



## African Trade Insurance Agency

Agence pour l'Assurance du Commerce en Afrique

17<sup>th</sup> June 2020

**Tender No. ATI/FD/APU/LBCS/003/2020**

### **Request for a proposal for provision of Transcription services**

The African Trade Insurance Agency invites well established firms to submit proposals for provision of Transcription services during ATI Board meetings and Annual General Meetings.

The African Trade Insurance Agency (ATI), headquartered in Nairobi, is a multilateral international financial institution established under the Agreement Establishing the African Trade Insurance Agency (“ATI Treaty”) by African Member States. ATI was formed with the technical and financial support of the World Bank Group. ATI’s mandate is to facilitate, encourage and develop the provision of, and the support for, insurance, including coinsurance and reinsurance, guarantees, and other financial instruments and services, for purposes of trade, investments and other productive activities in Africa in supplement to those which may be offered by, or in cooperation with, public and private investment and credit risk insurers. In doing so, ATI improves and facilitates access to financing for trade and investments in African Member States, supports the increase of foreign direct investments and the expansion of participant countries’ foreign trade and intra-African trade.

A brief description of the assignment and its objectives are given under the terms of reference (Appendix D).

You may obtain further information from ATI, by writing to [procurement@ati-aca.org](mailto:procurement@ati-aca.org) and copy [Rodgers.Siachitema@ati-aca.org](mailto:Rodgers.Siachitema@ati-aca.org). The telephone numbers are +254 722 205006/7 or +254 20 272 6999.

Please note that (i) the costs of preparing the proposal and of negotiating the contract, including any visit to ATI, are not reimbursable as a direct cost of the assignment; and (ii) ATI is not bound to accept your proposal.

The e-copy of your proposal should be submitted to [procurement@ati-aca.org](mailto:procurement@ati-aca.org). The closing date for receipt of e-copies of your proposal is **Thursday, 2<sup>nd</sup> July 2020 at 12:00 pm hours Kenyan time. You are required to submit separate emails for the Technical and Financial proposals and the subject matter of the respective emails to indicate either “**Technical Proposal – Provision of Transcription services**” or “**Financial Proposal – Provision of Transcription services**”. The Financial proposal must be protected by a password which should be shared with ATI on request at the time of opening of your financial proposal.**

Please confirm to ATI that you received the letter of invitation and whether you will submit a proposal.

Yours faithfully,

John Lentaigne  
**A/Chief Executive Officer**

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### Appendix A - Evaluation of the proposals

- (i) The proposals will be evaluated under the **Quality Cost Based selection method**.
- (ii) The evaluation will be conducted in three (3) stages as follows:
- (a) Eligibility – The eligibility evaluation shall be based on the criteria shown in the table below. You are required to comment against each criteria or submit supporting documents.

S/N	Criteria	Bidder's comment/supporting documents
1	The bidder shall be solvent, and shall not be in receivership, bankrupt or wound up, shall not have its affairs administered by a court or judicial officer, or its business activities suspended or the subject of legal proceedings for any of the foregoing	
2	The bidder shall not, nor its directors or officers have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings	
3	The bidder shall not have a conflict of interest in relation to the procurement requirement (complete form at appendix E)	
4	The bidder shall not be involved in any money laundering activities as prescribed under recognised Anti-Money laundering sanctions by the World Bank, United Nations or any similar organisations	
5	Firm's name and full contact details including registered office address	
6	Certified copy of Certificate of Incorporation	
7	Certified copy of Certificate of change of name (when applicable)	
8	Board Register (Name of Directors)	
9	Share register stating detailed ownership	
10	Beneficial owners	
11	Certified copy of Memorandum and Articles of Association	
12	Sanctions, Litigations, Complaints, Investigations or proceedings, Legal/Tax/Compliance issues, Restructuring	
13	Tax Compliance Certificate for local service providers	

- (b) Technical proposals evaluation – The technical proposals will be evaluated using the criteria and merit point system indicated in the table below. The minimum pass mark is **80%**.

