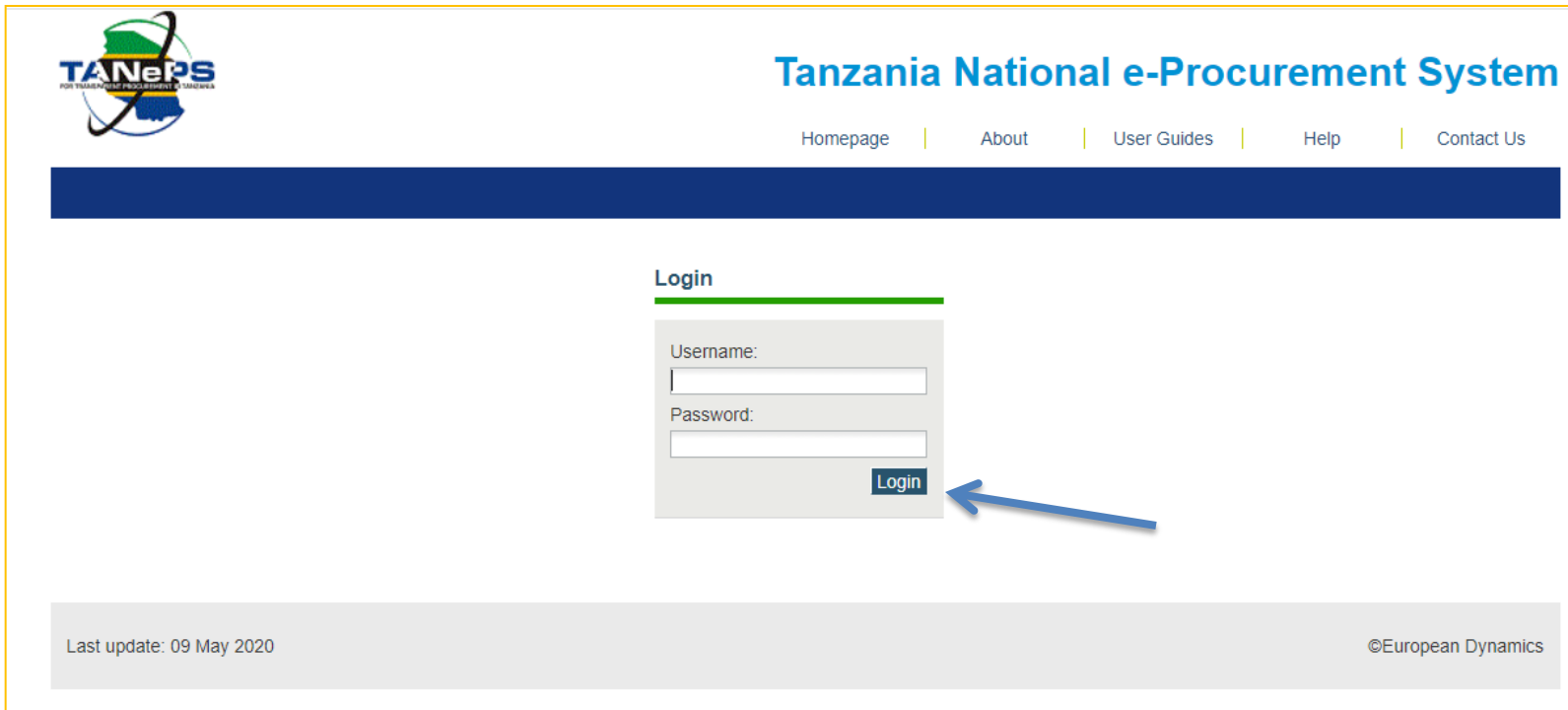
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3. Enter **Username** and **Password** then click on Login button to log in the TANePS.



 **TANePS**  
FOR TRANSPARENT PROCUREMENT IN TANZANIA

## Tanzania National e-Procurement System

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**Login**

Username:

Password:

Last update: 09 May 2020 ©European Dynamics



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
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5. Click on **Current Tenders** to display Tenders that are on Bid Submission Status.

