



International
Co-operative
Alliance



Co-funded
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European Union

Request for Proposals

PROJECT:

**Review of the Existing Information Communication Technologies in
Co-operatives for the Purpose of Establishing of a Flexible, User-Friend-
ly Integrated Management Information System**

Submission Date: 24th February, 2017

INSTRUCTION TO BIDDERS

PROPOSAL SUBMISSION RULES AND PROCEDURES

1. Rule for submissions

- 1.1. The service provider must be a legal entity with all other necessary expertise.
- 1.2. Original Tax Clearance certificate dated within twelve (12) months of the proposal must be submitted.
- 1.3. Be registered with the country revenue Authority. Proof certificate of registration together with the number must be provided as part of the proposal. The 80/20 preference points will be used to evaluate the proposals. Proposals submitted by service providers whose registration is not finalised by the closing date will be disqualified and eliminated from evaluation.
- 1.4. Service Providers are required to declare in writing, as part of their proposals submissions, that they have no conflict of interest in acting for the International Co-operative Alliance - Africa (the Alliance Africa) in this assignment.
- 1.5. The Alliance Africa shall enter into agreement with the selected service provider for the work set out in these Terms of Reference. In the event of any conflict arising between the Terms of Reference and the agreement, the agreement will prevail.
- 1.6. The persons proposed for the professional work on the assignment shall themselves carry out the work, unless permission is granted by The Alliance Africa to replace them. Such permission will only be granted in exceptional circumstances.
- 1.7. The cost of preparing proposals and of negotiating the contract is not reimbursable.
- 1.8. The Alliance Africa is not bound to accept any proposals submitted and reserve the right to negotiate price with the preferred service provider and to request improvements to the service provider's team if deemed necessary.

- 1.9. The Alliance Africa reserves the right to interview short-listed service providers if required and /or call for the best and final offers from one or more service providers.
- 1.10. Any effort by the service provider to influence proposal evaluation, proposal comparisons or proposal award decisions in any manner, will result in rejection of the proposal concerned.
- 1.11. Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this project / assignment shall vest in and are hereby transferred to The Alliance Africa for approval, unless specifically agreed to otherwise, in the form of individual written Agreement signed by both parties.
- 1.12. For this purpose only, all works created in terms of this project / assignments thereof shall be deemed to have been created under control and direction of the Alliance Africa and be the property of the Alliance Africa.
- 1.13. All information documents, records and books provided by the Alliance Africa to any service provider in connection with the proposal or otherwise are strictly private and confidential.
- 1.14. Any proposer to any third party shall not disclose them, except with the express consent of The Alliance Africa, which shall be granted in writing prior to such disclosure. The Alliance Africa however, reserves the right to disclose any information provided by the service provider to any of its employees.
- 1.15. The Alliance Africa reserves the right to terminate the contract of any assignment to any party if there are reasonable grounds for considering that there is non-performance by the contracted service provider. The Alliance Africa also reserves the right to curtail the scope of the assignment awarded or to curtail any aspect of the assignment by mutual agreement. In the event of any such cancellation or curtailment, the service provider shall have no claim or recourse against the Alliance Africa, of whatever nature, save the recoupment of the service provider's actual and reasonable costs already expended on the project.
- 1.16. The Alliance Africa requires no bid surety, but services providers should note that the Alliance Africa reserves the right to review this position at contractual stages.

- 1.17. The Alliance Africa reserves the right to downscale the required services should the need arise, however this will be done on a consensus basis.
- 1.18. The proposal must remain valid for the period of the assignment. Prices indicated in the proposal must remain firm for the duration of the assignment after the award has been made.
- 1.19. The Alliance Africa reserves the right to visit the premises of the shortlisted service providers prior to the assignment being awarded and after the contract has been signed.

