



Partnerships for a healthy Africa

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**TERMS OF REFERENCE FOR SECRETARIAL SERVICES - ACHAP  
BOTSWANA**

**TENDER NO: ACHAP/FIN/2018/01**

## 1. INTRODUCTION

### ABOUT ACHAP

ACHAP has provided technical assistance and health-focused capacity building for over two decades as a public-private community development partnership established in 2000. Using a comprehensive approach, ACHAP has successfully supported HIV and TB prevention, care and treatment with remarkable results. ACHAP's main strengths include flexibility and innovation in program design and implementation, evidence based programming and commitment to culturally relevant approaches. While ACHAP's initial mandate was focused on HIV prevention care in treatment, the organization has expanded its' activities across the public/population health space providing technical support, training, capacity building and grant management services through grants, consultancies and training activities in the African Region. Headquartered in Gaborone, Botswana, ACHAP is a hybrid organization with a local NGO ACHAP Botswana registered as a limited liability company in accordance with Botswana's legal statutes as well as a US 501(c) 3 registration. For further information on the organization please refer to the organization's website at [www.achap.org](http://www.achap.org).

## 2. SCOPE OF SERVICES REQUIRED

The secretarial services will include, but will not be limited to:

- i) Maintaining the registered office for ACHAP Botswana.
- ii) Preparation of documentation relating to Annual General Meeting (AGM)
- iii) AGM attendance for minute taking annually.
- iv) Preparation of the annual return and filing with CIPA.
- v) Maintenance of all ACHAP Botswana secretarial documentation
- vi) Responsible for updating changes to company secretarial information with the registrar.
- vii) Assist external auditors with company secretarial information that maybe required conducting statutory audit

**3. PERIOD OF APPOINTMENT**

This appointment will be for a period of five years from 2019 to 2023.

**4. TIMINGS**

ACHAP Botswana has a 31st December financial year-end. An Annual General Meeting is held in the month of November each year. Filing of the annual return will be as per Registrar of Companies regulations.

**5. PROPOSAL REQUIREMENTS AND CRITERIA ON WHICH A DECISION WILL BE MADE:**

**i) Details of your Firm**

- Summary of the potential benefits to ACHAP Botswana of selecting your firm;
- Organization structure as it is relevant to this engagement;
- Information regarding relevant sector experience and experience of clients comparable to ACHAP Botswana in organizational status and size;
- Description of the internal processes used for quality assurance.

**ii) Understanding of ACHAP Botswana**

- Demonstrate a clear understanding of the nature of ACHAP Botswana's business and the structure of the organization;

**iii) Resourcing**

- Names of your core service team and relevant experience;
- Information on how involved the engagement partner will be on the assignment;
- Time key team members will commit to this appointment;
- Succession planning and steps to ensure staff continuity;
- References for the firm.

**iv) Approach and transition**

- Explanation of the engagement approach and how this would be aligned to ACHAP Botswana's specific needs;
- Details of your assignment reporting arrangements;
- Transition plan from current secretarial company to the new firm

**v) Fees**

- Competitive fee quote to undertake the assignment
- The basis on which fees will be determined in future years
- The charge rates for each level of staff
- The hours that will be required to complete the engagement
- General overview of the schedule and timings of billings

**6. CONFIDENTIALITY**

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to ACHAP Botswana's business generally which is not already in the public domain; to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

**7. COSTS OF TENDER PREPARATION**

You will bear any costs and expenses incurred by you in relation to this tender.

**8. Tender evaluation criteria**

Tenders will be assessed on the following criteria:

- a) Experience of providing comprehensive secretarial services to the not-for-profit sector.
- b) The quality and experience of the proposed team
- c) The suitability of the engagement approach
- d) The firm's approach to customer service, quality assurance and environmental considerations.

## FINANCIAL PROPOSAL

The financial proposal to be presented in a **separate envelope** should provide a clear and detailed breakdown of all costs that would be associated with undertaking the entire project, together with the proposed payment schedule.

Only bids that have attained a rating above 70% in the technical evaluation will proceed to the financial evaluation stage.

### 9. COMPLIANCE CHECKLIST

Upon the opening of the tenders, the documents will be inspected to ensure that they are in agreement with the guidelines. The following checklist will be applied;

- Signed and completed cover sheet (Applicant Information & Project Information)
- Proposal - Detailed project narrative, Budget summary and a detailed budget narrative (separate program costs from management fee)
- Registration certificate/ Certificate of Incorporation
- Tax Clearance Certificate
- Detailed Company Profile
- Audited Financial Report
- 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

The duly certified copies of the prescribed, documents as specified above shall be included as an annex to the bid package. **Non- Compliance to the above will render the submission invalid and therefore disqualified**

**COVER SHEET**

**Applicant Information**

*Name of applicant organization:*

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*Type of organization:*

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*Date of registration:*

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*Organization registration number:*

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*Physical address:*

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*Contact information:*

Name of contact person:

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Title:

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Mailing address:

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Physical address:

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Telephone (Office) & Mobile:

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Fax:

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Email/address:

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- **VALIDITY OF PROPOSAL**

The quotation shall remain valid for a period of 90 days from the submission date stipulated in this document

Any tender incomplete is liable for disqualification.

- **TENDER CLARIFICATION**

For any clarification send an email to [procurement@achap.org](mailto:procurement@achap.org)

- **AWARD**

The successful bidder will receive written notification and will then be asked to sign a contract agreement with ACHAP after negotiations.

ACHAP shall notify the approved bidder (if any) of such acceptance by letter of submission during which the Tender will remain valid as per the provision of the tender conditions.

ACHAP does not bind itself to accept the lowest tender proposal, or any proposal, but reserves the right to accept or reject any proposal in whole or in part.

## **20.0 DEADLINE FOR SUBMISSION OF PROPOSAL**

- 20.1 The closing date for the proposal submission is **18/09/2018** at 15:00hrs
- 20.2 Proposals (3 original COPIES) must be submitted in plain sealed envelopes bearing inscription: **SECRETARIAL SERVICES - ACHAP BOTSWANA: TENDER NO: ACHAP/FIN/2018/01**
- 20.3 Bidders should submit to:
  - The Compliance Office (305)**
  - ACHAP Plot 64511, Block 5, Unit 1**
  - Fairgrounds, Gaborone, Botswana**
- 20.4 The organisation has no obligation to accept any proposal submitted after deadline and reserves the right to take any decision it deems fit.