



Partnerships for a healthy Africa

INVITATION TO TENDER

ACHAP/HR&A/ TENDERS/Vol 1/2 (01) ACHAP/PRGMS/VMMC/TENDERS/VOL 1/2(02)

ACHAP seeks to outsource the following services:

- **INSURANCE SERVICES**
- **ROAD SHOWS FOR THE VMMC PROJECT**

The proposal must be accompanied by the following:

- Detailed Company Profile
- Copy of Registration certificate/ Certificate of Incorporation
- Copy of NBFIRA Registration certificate
- Tax clearance certificate
- Audited Financial Report for the previous year
- List of Directors and company secretary (Form 1/2)
- Organizational Chart & CVs for project staff
- 3 Reference letters from similar projects
- List and Description of similar work done in the past 10 years

Non- Compliance to the above will render the submission invalid and therefore you will be disqualified.

Tenders and supporting documents, (1 original and 3copies) must be submitted in plain sealed envelopes bearing either of the following inscriptions;

**ACHAP INSURANCE SERVICES: TENDER NO: ACHAP/HR&A/1/2 (01)
ACHAP/PRGMS/VMMC/TENDERS/VOL 1/2(02)**

Tenders should be delivered to Room 306 Compliance Office on the 2nd floor at ACHAP Head Office Premises Plot 64511, Block 5, Unit 1, Fairgrounds, Gaborone

Prospective bidders are advised that the Terms of Reference as well as all other related tender documents can be collected from the ACHAP offices at a cost of P500.00 each.

Further enquiries should be addressed to: Phone: 3697218/3697200 or e-mail: procurement@achap.org

Closing Date: 12th March, 2019 at 1500hrs