2. Proposal Evaluation Criteria and scoring

1. Evaluation of proposals will be based on (Two–Envelope System)
2. It is requested that two envelopes; one for the functionality proposal and the other for the financial proposal be submitted separately in one big envelope.
3. The proposal with functionality aspect will be opened and evaluated first. Technical proposals that achieve the minimum functionality score (24 points) will qualify for the second stage of evaluation, i.e. the evaluation of corresponding financial proposals. Financial proposals for non-responsive functionality proposals will be returned to the service providers unopened.
4. The Evaluation Committee will evaluate the proposals received by the deadline according to the criteria indicated herein, and will make a recommendation to the Regional Director for appointment of the preferred service provider.
5. The decision by the Regional Director will be final.
6. Any proposal not submitted substantially in accordance with the proposal submission requirements may, at the discretion of the Evaluation Committee be rejected as unsuitable for evaluation.

7. The successful bid shall be the one who meets any of the criteria referred to in Section 86 (1) of the Public Procurement and Disposal Act 2015 of the Government of Kenya, including the lowest price and the financial and technical proposal with the highest score determined by the Alliance Africa. For Kenyans participating in the bid, Section 86 (2) of the Public Procurement and Disposal Act 2015 shall apply.

Price	Points	Preference	Points
Price	50% (of 80) = 40 points	Women	5
Functionality	50% (of 80) = 40 points	Youth	5
		HDI	7.5
		Disabled	2.5
Total Points	80 points		20 points

2.8 The Functionality and Preference Points will be evaluated according to the criteria and scoring system outlined in the table above.

2.9 The Alliance Africa reserves the right to request any service provider to avail itself for a presentation on their respective proposals prior to the final selection. Should a service provider choose not to provide such a presentation, The Alliance Africa reserves the right not to select that service provider.

2.10 The proposal which achieves the highest total points out of 100 will be recommended by the Evaluation Committee to the Regional Director for award.

3. Evaluation Formulae

3.1 Functionality Calculation Formulae

$$P_s = \frac{S_o}{M_s} \times A_p$$

Where

P_s = percentage scored for functionality by bid/proposal under consideration

S_o = total score of bid/proposal under consideration

M_s = maximum possible score

3.2 Price Calculation Formulae

$$P_s = \frac{P_{\min}}{P_t} \times A_p$$

Where

P_s = percentage scored for price by bid/proposal under consideration

P_{\min} = lowest acceptable bid/proposal

P_t = price of bid/proposal under consideration

A_p = percentage allocated for price

4. Procedures for submission

- 4.1 The Request for Proposals shall be open 8 hours a day, for 5 working days
- 4.2 The two envelope proposal will be submitted strictly by email.
- 4.3 It is the responsibility of the service providers to ensure that their proposals are submitted before / or on the deadline date

The Alliance Africa will only consider proposals that are submitted by email on within the date and time set out in clause 4.1 above.

Under no circumstance will late bids be considered.

Submissions must be sent to the following contacts on or before the deadline

Name: Erick Monda Obongo

Designation: Research Officer

Organization: The Alliance Africa office

Email: erickobongo@icaafrica.coop; with a copy to CSekyewa@icaafrica.coop; ica@icaafrica.coop and esthergicheru@gmail.com; or egicheru@cuk.ac.ke

TERMS OF REFERENCE

PROJECT: CO-OPERATIVES IN DEVELOPMENT- PEOPLE CENTRED BUSINESSES IN ACTION

COMPONENT: CO-OPERATIVE RESEARCH

**A Review of the Existing Information Communication Technologies in Co-op-
eratives**

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1. BACKGROUND INFORMATION

1.1. Definitions

In this document, unless the context indicates otherwise:

ICA-Africa	International Co-operative Alliance-Africa (the Alliance Africa)
ICTs	Information Communication Technologies
SLA	Service Level Agreement
EC	Evaluation Committee
RD	Regional Director
COOP	Co-operative
CV	Curriculum Vitae
ABEs	Affirmative Business Enterprises
EU	European Union

1.2. Introduction

The International Co-operative Alliance (The Alliance) is a non-governmental co-operative federation representing co-operatives and the co-operative movement worldwide. The International Co-operative Alliance - Africa (The Alliance Africa) is one of the four regional offices of The Alliance. It serves, unites and represents Alliance member organizations in Africa, and promotes and strengthens autonomous and viable co-operatives throughout the region.

