

**Call for Expression of Interest (EOI) for the supply of services, works and supplies**

**National EOI REF: -SHA ZAM EOI 2023\_2025**

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| --- |
| **Self Help Africa is completely against fraud, bribery and corruption**  **Self Help Africa does not ask for money for bids. If approached for money or other favours, of if you have any suspicions of attempted fraud, bribery or corruption please report immediately to email** [selfhelpafrica@expolink.co.uk](mailto:selfhelpafrica@expolink.co.uk)  **Please provide as much detail as possible with any reports** |

# About Self Help Africa

Self Help Africa is an international NGO dedicated to the vision of an economically thriving and resilient rural Africa. Headquartered in Ireland, in 2021, Self Help Africa merged with United Purpose. This doubled our size and created an international NGO that is implementing projects to end extreme hunger and poverty across 17 countries, mainly in sub-Saharan Africa. with offices in the UK (Cardiff, London and Shrewsbury). SHA creates scalable and sustainable solutions to eradicating long-term poverty through knowledge transfer, investment, and market linkages.

Collectively a part of the wider Gorta Group, which also includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance, the organisation will work with close to six million people this year. We believe in market-based solutions to the alleviation of long-term poverty and our primary clients are smallholder farmers in Africa. We work with all participants in the agricultural value chain and believe that you can only achieve long-term sustainable growth by creating profitable businesses (whatever the size) and farmer organisations that can operate at scale

We have close to 20 years of experience working with smallholder farmers, farmer associations, cooperatives and agribusinesses across Africa to help farmers grow and sell more food, improve diets, diversify incomes and make their livelihoods more sustainable and resilient to external shocks. SHA also builds awareness of issues affecting smallholders and represent their interests at policy and institutional level. Self Help Africa Zambia is currently running an Expression of interest (EOI) to prequalify Service Providers of goods/supplies and services for the period 2023-2025.

For more information on SELF HELP AFRICA and its operations please visit [www.Self Help Africaglobal.org](http://www.goalglobal.org)

# Proposed Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date** |
| 1 | Publish EOI Notice | 14/02.2023 |
| 2 | Closing date for clarifications | 27/02/2023 |
| 3 | Closing date and time for receipt of EOI | 6/03/2023 17:00 CAT |
| 4 | EOI Opening Location | Self Help Africa,  Plot # 121 Off Kudu Road,  Kabulonga, Lusaka.  Tel- 0211- 236595  For the attention of : Duduzile D Thole  Logistics & Procurement officer. |
| 5 | EOI Opening Date and time | 20/03/2023 14:00 CAT |
| 6 | EOI Evaluation | 21/03/2023 |
| 7 | Display of Pre-Qualified Suppliers | 31/03/2023 |

# Overview of requirements

## Supply Specification

This call for expression of interest is to identify suppliers that will be added to our pre-qualified suppliers list for 2023 to 2025 for the following categories of goods/supplies and services:

