



Partnerships for a healthy Africa

## EXPRESSION OF INTEREST NOTICE (EOI) FOR REGISTRATION ON THE ACHAP SUPPLIER DATA BASE

ACHAP intends to create a Supplier Database that will be used for the next two(2) years to procure goods, services and works that are below the tendering threshold. Vendors providing the following services/goods /works are invited to express interest to be included in the preferred supplier database.

The services required are listed below:

- Accounting services and packages
- Asset and vehicle leasing and rental services
- Advertising Agency Services ( Advertising, Branding and Marketing)
- Canvas Camping Equipment
- Car Rental companies
- Cleaning Services Companies
- Computers, laptops and peripherals
- Communications Equipment (AV solutions, switchboard, telephone and video – conferencing equipment)
- Corporate Gifts
- Courier Services
- Event Management Companies
- Employee Training Services
- Fleet Management Services
- General Maintenance Companies ( Air cons, Plumbing, electrical, Office repairs)
- Hotel and Catering Services
- Identity Cards
- IT Management Services (Hardware and network product services)
- Media Services ( Print media, Video and Audio)
- Medical aid services
- Medical Equipment's and Pharmaceuticals Companies
- PA System suppliers
- Photocopiers/printers and related services (e.g. Tonners)
- Security Services (cameras and access control and monitoring services)
- Stationery, Consumables and Office Equipment's
- Strategy, Management, Team Building and Governance Consultants
- Travel Agency Services (Air/Road travel, hotel bookings)
- Research Consultants
- Vehicle Breakdown Services
- Vehicle Cleaning Services
- Vehicle repair and maintenance

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

1. Cover letter detailing type of works/service/products the company is applying for
2. Full and comprehensive bidding contact details including address of principal place of business
3. Brief summary of Company profile with company address and bank details

### **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
6. C.Vs of key staff
7. PPADB codes
8. BOMRA certification or exemption in case of PPE

### **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 considered. A supplier Appraisal/ Evaluation 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. All vendors/suppliers/contractors that are currently in the vendor list are required to register as they are not exempt from this process
6. ACHAP reserves the right to reject any and all EOI's without any need to provide reasons for such a decision

EOI's should only be submitted by email to:

[procurement@achap.org](mailto:procurement@achap.org); Subject – 'EOI: Inclusion in the ACHAP Supplier Database'  
Further enquiries should be addressed to: Phone: 3697218/3697200: \_

**Closing Date: 15<sup>th</sup> January, 2021 at 1500hrs**