Search Results							
#	Tender No	PE	Info	Bids Submission Deadline	Procedure	Status	
1	<a href="#">PA/065/2018/2019/06</a>	Tanzania Investment Center		24/09/2018 10:00:00	Specific Contract	Bid Submission	
2	<a href="#">LGA/020/2018/2019/HQ/N/03</a>	Tabora Municipal Council		26/09/2018 00:00:00	Specific Contract	Bid Submission	
3	<a href="#">LGA/030/2018/2019/N/08</a>	Magu District Council		25/09/2018 10:00:00	Specific Contract	Bid Submission	
4	<a href="#">AE/005/2018-19/HQ/N/03</a>	Government Procurement Services Agency		25/09/2018 10:00:00	Specific Contract	Bid Submission	
5	<a href="#">LGA/090/2018-19/G/02</a>	Magu District Council		03/09/2018 00:00:00	Specific Contract	Bid Submission	

6. Click on **Tender No** as indicated by arrow above to display details of the tender.

View Tender Details	
Tender: <b>AE/005/2018-19/HQ/N/03</b> <span>Show Menu</span>	
Name of Procuring Entity:	<a href="#">Government Procurement Services Agency</a>
Framework Agreement:	<a href="#">AE/005/HQ/2018/2019/FA/N/06</a> AE/005/HQ/2018/2019/FA/N/06
APP Reference Number:	88831/1023/AE/005/2018-19/HQ/N/03
Tender Unique ID:	GPSA/2018/N/53
Tender No:	AE/005/2018-19/HQ/N/03
Status:	Bid Submission
Description:	Provision of Cleaning Services
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

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Tender: **AE/005/2018-19/HQ/N/03**

Name of Procuring Entity:	<a href="#">Government Procurement Service</a>
Framework Agreement:	<a href="#">AE/005/HQ/2018/2019/FA/N/06</a>
APP Reference Number:	88831/1023/AE/005/2018-19/HQ/N/03
Tender Unique ID:	GPSA/2018/N/53
Tender No:	AE/005/2018-19/HQ/N/03
Status:	Bid Submission
Description:	Provision of Cleaning Services

Hide Menu

- View Tender
- Tender Documents
- Clarifications
- Bid Submission
- Specify Alerts
- Automated Notifications

8. Click on **Bid Submission** option as indicated by arrow above to first associate users if any; and **Accept and Confirm Agreement** for the particular tender.

▼ Tender: **AE/005/2018-19/HQ/N/03** Show Menu

**1. Accept Agreement for this Tender**

[View\\_Supplier\\_Declaration.doc](#)

**2. Confirm the validity of your user details**


Name	Last Name	Username
<a href="#">Supplier</a>	<a href="#">SUP</a>	sup1

Accept & Confirm all of the above Cancel



9. Click on button **Accept & Confirm all of the above** to accept the Agreement and open the page for payment of Participation Fee for tenders with participation fee as shown below.

### View Bids

 You are not allowed to submit bids because your organisation has not completed tender participation fee payment for this current Tender. Close

▼ Tender: AE/005/2021-22/DSM/FA/G/01 Show Menu

Kind:	Tender Submission Fee - 104601
Timestamp:	18/03/2021 17:57:25
Beneficiary name:	Public Procurement Regulatory Authority
Amount (TZS):	30,000
Status:	Pending
Terms and Method:	Non refundable and can be paid by Bank Card or Control Number generated on TANePS during Bid Submission

Generate Payment Control Number Pay by Bank Card

10. Click on button **Generate Payment Control Number** to generate **Payment Control Number**. Then you can pay through NMB Bank counter or Mobile Money (*M-Pesa, Tigo Pesa, Airtel Money, T-Pesa and Halopesa*).





11. Having paid the Tender Participation Fee, **Tender Preparation** page will open up as shown below.

Search:   [Advanced Search](#) [Current Tenders](#)

### View Bids

**Tender submission is now open.**  
Please click on "Launch Tender Preparation" link for the Tender Preparation Tool to start and then complete all sections, saving as draft quite often. After completing all sections, submit your tender. Your tender should then be listed in the list of submitted tenders below.