|  |  |  |
| --- | --- | --- |
| NO. | CATEGORY NUMBER | ITEM DESCRIPTION |
| 1 | SHA/SUPS/01/2023-2025 | Supply & Delivery of Motor vehicles, Motor cycles and genuine parts |
| 2 | SHA/SUPS/02/2023-2025 | Repair & servicing of Toyota Hilux & Toyota Land cruiser motor vehicles and Yamaha DT, Honda motorcycles |
| 3 | SHA/SUPS/03/2023-2025 | Supply & delivery of Computers, Computer Hardware, Printers, Photocopiers, Ipads (tablets), Servers and ICT related electronics |
| 4 | SHA/SUPS/04/2023-2025 | Provision of routine service, repairs and maintenance for office Computers, Computer Hardware, Printers, Photocopiers, ICT related equipment and printing services |
| 5 | SHA/SUPS/05/2023-2025 | Provision of Property insurance services |
| 6 | SHA/SUPS/06/2023-2025 | Supply of General Stationery |
| 7 | SHA/SUPS/07/2023-2025 | Supply of Photocopier Toners & Printer Cartridges |
| 8 | SHA/SUPS/08/2023-2025 | Supply of Office Tables, Office Chairs, Cabins & other Office fittings and repairs |
| 9 | SHA/SUPS/9/2023-2025 | Design & supply of Branded Promotional materials (T-Shirts, Corporate wear, Caps, banners, Tear drops, Brochures, Calendars) |
| 10 | SHA/SUP/10/2023-2025 | Construction |
| 11 | SHA/SUPS/11/2023-2025 | Supply & Delivery of Agro Inputs (Seeds, organic fertilizers, pesticides, storage facilities, Silos, Packing materials) |
| 12 | SHA/SUPS/12/2023-2025 | Provision of Hotel Accommodation, work shop facilities & catering services |
| 13 | SHA/SUPS/13/2023-2025 | Provision of Outside Catering Services |
| 14 | SHA/SUPS/14/2023-2025 | Provision of Internet Services |
| 15 | SHA/SUPS/15/2023-2025 | Provision of Car hire services |
| 16 | SHA/SUPS/16/2023-2025 | Provision of Consultancy services (Baselines, Evaluations, Tax aspects, Market Survey study) |
| 17 | SHA/SUPS/17/2023-2025 | Provision of Fumigation Services and general office cleaning |
| 18 | SHA/SUPS/18/2023-2025 | Provision of Courier services |
| 19 | SHA/SUPS/19/2023-2025 | Provision of Revaluation of assets/properties |
| 20 | SHA/SUPS/20/2023-2025 | Provision of fire safety and protective gear |
| 21 | SHA/SUPS/21/2023-2025 | Provision of Air Ticketing |
| 22 | SHA/SUPS/22/2023-2025 | Provision of Group Personal Accident Insurance |
| 23 | SHA/SUPS/23/2023-2025 | Supply of Livestock (goats, chicken) |

## Type of contract: Expression of Interest

This Expression of Interest is to short list suppliers. EOI will be evaluated on the basis of the technical criteria detailed below. Shortlisted vendors will then be requested to quote in negotiated procedures or issued Invitation to International Tender (ITT) documents in national tenders and invited to submit offers during this period.

This call for Expression of Interest is **NOT** a Request for Quotation (RFQ) or an Invitation to Tender (ITT). This is a technical and quality assessment in order to create a pre-qualified supplier list.

# Terms

## Procurement Process

### This competition is being conducted under SELF HELP AFRICAs Expression of Interest Procedure.

### The Contracting Authority for this procurement is SELF HELP AFRICA

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## Clarifications and Query Handling

### SELF HELP AFRICA has taken care to be as clear as possible in the language and terms it has used in compiling this EOI. Where any ambiguity or confusion arises from the meaning or interpretation of any word or term used in this document or any other document relating to this call, the meaning and interpretation attributed to that word or term by SELF HELP AFRICA will be final. SELF HELP AFRICA will not accept responsibility for any misunderstanding of this document or any others relating to this call.

4.2.2 Requests for Supplier Registrations forms and detailed requirements from SELF HELP AFRICA via email on [procurement](mailto:procurement)za@selfhelpafrica.org additional information or clarifications can be made up to 5 working days, before the deadline which is set for **Monday 28th February 2023.**

Any queries about this EOI should be addressed in writing to SELF HELP AFRICA via email on [procurement](mailto:procurement)za@selfhelpafrica.org and or at <https://selfhelpafrica.org/ie/category/tenders/>

## Conditions of EOI Submission

### EOIs must be completed in English.

### EOIs must respond to all requirements set out in this EOI and complete their offer in the Response Format.

### Failure to submit the EOI in the required format will, in almost all circumstances, result in the rejection of the EOI. Failure to resubmit a correctly formatted EOI within 3 (three) working days of such a request will result in disqualification.

