



REQUEST FOR QUOTATION- PROCUREMENT OF CONSULTANCY SERVICES FOR PREPARATION OF THE ANNUAL FINANCIAL STATEMENTS AND MANAGEMENT ACCOUNTS FOR VISION 2036 COORDINATING AGENCY- TENDER NUMBER BV36-005/2022

1.0 BACKGROUND

Vision 2036 Coordinating Agency has been set up through a Presidential Directive CAB 27 (A)/ 2017 Rev.1 with the mandate of coordinating the delivery of Vision 2036 and providing oversight and strategic direction.

2.0 PROCURING ENTITY

Vision 2036 Coordinating Agency
Private Bag BR4
Gaborone
Botswana

Telephone: 3190890

3.0 SCOPE OF WORK

This Request- For-Quotation (RFQ) is seeking to secure a service to prepare Vision 2036 Coordinating Agency Annual Financial Statements (AFS); Monthly Management Accounts as well as payroll administration for the period **April 2022 - March, 2024 (24 Months Contract)**.

The AFS and the Management Accounts shall be conducted in accordance with generally accepted government accounting standards and other procedures considered necessary to provide an accurate financial status of the Agency.

4.0 ELIGIBILITY CRITERIA

The eligibility criteria for tenderers are as follows:

- 4.1 Public Procurement and Asset Disposal Board (PPADB) registered,
- 4.2 A copy of a Valid Tax Clearance Certificate or exemption thereof issued by BURS. Such certificate is subject to online registration verification,
- 4.3 CIPA registered, subject to online registration verification
- 4.4 Botswana Accountancy Oversight Authority (BAOA) registered/or BICA Member.

4.5 Technical Proposal (see below Section 5.0)

Note: Non-compliance with the Administrative Requirements will render your bid non-responsive and will result in disqualification

5.0 EVALUATION:

A. TECHNICAL EVALUATION

The table below details the criteria that will be used to do the technical evaluation.

Item #	Evaluation Criteria	Description	Maximum Score
1	Understanding of the Project Scope of Work	The proposal should explain the bidder's understanding of the objectives of the assignment and cover the major aspects of scope of services as outlined in the description of service for this Consultancy. The proposal must be direct, concise and complete.	10
2	Approach, Methodology and Work Plan	<p>The overall comprehensiveness of the Consultant(s)' approach and methodology to deliver the services in accordance with client's Requirements. Clear, complete and concise description of the solution to be employed to manage the technical requirements of the Project and produce stated outcomes / deliverables</p> <p>Adequacy of the proposed Project work plan in responding to service requirements</p> <p>Detailed Risk Management Plan with an annotation of all potential risks and assumptions and measures to be applied in mitigating them.</p>	<p>20</p> <p>10</p> <p>5</p>
3	Qualifications and Experience of Key Personnel (specify the role of each proposed personnel <u>in each phase of the project</u> if more than 1)	<p>Specify the role and qualification of each Core Team member.</p> <p>The Bidder must be familiar with Government/Public Sector Accounting systems, processes and operations and have strong experience in advisory service, together with the necessary strategic perspective.</p> <p>The Bidder must provide evidence of traceable experience in the production of the AFS, Management Accounts as well as Payroll</p>	<p>5</p> <p>5</p>

		Administration and /or similar assignments in the last five (5) years in terms of the number, nature, and complexity of similar projects undertaken.	30
4	Relevant Experience of the bidder	Provide management with summary Company profile. Provide evidence of similar assignments undertaken in the past five (5) years and give at least three (3) written references with traceable contact information.	5 10
	Total		100

NB: THE MINIMUM QUALIFYING MARK IS: 70 POINTS TO MOVE TO FINANCIAL EVALUATION

Before moving to the Financial Evaluation, a weighting of 0.7 will be applied on the total technical evaluation score. The formula is “Total Technical Evaluation Score multiplied by 0.7. The result is the total weighted technical evaluation score.

B. FINANCIAL EVALUATION

The Financial evaluation will weigh 30 points. ONLY bidders that have managed to get a minimum score of 70 points at the technical evaluation will be considered.

Below is the method that will be applied:

- The bidder with the lowest price (L) will be awarded 100%
- Bidders with price P(.) will be awarded a financial score = $(L/P) * 100\%$

A weighting of 0.3 will be applied to the financial evaluation score so that the total weighted financial evaluation score is $(L/P)*100%*0.3$

C. FINAL SCORE

The sum of the total weighted technical evaluation score and the total weighted financial evaluation score = The Final Score

6.0 DELIVERABLES

The following are the deliverables:

- 6.1 Monthly Management Accounts for the period April 2022 to March 2023 and April 2023 to March 2024 inclusive of all associated products (that is, monthly financial performance report, bank reconciliations, amongst others);

- 6.2 Annual Financial Statements (AFS) for the period April 2022 to 31 March 2023 and April 2023 to 31 March 2024;
- 6.3 Administration of the Payroll for a period of 24 Months from April 2022 to March 2024
- 6.4 The Bidder will later be expected to work in close collaboration with the appointed Auditors to adhere to timelines.

7.0 BIDDER SELECTION

The Agency reserves the right to select the appropriate service provider(s) based on its requirements. The decision of the Agency will be final.

The Procurement Method is: **Open Tendering**

The Evaluation Method is: **Quality and Cost Selection Based Method**

8.0 SUBMISSION OF TENDER:

The Bid Submission Method is: **Two Envelope.**

NB: The Financial bid should be separate from Technical Bid.

Bids shall be submitted through a two sealed envelope procedure (Four (4) Copies of the proposal documents containing one (1) original and three (3) copies) marked: ***“Procurement of Consultancy Services for Preparation of the Annual Financial Statements (AFS) and Monthly Management Accounts for Vision 2036 Coordinating Agency- TENDER NUMBER BV36-005/2022 on or before 18 March,2022, 1245 hrs hrs at Vision 2036 Coordinating Agency, Fairscape Precinct Plot 70667, Building 2, First Floor.***

Vision 2036 Coordinating Agency, P/Bag BR4, Fairscape Precinct Plot 70667, The Tower Fairgrounds, First Floor, Gaborone.

Quotations submitted after this time and date will not be accepted

For more information or clarity, contact us at **3190890** or email info@vision2036.co.bw