Tender: **AE/005/MWZ/FA/2018 /2019/N/02**

Cycle 1

#### List of Submitted Bids

#	Submitted By	Name	D/P Receipt ID	D/P Submission Time	T/P Receipt ID	T/P Submission Time	Tender Conformance	Status	D/P Match Result	Received on Time
<input type="button" value="Remove"/>										

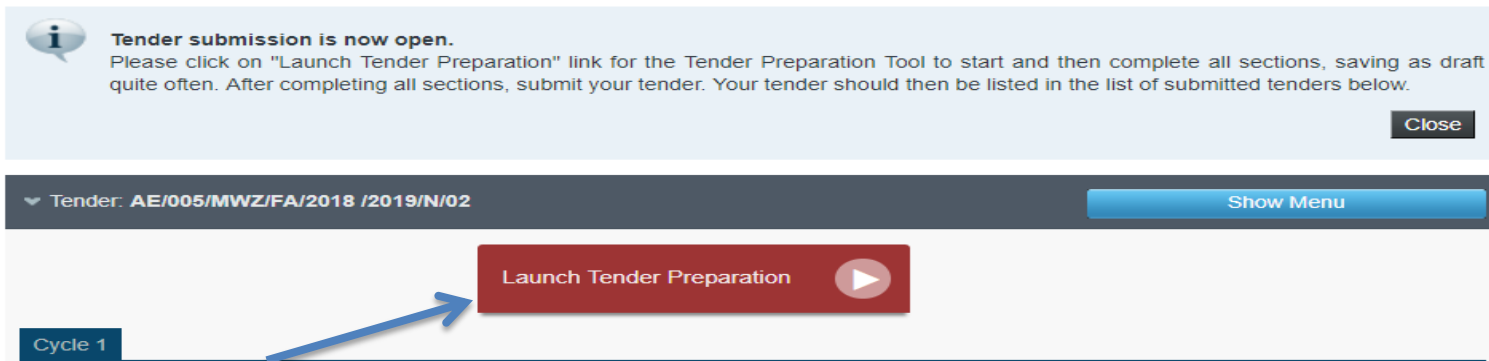
All items submitted/Contents Verified |  Partially Pass  
 Missing items/UnVerified Content/Late Submission

Offline tender preparation and submission:

**NOTE:** Before launching the Tender Preparation Tool, you must first ensure that the Java Runtime Environment (JRE) is already installed on your computer.

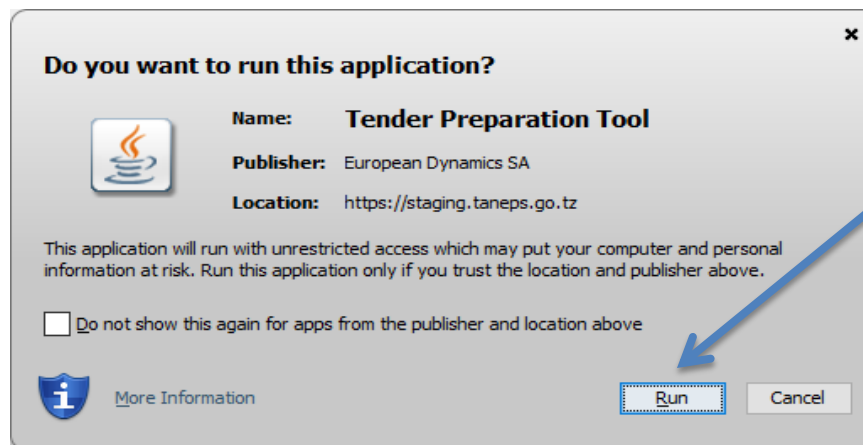


12. Click on **Launch Tender Preparation** as indicated by arrow below to Launch Tender Preparation Tool.



The screenshot shows a notification banner at the top stating "Tender submission is now open." Below this, a dark header bar displays the tender ID "Tender: AE/005/MWZ/FA/2018 /2019/N/02" and a "Show Menu" button. The main content area features a prominent red button labeled "Launch Tender Preparation" with a play icon. A blue arrow points to this button. At the bottom left, a "Cycle 1" label is visible.