### Suppliers must disclose all relevant information to ensure that all tenders are fairly and legally evaluated. Additionally, suppliers must provide details of any implications they know or believe their response will have on the successful operation of the contract or on the normal day-to-day operations with SELF HELP AFRICA. Any attempt to withhold any information that the supplier knows to be relevant or to mislead SELF HELP AFRICA and/or its evaluation team in any way will result in the disqualification of the supplier.

### Any conflicts of interest (including any family relations to SELF HELP AFRICA staff) involving a supplier must be fully disclosed to SELF HELP AFRICA particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the supplier.

### SELF HELP AFRICA will not be liable in respect of any costs incurred by respondents in the preparation and submission of the EOI or any associated work effort.

### SELF HELP AFRICA will conduct this call, including the evaluation of responses and final awards in accordance with the detail set out at in the Evaluation process. EOIs will be opened by at least three designated officers of SELF HELP AFRICA.

### Information supplied by respondents will be treated as contractually binding. However, SELF HELP AFRICA reserves the right to seek clarification or verification of any such information.

### SELF HELP AFRICA reserves the right to terminate this call at any stage.

### Unsuccessful suppliers will be notified.

### SELF HELP AFRICA’s standard payment terms are by bank transfer within 10 days after satisfactory implementation and receipt of documents in order. Satisfactory implementation is decided solely by SELF HELP AFRICA.

### This document is not construed in any way as an offer to contract.

### SELF HELP AFRICA and all contracted suppliers must act in all its procurement and other activities in full compliance with donor requirements. Any contract(s) that arise from this EOI may be financed by multiple donors and those donors and/or their agents have rights of access to SELF HELP AFRICA and/or any of its suppliers or contractors for audit purposes. These donors may also have additional regulations that it is not practical to list here. Submission of an offer under this EOI assumes Service Provider acceptance of these conditions.

### **Terrorism and Sanctions:** SELF HELP AFRICA does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. SELF HELP AFRICA shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit an EOI based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

## Quality Control

3rd party companies may be contracted by SELF HELP AFRICA to carry out random quality inspections of work carried out by the contracted party. The cost of the quality control inspections will be covered by SELF HELP AFRICA.

In cases of supplier’s quality default in addition to Liquidated Damages of SELF HELP AFRICA Standard Terms and Conditions the costs of the quality inspections and loading surveyor will be charged to the Service Provider.

Sub-contracting: note section II in SELF HELP AFRICA Standard Terms and Conditions (Appendix 4). SELF HELP AFRICA may choose to visit suppliers, including sub-contractors (if any) as per of the evaluation process.

## Submission of EOI

EOIs must be delivered in one of the following two ways:

1. Electronically with your financial (price list, costings) and technical offers in separate emails to [procurement](mailto:procurement)za@selfhelpafrica.org and in the subject field state:
   1. **“EOI - Prequalification for provision of (Nature of business) 2023-2025”*.***
   2. ***Name of your firm with the title of the attachment***

If electronic bid submission is not possible please submit in a sealed envelope marked “EOI - **Prequalification for provision of (Nature of business) 2023-2025”** with the words **‘*not be opened before the deadline 6th March, 2023 by the EOI tender committee’***with your financial (price list, costings) and technical offers inside in two separate envelopes marked as Financial Offer and Technical Offer to SELF HELP AFRICA Zambia Head Office, Plot # 121 Off Kudu Road, Kabulonga, Lusaka.

Proof of sending is not proof of reception. Late delivery will result in your EOI being rejected. Envelopes found open at the EOI opening will be rejected. All information provided must be perfectly legible

## 4.6 EOI Opening Meeting

Tenders will be opened on **20th March, 2023 at 14:00 CAT** at the following location:

To SELF HELP AFRICA Zambia Head Office, Plot # 121 Off Kudu Road, Kabulonga, Lusaka. .