<b>Evaluation criteria</b>	<b>Max. score</b>
Specific experience of the Bidder related to the assignment with comparable institutions	30%
Adequacy of the proposed work plan and methodology in responding to the Terms of Reference.  <i>(General responsiveness, suggested Innovations, Quality of the proposal)</i>	20%
Qualifications and competence of the key staff for the Assignment  <i>(General qualifications of Proposed Personnel, Suitability of Skills and Experience, Team Composition of Key Personnel)</i>  Team Leader (15%) Other member (15%)  The number of points to be given under each evaluation sub-criteria for qualifications of staff are:  (i) Professional and General qualifications (minimum degree in relevant field)-50% (ii) No of years of experience 50%	30%
Bilingual staff and ability to produce work output bilingually within specified timeframes and standards without additional language-related costs	20%
<b>Total</b>	<b>100%</b>

- (c) Financial proposal evaluation – Firms whose technical proposal score above the minimum mark will be evaluated under the financial evaluation stage. The proposed fee must be a lump-sum amount inclusive of reimbursable.
- (d) The technical proposal weight is 0.7 and 0.3 for the financial proposal.

**Appendix B - Preparation of Technical proposals - Standard Forms**

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant' Experience
- TECH-3 Comments or Suggestions on the Terms of Reference
- TECH-4 Description of the Approach and Methodology for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff

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**Form Tech-1 Technical submission form**

[Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal which includes this technical proposal and financial proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 90 days from the closing date for receipt of proposals, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

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**Form Tech-2: Consultant' Experience**


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**Relevant Services Carried Out in the Last Five Years  
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Names of Professional Staff Provided by Your Firm:
Name of Client:		
Address:		No. of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current USD):
Name of Associated Firm(s), if any:		No. of Months of Professional Staff Provided by Associated
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

**Form Tech-3: Comments and suggestions on the Terms of Reference**

*[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding others). Such suggestions should be concise and to the point, and incorporated in your Proposal.]*



**Form Tech-4: Description of approach and methodology for performing the assignment**

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*In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output.*



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**Form TECH-6:Curriculum Vitae (CV) for Proposed Professional Staff**

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1. **Proposed Position:** \_\_\_\_\_
2. **Name of Firm** [*Insert name of firm proposing the staff*]: \_\_\_\_\_
3. **Name of Staff** [*Insert full name*]: \_\_\_\_\_
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
5. **Countries of Work Experience and employment record:** \_\_\_\_\_

*[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>6. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the position listed under point 1.]</i></p> <p>Nature of assignment: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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7. **Membership of Professional Associations:** \_\_\_\_\_
8. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

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**9. Other Training** [*Indicate significant training since degrees under 8 - Education were obtained*]:

\_\_\_\_\_

**10. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

**11. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_  
[*Signature of staff member or authorized representative of the staff*]                      *Day/Month/Year*

Full name of authorized representative: \_\_\_\_\_

## Appendix C- Formats for Financial Proposals

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursables per activity.

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#### 4A. Financial Proposal Submission Form

[Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*] per annum (inclusive of reimbursable and miscellaneous expenses). This amount is inclusive/exclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. 90 days from the closing date for submission of proposals.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

#### 4B. Schedule of Summary Price Proposal

Fees should be quoted in USD.

##### Transcription services

Name of Activities	Indicative number of meetings/year	Cost/meeting	Annual amount
Full Board meetings	4		
Board Committee meetings	12		
Annual General Meeting	1		
Eligible expenses (to be listed) (will be reimbursed based on actual expenses incurred and supported by invoices)			
VAT 14%			
Total			

The proposed amount shall be a lump sum amount not subject to change during the validity period of the contract. Payments will be based on actual number of meetings and minutes produced

#### 4C. Summary for Remuneration

Name	Position	Remuneration/meeting	Total Amount Expected to be Paid
Total			

The amounts in this table (4C) are considered to have already been included in table 4B above. This table is required in case there is need to negotiate additional works.

## **Appendix D - Terms of Reference for provision of Transcription services**

### **1.0 Introduction**

The African Trade Insurance Agency (ATI) is a multilateral development institution established by African States with a mandate to promote trade and attract investments in Africa by providing commercial, political risk/investment insurance and other related financial services.

ATI holds scheduled Board meetings at least quarterly per year and the Annual General Meeting every year.