1.3. Project background

The Alliance has received funding from the European Union to implement a project entitled **Co-operatives in Development - People Centered Businesses in Action** whose overall objective is to strengthen the co-operative movement globally.

As one of the co-applicants to the Alliance-EU partnership, the Alliance Africa is seeking a competent consultant(s) to undertake a thematic research to undertake a *Review of the Existing Information Communication Technologies in Co-operatives for the Purpose of Establishing of a Flexible, User friendly Integrated Management Information System.*

Co-operatives are vehicles for economic and social development since they adhere to 7 principles, of which 3 (Education, Training and Information; Concern for the Community and Cooperation among Co-operators) place them in a unique area between CSOs and private enterprises.

The project within which this thematic research falls aims to strengthen the institutional and operational capacities of the Alliance global and regional offices, as well as member organisations, by reinforcing their capacities for coordinated actions at global, regional and / or national levels.

Specifically, the project aims to strengthen and enable 187 co-operative federations in 75 EU partner countries and their regional and umbrella organisations to promote, develop and advocate for the co-operative enterprise model at national, regional and global levels on behalf of their members. Activities related to strengthening the Alliance network, among them research, will contribute to reinforce the regional and global structures, facilitate the development of a common identity, support policy dialogue and advocacy, and thus promote greater impact of the co-operative movement worldwide on development.

Transport, food, shopping, real estate and even employment search has gone digital with ICT platforms being created to provide these services to more technologically savvy people living in urban and peri-urban centers, providing information, goods and services at the click of a button. These same platforms allow users to engage socially, advertise and sell their products and services, share pictures, videos and other information using their smart phones, and make money in the process. These are examples of opportunities that co-operatives in Africa could engage in, by fully engaging the youth in social enterprises for employment creation.

Co-operatives in Africa have big gaps identifying an application or integrated information system that can aid in collecting data and relaying the same data to the end users.

1.4. Purpose of the TOR

The co-operative movement in Africa has been in existence since the colonial era, and has evolved and grown over the last few decades. At almost the same pace, the penetration of Information Communication Technologies (ICT) has exponentially increased over the last two decades. This has been due to advancement of ICT tools such as mobile phones, ease-of-use, and sophistication, reduction in physical size hence making them portable and also reduction of prices while more sophisticated features are introduced such as internet therefore making them much affordable by many. The Cooperative movement has embraced ICTs to some extent, but the integration of ICT in operations has been uneven across the continent and also within individual countries. It is for this reason the Alliance Africa wishes to have a review carried out in order to study the existing ICT systems currently in use and make recommendations for the development and / or adoption of a flexible, user friendly integrated management information system that can be used by the Alliance Africa membership, their members as well as other stakeholders to enable the efficient and effective management of co-operatives.

These Terms of Reference serve: -

- To Guide the process of selecting and appointing qualified service provider(s) by ensuring that there is a match between the project requirements and knowledge and experience of the service provider.
- To clearly outline expectations by detailing the scope of work and anticipated outcomes in order to ensure that project objectives are met, to the satisfaction of the Alliance Africa.

2.0. CONTRACT OBJECTIVES

2.1. Introduction

The overall objective of this Request for Proposals is to appoint a consultant capable of providing a comprehensive review of the existing ICTs used by co-operatives in Africa, in order to inform the establishment of a flexible, user friendly Integrated Management Information System that all tiers within the movement can utilise for their purposes.