Tenderers or their authorised representative are not required to be present at the bid opening

# Evaluation Process

## Evaluation stages

Suppliers will be considered for participation in the call subject to the following qualification process:

|  |  |  |
| --- | --- | --- |
| **Phase #** | **Evaluation Process Stage** | **The basic requirements with which proposals must comply with** |
| *The first phase of evaluation of the responses will determine whether the EOI has been submitted in line with the administrative instructions and meets the criteria. Only those suppliers meeting the criteria will be included in the pre-qualified supplier list.* | | |
| 1 | **Administrative instructions** | 1. **Closing Date:**   Proposals must have met the deadline stated in section 2 of these Instructions to suppliers, or such revised deadline as may be notified to Suppliers by SELF HELP AFRICA. Suppliers must note that SELF HELP AFRICA is prohibited from accepting any EOIs after that deadline.   1. **Submission Method:**   Proposals must be delivered in the method specified in section 4.5 of this document. SELF HELP AFRICA will not accept responsibility for EOIs delivered by any other method. Responses delivered in any other method may be rejected.   1. **Format and Structure of the Proposals:**   Proposals must conform to the Response Format laid out in section 6 of these Instructions to Tenderers or such revised format and structure as may be notified to Suppliers by SELF HELP AFRICA. **Failure to comply with the prescribed format and structure may result in your response being rejected at this stage.** |
| **2** | **Essential Criteria** | 1. **Minimum mandatory requirements of specifications or contract performance.**  * Valid company registration in Zambia * TIN registration and Tax Clearance certificate |
| *Each proposal that conforms to the Administrative and Essential Criteria will be evaluated according to the Award Criteria given below by SELF HELP AFRICA.* | | |
| **3** | **Award Criteria** | Suppliers will be awarded marks under each of the award criteria listed in this section to determine pre-qualification for suppliers.   1. Legal existence of the company - 10% 2. All mandatory requirements attached – 50% 3. Past Experience and Self Declaration of Finance and Tax – 30% 4. Declaration re personal and legal circumstances and price list – 10%   Minimum mark to qualify is 70%  See section 5.3 for more details |
|  | | |
| **5** | **Post selection** | References and other checks are found to be clear and quality is assessed. |

## EOI Evaluation

SELF HELP AFRICA will convene an evaluation team which may include members of the Finance, Logistics, Programmes and Compliance, as well as 3rd Party technical input. During the evaluation period clarifications may be sought by e-mail from suppliers. Clarifications may include testimonials from customers in support of particular aspects of a submission, whether such aspects are contained in the original submission or in subsequent responses to requests for clarification. Deadlines will be imposed for the receipt of such clarifications and failure to meet these deadlines may result in the disqualification of the Supplier or loss of marks. Responses to requests for clarification shall not materially change any of the elements of the proposals submitted. Unsolicited communications from suppliers will not be entertained during the evaluation period.

## Award Criteria

All tenders that achieve the Minimum Marks required to Pass for the above sub-criteria will be eligible to included on the pre-qualified supplier list.

# Response Format

## Introduction

All proposals must conform to the response format laid out below. Where a supplier does not conform to the required format the Supplier may be requested to resubmit it in the correct format, on the understanding that the resubmission cannot contain any material change from the original. Failure to resubmit in the correct format within 3 (three) working days may result in disqualification.

By responding to this EOI, each supplier is required to accept the terms and conditions of this EOI and to acknowledge and confirm their acceptance by returning a signed copy with its response. Should a Supplier not comply with these requirements, SELF HELP AFRICA may, at their sole discretion, reject the response.

If the Supplier wishes to supplement their Response to any section of the EOI specifications with a reference to further supporting material, this reference must be clearly identified, including section and page number.