The Board of Directors is assisted by such committees of the Board as may be required for the transaction of its business. Such committees can be standing or ad hoc committees. The following are the current standing committees of the Board:

- (i) The Finance and Audit Committee;
- (ii) The Human Resources Committee, and;
- (iii) The Board Risk Committee.

ATI intends to appoint a qualified and experienced firm to provide transcription services during Board meetings and Annual General Meetings.

### **2.0 Description of the services**

- Co-ordinate with in-house legal team in the scheduling and management of the Board and Annual General Meetings
- Preparation of Reports of Board Committee Meetings and circulation of Reports to the members of the Board Committees for their review and approval within the same day of the Meetings.
- Preparation of Minutes of Board Meetings and circulation of Minutes to the members for review and approval within the same day of the Meeting.
- Follow up with Board members on comments on the draft Reports and draft Minutes and consolidate all comments.
- Follow up on the signing of the Board Committee Reports and Minutes by the members of the Board
- Preparation of resolutions for General Meetings both in English and French for review and approval of the Shareholders within the same day of the Meeting.
- Follow up with all shareholders of the Annual General Meeting and prepare Resolutions that reflect the decisions of the shareholders for signing the same day of the Meeting.
- Maintain a record of all signed Reports of Board Committee Meetings, Minutes of the Board Meetings and Resolutions of the Annual General Meetings.

### **3.0 Qualifications/Skills**

Proposed team members should demonstrate that they are or can:

- Be members of professional bodies such as ICSA (Institute of Chartered Secretaries and Administrators) or equivalent.
- Be bilingual (sufficient team members must be bilingual to meet ATI's needs).
- Have at least 5-15 years' experience in Corporate Secretarial Services (the Team Leader in particular will be assessed for having experience at that top end of that timescale).
- Have experience with multilateral institutions within the financial services sector.

Experience of the firm:

- Well established firm with experience with multilateral institutions and within the financial service sector.



### Appendix E - Declaration of conflict of interests and/or bankruptcy for bidders

This form is required to be completed by all bidders.

**Notes:**

- All potential bidders/contractors/service providers, including sub-contractors, members of a consortium, advisers or other associated parties (Relevant Organization) are required to identify any potential conflicts of interest that could arise if the relevant Organization were to take part in any procurement process and/or provide services under, or otherwise enter into any contract with ATI.
- The completed form should be sent submitted together with your bid.
- Any changes to interests declared either during the procurement process or during the term of any contract subsequently entered into by the relevant Organization and ATI must notified to ATI by completing a new declaration form.
- Relevant Organizations completing this declaration form must provide sufficient detail of each interest so that ATI would be able to understand clearly the sort of financial or other interest the person concerned has and the circumstances in which a conflict of interest with the business or running of ATI might arise.
- If in doubt as to whether a conflict of interests could arise, a declaration of the interests should be made.

Interests that must be declared (whether such interests are those of the relevant Person themselves or of a family member, close friend or other acquaintance of the relevant Person), include the following:

- the relevant Organization or any person employed or engaged by or otherwise connected with a relevant Organization (relevant Person) has provided or is providing services or other work for ATI;
- a relevant Organization or relevant Person is providing services or other work for any other potential bidder in respect of this project or procurement process;
- the Relevant Organization or any relevant Person has any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence ATI's or any of its members' or employees' judgements, decisions or actions;
- The relevant organization or person is under bankruptcy.

**Declarations:**

<b>Name of Relevant organization:</b>	
<b>Interests</b>	
<b>Type of Interest</b>	<b>Details</b>
Provision of services or other work for ATI	
Provision of services or other work for any other potential bidder in respect of this project or procurement process	
Any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence ATI's or any of its members' or employees' judgements, decisions or actions	
Bankrupt	

<b>Name of Relevant Person</b>	[complete for all Relevant Persons]
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<b>Interests</b>		
<b>Type of Interest</b>	<b>Details</b>	<b>Personal interest or that of a family member, close friend or other acquaintance?</b>
Provision of services or other work for ATI		
Provision of services or other work for any other potential bidder in respect of this project or procurement process		
Any other connection with ATI, whether personal or professional, which the public could perceive may impair or otherwise influence ATI's or any of its members' or employees' judgements, decisions or actions		
Bankrupt		

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information.

Signed:

On behalf of:

Date: