



Partnerships for a healthy Africa

## INVITATION TO TENDER

### **ACHAP/PRGMS/GLOBAL FUND/TENDERS/Vol I/2 (09)/ (10)/ (11)**

ACHAP seeks to outsource the following services for the Global Fund Project:

- DOCUMENTATION OF SUCCESS STORIES OF ACHAP AT BENEFICIARY LEVEL
- SUPPLY, INSTALLATION AND CONFIGURATION OF NEW SERVERS AT ACHAP HEAD OFFICE
- DEVELOPMENT OF ACHAP INTERGRATED DATABASE IN DHIS 2 PLATFORM

Prospective bidders are advised that the Terms of Reference as well as all other related tender documents can be downloaded from the ACHAP website: [www.achap.org/tenders](http://www.achap.org/tenders)

- Bidding companies should provide proposal with detailed project narrative, budget summary and a detailed narrative (separate program costs from management fee).
- Bidders must be able to demonstrate their capability to provide work of the highest quality through the presentation of past work and at least three references from similar projects.
- A list of members of the primary team responsible for effectively carrying out the duties with a description of roles and qualifications as well as credentials of each member of the team should be provided.
- Tender responses received after the closing date and time will not be considered.
- Tenders should be in Pula and show both Sub Total price before Value Added Tax (VAT), VAT and Grand Total.
- The financial proposal should be provided separate from the technical proposal (Scope of Work) including the proposed payment schedule.
- Tenders to include a signed and completed cover sheet (Applicant Information and Project Information), detailed company profile, Certificate of incorporation, tax clearance certificate, list of Directors and company secretary (Form I/2), Audited Financial Report.
- ACHAP reserves the right to award this tender to whomsoever it chooses and it is not bound to award the tender to the lowest bidder or any bidder at all.

Tenders and supporting documents, (1 original and 4 copies) must be submitted in plain sealed envelopes bearing either of the following inscription;

**ACHAP- “FOR THE DOCUMENTATION OF SUCCESS STORIES OF ACHAP AT BENEFICIARY LEVEL – GLOBAL FUND PROJECT”**

**ACHAP- “FOR SUPPLY, INSTALLATION & CONFIGURATION OF NEW SERVERS - GLOBAL FUND PROJECT”**

**ACHAP- “FOR THE DEVELOPMENT OF ACHAP INTEGRATED DATABASE IN DHIS 2 PLATFORM – GLOBAL FUND PROJECT”**

Tenders should be delivered to Room 306 Compliance Office on the 2<sup>nd</sup> floor at ACHAP Head Office Premises Plot 645 I I, Block 5, Unit 1, Fairgrounds, Gaborone

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

**Closing Date: of 7<sup>th</sup> August, 2018 at 1500hrs**

[www.achap.org](http://www.achap.org)