## Submission Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line** | **Item** | **How to submit** | | **Tick attached** |
| **Electronic submission** | **Physical submission** |  |
| 1 | This checklist | Ticked, scan and save as ‘Checklist’ | Tick and submit. |  |
| 2 | Company Details (appendix 1) | Complete, sign & stamp, scan and save as ‘Company Details’ | Complete, sign, stamp and submit. |  |
| 3 | Declaration re Personal & Legal Circumstances (appendix 1) | Complete, sign & stamp; scan and save as ‘Declaration re Personal and Legal Circumstances’ | Complete, sign, stamp and submit. |  |
| 4 | Evidence of Dealership license to trade in named Product if applicable | Attached copy of evidence of dealership license to trade in named product if applicable | Submit copy of distributors licence for brand quoted if applicable |  |
| 5 | Self-declaration of finance and tax (appendix 1) | Complete, sign & stamp; scan and save as ‘Self declaration of finance & tax’ | Complete, sign, stamp and submit. |  |
| 6 | SELF HELP AFRICA Terms and Conditions (Appendix 3) | Sign, scan and save as ‘SELF HELP AFRICA Terms and Conditions’ | Sign, stamp and submit. |  |
| 7 | Previous experience in similar supplies to other organisation | Attach copies of previous contract, delivery docket and references | Submit copies of previous contract, delivery docket and references |  |
| 8 | Valid company registration in Zambia | Attach copy of valid company registration in Zambia | Submit copy of valid company registration |  |
| 9 | Valid company tax clearance Certificate in Zambia | Attach copies of valid company tax clearance certificate | Submit copies of evidence of tax clearance certificate |  |

# Appendix 1 - Company details

# Contact Details

This section must include the following information regarding the Individual or Company and any partners or sub-contractors:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the supplier |  | | |
| Registered address of the Supplier |  | | |
| Company Name |  | | |
| Address |  | | |
| Previous Name(s) if applicable |  | | |
| Registered Address if different from above |  | | |
| Registration Number |  | | |
| Telephone |  | | |
| E-mail address |  | | |
| Website address |  | | |
| Year Established |  | | |
| Legal Form. Tick the relevant box | 🞏 Company  🞏 Partnership | | 🞏 Joint Venture  🞏 Other (specify): |
| VAT/TIN/Tax Registration Number |  | | |
| Directors names and titles and any other key personnel |  | | |
| Please state name of any other persons/organisations (except supplier) who will benefit from this relationship |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional table as per **Contact Details** | 🞏Yes 🞏No | | |
|  | **Primary Contact** | **Secondary Contact** | |
| Name |  |  | |
| Current Position in the Organisation: |  |  | |
| No. of years working with the Organisation: |  |  | |
| Email address |  |  | |
| Telephone |  |  | |
| Mobile |  |  | |
| Other Relevant Skills: |  |  | |
| Institution (Date from – to) |  |  | |
| Degrees or Diplomas |  |  | |
|  |  |  | |
|  |  |  | |

## Professional or Corporate Memberships

These are with external professional bodies that your company is registered with (please note this is not the company/ business registration details). Please attach copies of any relevant certificates or memberships and use more lines if necessary:

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name of the body | Year of registration | Membership Number |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

## Profile

Suppliers should note that the information requested below will be required under the Essential Criteria. In total the answers to these questions should take no more than 2 pages

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Response** | |
| 1 | An outline of the scope of business activities, and in particular details of relevant experience regarding contracts of this nature |  | |
| 2 | Provide details of two contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | |
| 3 | The number of years the Supplier has been in business in its present form |  | |
| 4 | A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | |
| **Year** | **Overall Turnover UGX** | **Offered Goods Turnover UGX** |
| **2019** |  |  |
| **2020** |  |  |
| **2021** |  |  |
| 5 | Where the Supplier proposes to use subcontractors or resellers/ distributors in the execution of the agreement this section should include details of the quality assurance mechanisms used by the Supplier to monitor the activities of its subcontractors or resellers/ distributors. Suppliers should note that commitment to quality, as evidenced by the existence of such quality control procedures, will be used as a Qualification Criteria |  | |
| 6 | Any other relevant information |  | |

## References

At least 2 (two) relevant references who may be contacted on a confidential basis to verify satisfactory execution of contracts must be supplied. These references may not be SELF HELP AFRICA personnel or related to a SELF HELP AFRICA contract. Respondents should supply this information for each of the references in the following format:

|  |  |  |
| --- | --- | --- |
| 1 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 2 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 3 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| 4 | Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

