



EXPRESSION OF INTEREST V2036 EOI 001/2021 - PROCUREMENT OF SERVICES FOR PREPARATION OF AUDITED FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2021 FOR THE VISION 2036 COORDINATING AGENCY

1.0 BACKGROUND

Vision 2036 Coordinating Agency has been set up through a Presidential Directive CAB 27 (A)/ 2017 Rev.I with the mandate of coordinating the implementation of the Vision 2036 and providing oversight and strategic direction in view of all stakeholders.

2.0 PROCURING ENTITY

Vision 2036 Coordinating Agency
Private Bag BR4
Gaborone
Botswana

Telephone: 3190890

3.0 SCOPE OF WORK

This Expression Of Interest (EOI) is seeking to secure a service to prepare Vision 2036 Coordinating Agency Audited Financial Statements for the financial year commencing 1st April 2020 and ending 31st March, 2021.

The objective of the work is to express an opinion about whether or not the audited financial statements are fairly presented, in all material aspects, in conformity with Botswana's generally accepted accounting principles. The work will be conducted in accordance with generally accepted government accounting standards and other procedures considered necessary to enable expression of a professional opinion.

4.0 ELIGIBILITY CRITERIA

The eligibility criteria for tenderers is 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 Botswana Accountancy Oversight Authority (BAOA) registered.

4.4 CIPA registered and

4.5 Shares certificate

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	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	The overall comprehensives of the 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 produces stated deliverables. Adequacy of the proposed project work plan in responding to service requirement. Detailed risk management plan with annotation of all potential risks and assumptions and measures to be applied in mitigating them.	25 10 10
3	Qualifications and experience of key personnel (specify the role of each personnel in each phase of the	Specify the role and qualification of each core team member. The bidder must be familiar with Government/ public sector	30

	project if more than 1)	Accounting systems, processes and operations. The bidder must provide evidence of traceable experience in auditing services.	
4	Relevant experience of the bidder	Provide management with summary company profile. Provide evidence of similar assignment undertaken in the past five (5) years and give at least three (3) 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 Score multiplied by 0.7”. The result is the total weighted technical evaluation score = A.

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 $(L/P)*100%*0.3 = B$

C. FINAL SCORE

The sum of the total weighted technical evaluation score and the total weighted financial evaluation score is $A + B = \text{The Final Score}$

6.0 The following are the deliverables:

6.1 Production of Vision 2036 Coordinating Agency Audited Financial Statements for the financial year commencing 1st April 2020 and ending 31st March, 2021.

6.2 Production of the Audited Financial Statements within three (3) months of award.

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: **Selective Tendering**

The Bid Submission Method is: A two Envelope Submission Method.

NB: The Financial offer should be separate from Technical Bid and be included in the Cost Evaluation Stage.

The Evaluation Method is: Quality and Cost Selection Based Method

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: **Expression Of Interest V2036 EOI 001/2021 Procurement Of Services For Preparation of Audited Financial Statements For the Financial Year Ending 31st March 2021 for the Vision 2036 Coordinating Agency** on or before the 21st April, 2021 at 1200 hrs at **Vision 2036 Coordinating Agency, Fairscape Precinct Plot 70667, Building 2, First Floor.**

For more information or clarity, contact us at **3190890**.

Quotations submitted after this time and date will not be accepted.

8.0 BIDDER FORM OF TENDER

The Agency requests that each bidder submits a signed and stamped of the attached 'Form for Expression of Interest' (Appendix I) that will form part of their submission.

Appendix I



FORM FOR EXPRESSION OF INTEREST

I/We the undersigned hereby undertake to provide a quotation to provide Vision 2036 Coordinating Agency Audited Financial Statements for the financial year commencing 1st April 2020 and ending 31st March 2021 in accordance with the invitation to quote document and accept the terms and conditions expressed and implied therein.

I/we undertake to provide the service with all due care and diligence to meet the requirements of the specifications given in the invitation document at the total cost quoted in our financial proposal. Until a formal contract is prepared and executed, the request for quotation, our proposal together with the written acceptance thereof and the notification of award, shall constitute a binding contract between yourselves and us.

All prices will be Inclusive of all costs associated with the delivery of the service.

I/We confirm that our proposal is valid for 90 days after the date of tender opening.

Signed..... (Signature)

..... (Name)

This, the Day of 2021.

Company stamp.....