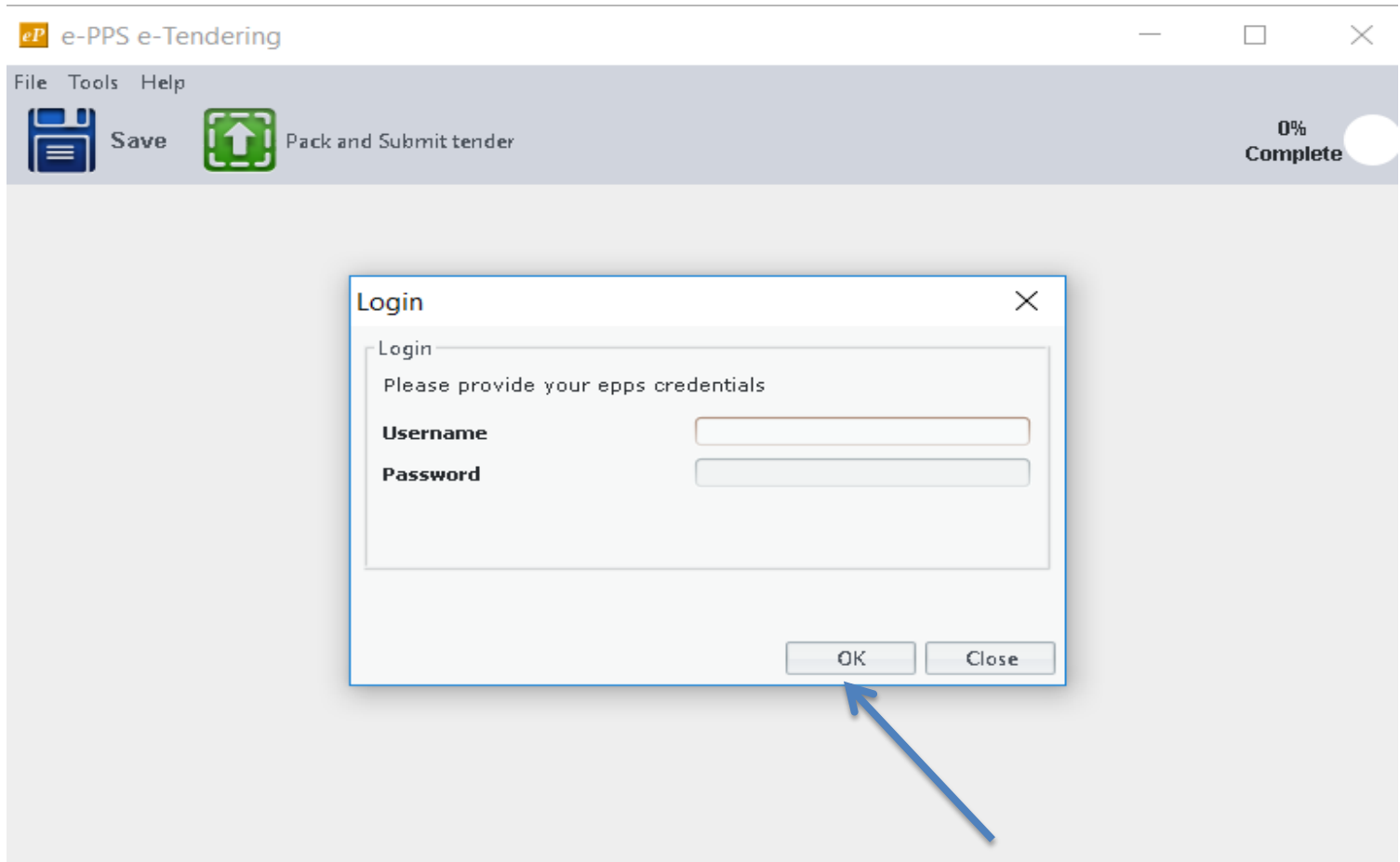
13. Click on button **Run** as indicated by arrow below to re-authenticate yourself and confirm validity of the user details by providing username and password .



The dialog box is titled "Do you want to run this application?". It displays the application icon, name "Tender Preparation Tool", publisher "European Dynamics SA", and location "https://staging.taneps.go.tz". A warning message states: "This application will run with unrestricted access which may put your computer and personal information at risk. Run this application only if you trust the location and publisher above." There is an unchecked checkbox for "Do not show this again for apps from the publisher and location above". At the bottom, there is a "More Information" link, a "Run" button (highlighted with a blue dashed border and a blue arrow), and a "Cancel" button.



14.