# Declaration re Personal and Legal circumstances

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE SUPPLIERS ORGANISATION. Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation | | | Yes | No |
| 1 | Tick yes if the Supplier is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations. Otherwise tick No. | |  |  |
| 2 | Tick yes if the Supplier is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations. Otherwise tick No. | |  |  |
| 3 | Tick yes if the Supplier, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business. Otherwise tick No. | |  |  |
| 4 | Tick yes if the Supplier has not fulfilled its obligations relating to the payment of taxes or social security contributions in Uganda or any other State in which the tenderer is located. Otherwise tick No. | |  |  |
| 5 | Tick yes if the supplier, a Director or Partner has been found guilty of fraud. Otherwise tick No. | |  |  |
| 6 | Tick yes if the supplier, a Director or Partner has been found guilty of money laundering. Otherwise tick No. | |  |  |
| 7 | Tick yes if the supplier, a Director or Partner has been found guilty of corruption. Otherwise tick No. | |  |  |
| 8 | Tick yes if the supplier, a Director or Partner has been convicted of being a member of a criminal organisation. Otherwise tick No. | |  |  |
| 9 | Tick yes if the supplier has been guilty of serious misrepresentation in providing information to a public buying agency. Otherwise tick No. | |  |  |
| 10 | Tick yes if the supplier, has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application. Otherwise tick No. | |  |  |
| 11 | Tick yes if the supplier has colluded between themselves and other bidders (a bidding ring), and/or the Tenderer has had improper contact or discussions with any member of SELF HELP AFRICA staff and/or members of their family. Otherwise tick No. | |  |  |
| 12 | Tick yes if the supplier is fully compliant with the minimum terms and conditions of the Employment Law and with all other relevant employment legislation, as well as all relevant Health & Safety Regulations in the countries of registration and operations. Otherwise tick No. | |  |  |
| 13 | Tick yes if the supplier has procedures in place to ensure that subcontractors, if any are used for this contract, apply the same standards. Otherwise tick no. | |  |  |
| 14 | Consistent with numerous United Nations Security Council resolutions including S/RES/1269 (1999), S/RES/1368 (2001) and S/RES/1373 (2001), SELF HELP AFRICA is firmly committed to the international fight against terrorism, and, against the financing of terrorism. It is the policy of SELF HELP AFRICA to seek to ensure that none of its funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism. In accordance with this policy, **tick yes if the supplier undertakes to use all reasonable efforts to ensure that it does not provide support to individuals or entities associated with terrorism. Otherwise tick no.** | |  |  |
| I certify that the information provided above is accurate and complete to the best of my knowledge and belief.  I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders. | | | | |
| Date | |  | | |
| Name | |  | | |
| Position | |  | | |
| Telephone number | |  | | |
| Signature and full name | |  | | |

# self-declaration of finance and tax

|  |  |  |
| --- | --- | --- |
| **Turnover history** | | |
| **Turnover figures entered into the table must be the total sales value before any deductions**  ‘Turnover of related products’ is for companies that provide items or services in multiple sectors. Please enter information on turnover of items or services that are similar in nature to the items or services requested under this tender. | | |
| **Trading year** | **Total turnover** | **Turnover of related products** |
| **2021** |  |  |
| **2020** |  |  |
| **2019** |  |  |
| Include a short narrative below to explain any trends year to year | | |
|  | | |
| 1. **SELF HELP AFRICA operates within the law of the country of operation and within international legal requirements. SELF HELP AFRICA expects all companies to fulfil their legal obligations, including meeting their tax liabilities and duties in accordance with the relevant tax legislation. Please comment below if you feel there are any matters you need to bring to SELF HELP AFRICA’s attention.** | | |
| *Please continue on a separate sheet if necessary.* | | |

I certify that the information provided above is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in future tenders.

Signed: (Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix 2 – Attach any price lists or costings for reference

# Appendix 3 - SELF HELP AFRICA terms and conditions

**Attach Appendix 3.1 signed if EOI is for supply of goods**

**Attach Appendix 3.2 signed if EOI is for supply of services or works**