



Partnerships for a healthy Africa

EXPRESSION OF INTEREST NOTICE (EOI) FOR REGISTRATION ON THE ACHAP SUPPLIER LIST

ACHAP was established as a public-private community development partnership in 2000 to enhance and support Botswana's HIV & AIDS response. Using a comprehensive approach, ACHAP has successfully supported HIV prevention, care and treatment in Botswana for almost two decades with remarkable results. Key to the success of ACHAP support has been the focus on results, the ability to develop and manage partnerships with government, civil society, other development partners and the private sector. ACHAP's main strengths include flexibility and innovation in programme design and implementation, evidence based programming, and commitment to culturally relevant approaches. ACHAP prides itself as a health development organization. ACHAP is now an independent non-profit making entity with a broader health mandate, wider geographical focus continuing to build on, and leverage on her core competencies in the field of HIV/AIDS and related health conditions.

REQUIREMENTS:

ACHAP requires a number of services either on a once-off, a regular and/or ongoing basis. ACHAP would like to invite reputable qualified Botswana registered companies/entities to register their interest in working with the organization.

The services required are listed below:

- Audit Services
- Access control and monitoring services
- Accounting services and packages
- Asset and vehicle leasing and rental services
- Banking Services
- Billboard Advertising Companies
- Branding Companies (Printing and branding of promotional materials)
- Car Rental companies
- Caterers and Event Management
- Cleaning Services
- Computers, laptops and peripherals
- Communications Equipment (AV solutions, switchboard, telephone and video – conferencing equipment)
- Corporate Gifts
- Courier Services
- Emergency Access Cover
- Printing Services and production Companies
- Media Services (Graphic designers, editors)
- Video Production Services
- Insurance Services
- IEC Material Development
- Vehicle Cleaning Services
- General Maintenance Companies (Air cons, Plumbing, electrical, Office repairs)
- Accommodation and conference/workshop facilities
- Vehicle repair and maintenance
- Medical supplies and equipment
- PA System suppliers
- Canvas Camping Equipment
- Employee Training Services
- Fleet Management Services
- Identity Cards
- IT management and consulting services
- Medical aid services
- Medical Equipment Services
- Photocopiers/printers and related services (e.g. Tonners)
- Security Services
- Security cameras and security control and management services
- Stationery (printing, photocopy, print paper, staplers, pens etc.)
- Travel Management Services
- (Air travel and hotel booking)

- Research Consultants
- Strategy, Management and Team Building Consultants
- Roadshow Management
- Companies
- Vehicle Breakdown Services

EOI Document should be no more than 1(one) A4 page which should include:

1. Bidding Company name
2. Full and comprehensive bidding contact details including address of principal place of business
3. Brief summary of Company Background

EOI Accompanying Annexures:

1. Current Tax clearance certificate
2. 2 reference letters
3. Letter from Company secretary confirming – Directors names and percentage of shareholding
4. Certificate of Incorporation
5. Audited Financial results

Terms and Conditions:

1. Failure to comply with the above conditions may result in disqualification
2. After the EOI, ACHAP shall not contact the vendor unless deemed appropriate
3. Only vendors who provide complete information will be entered into the database. A supplier appraisal will be conducted before suppliers are listed in the Supplier Database
4. No costs related to the preparation of this EOI will be reimbursed
5. ACHAP reserves the right to reject any and all EOIs without any need to provide reasons for such a decision

EOI's should be submitted by email to:

procurement@achap.org

or

Hand deliver to Room 306

Compliance Office on the 2nd floor at ACHAP Head Office

Plot 64511,

Block 5, Unit 1,

Fairgrounds, and Gaborone

Further enquiries should be addressed to:

Phone: 3697218/3697200

CLOSING DATE: 12TH March 2019 at 1500Hrs