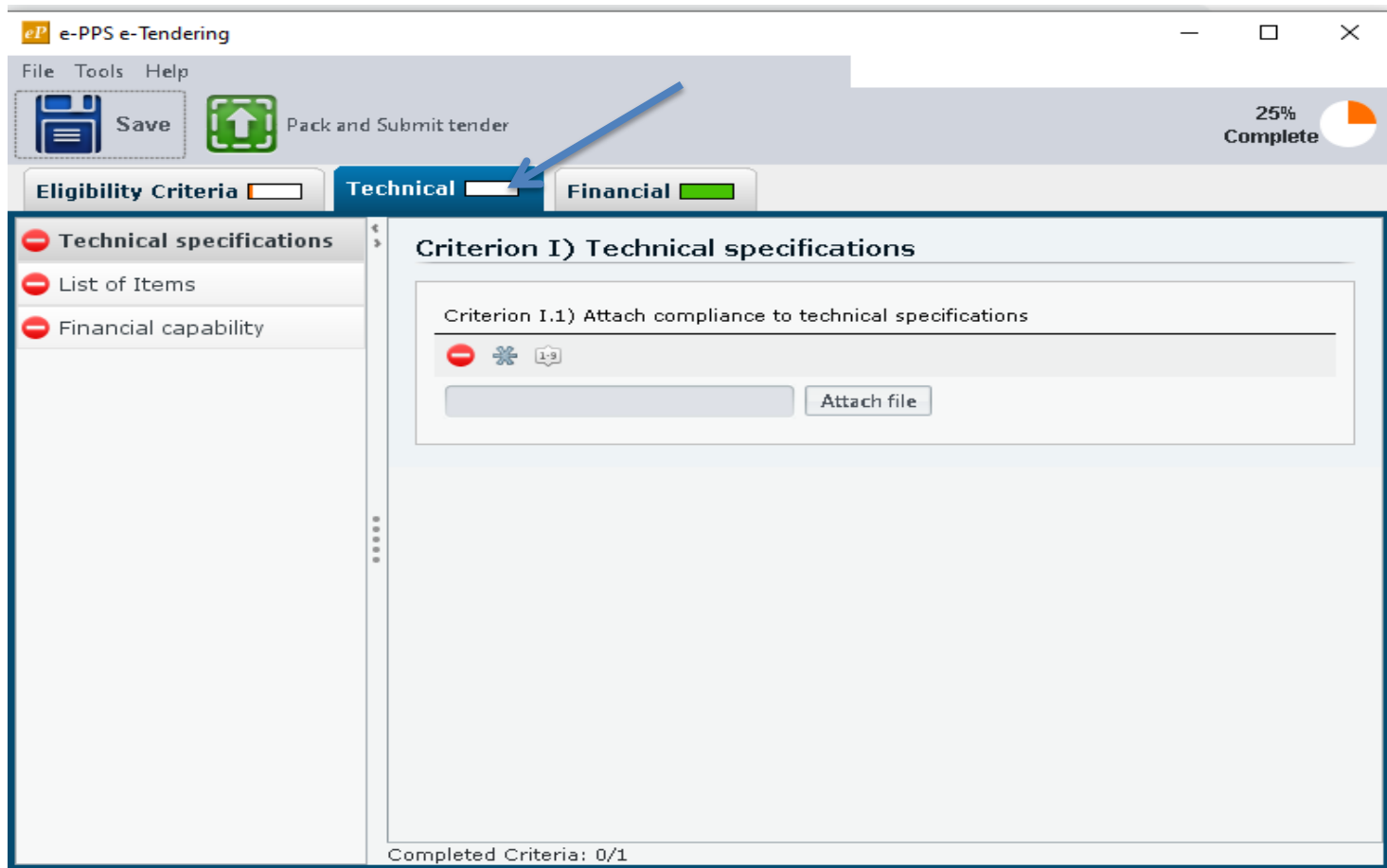


Enter **Username** and **Password** (repeat that used during the Login), and then click on **OK** button .



15.

Complete **Eligibility** part of Tender Preparation /Submission Tool.

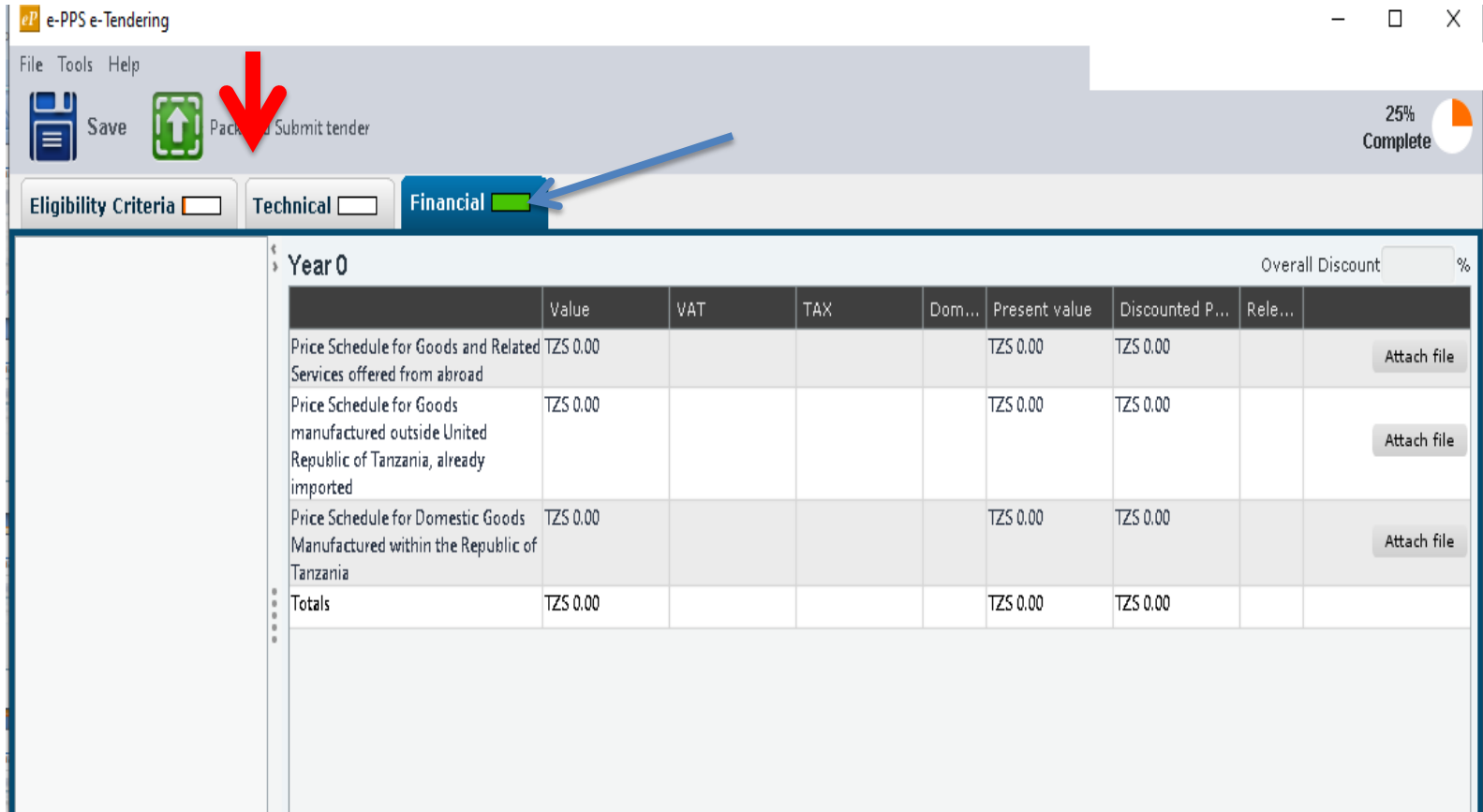


16.

Complete **Technical** part of Tender Preparation /Submission Tool.



17.



	Value	VAT	TAX	Dom...	Present value	Discounted P...	Rele...	
Price Schedule for Goods and Related Services offered from abroad	TZS 0.00				TZS 0.00	TZS 0.00		Attach file
Price Schedule for Goods manufactured outside United Republic of Tanzania, already imported	TZS 0.00				TZS 0.00	TZS 0.00		Attach file
Price Schedule for Domestic Goods Manufactured within the Republic of Tanzania	TZS 0.00				TZS 0.00	TZS 0.00		Attach file
Totals	TZS 0.00				TZS 0.00	TZS 0.00		

Complete **Financial** part of Tender Preparation /Submission Tool (*if applicable*) then Click on **Pack and Submit Tender** to submit the respective tender online.

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