To achieve the objectives of this contract, it is important that the selected service provider(s) have the following qualifications:

- Knowledge of Co-operative Development, ICT, Statistics with sound knowledge and experience in Africa;
- Proven experience of studies done in the field of co-operative development, organizational development and / or ICT in Africa;
- Sound knowledge of the Alliance and the Alliance Africa and its members;
- Demonstrable experience of working in co-operative policy / law; knowledge and experience of the role of co-operatives in empowerment and poverty reduction; and adherence with co-operative values and principles.
- General knowledge of available ICT applications, and how to develop and / or adapt new ones for the purpose of coming up with a flexible and integrated system for the co-operative movement in Africa.

The service provider will be expected to implement the following objectives:

2.2. Specific Objectives of the Contract

- Assess the extent to which co-operatives in Africa have adopted ICT in their internal operations, and in the way they do business
- Provide recommendations to improve on the Co-operative Data Analysis System (CODAS) that co-operatives across the board can adopt within the current context of connectedness in Africa
- Come up with a Platform Co-operativism to popularize the co-operative business model in Africa

3. SCOPE OF WORK

1. Specific Activities and Outputs

The following specific outputs are expected on the completion of the project:

- Assess the extent to which African co-operatives utilise ICT
- Examine what ICT systems are currently used by co-operatives and for what purpose
- Identify barriers to uptake of technologies by co-operatives
- Describe the specific steps to be followed to improve on the CODAS functionality across the Africa continent.
- Outline specific steps to be followed for the adoption and establishment of platform co-operativism to ensure member ownership
- Access the management buy-in of the newly developed platform co-operativism within the Africa continent.
- Identify the training needs which will be required to roll out the developed platform
- Outline a comprehensive dissemination plan for the popularization of the co-operative business model through the developed platform

Phase One:

Upon signing the contract, the contractor will be required to produce a comprehensive inception report that will detail the overall research approach, methodology,

scope of data and project team applicable to each phase of each delivery aspect of the project and how each phase will be completed.

The inception report will serve as a stakeholder discussion document upon which the basis of the detailed approach to the work will be agreed upon. The inception report is an interim deliverable expected to be completed one week (5 working days) from the time that the contractor is appointed.

Phase Two:

This phase will focus on obtaining the necessary primary and secondary data for the work. It will therefore involve training and supervising enumerators and research assistants, gathering and analysis of data, and providing constant checks to ensure that quality is maintained throughout the data collection and analysis processes.

Phase Three

This phase will focus on reporting resulting in a detailed report containing completed review of existing ICT uptake within co-operatives in Africa with recommendations, outline of the necessary steps to be followed in improving CODAS and setting up the Co-operativism platform and a dissemination plan.

This deliverable will also include a presentation to the Alliance Africa and the Alliance Africa Research and Gender Committee.

3.2. Deliverables

Inception Report

Inception reports for the project, detailing the overall research approach. This should include detailing of the research methodologies to be applied as well as details of the project team that will be responsible for execution of each stage of the project. The inception report should also include indication of the information that will be covered during literature review and desk research.

Interim reports.

Report on relevant data; outline of relevant theoretical background data, including executive summaries, data collected and preliminary results. The report will be signed-off by the Project Manager, after indicating corrections or additional information to be included towards finalization of the project. To be delivered as per the original time schedule for report delivery, allowing for feedback from the Alliance Africa and the Alliance Africa Research and Gender Committee, and corrections as necessary, prior to project deadlines.

Final Reports

Full report, including annexes, on findings and specific recommendations covering the project objectives. The results derived must be quality controlled, analysed and interpreted in accordance with the objectives of the study.

All research results/reports have to be presented in appropriate electronic as well as printed format, easily accessible and user-friendly: Each report should also be presented in electronic format on CD, and be MS Word compatible. There should also be 3 hard copies of the final full report plus an abridged version of the full report of

about 10-15 pages. The consultants will also be required to hold a workshop on their findings at the end of their research.

4. ANTICIPATED TIME FRAMES

Once selected, the service provider is expected to commence immediately and a contract of 18 days of paid work within three months to this effect will be signed.

5. REQUIREMENTS

1. 5.1 Team composition

The service provider retains the responsibility of obtaining all relevant information as required for completion of this project. It is therefore a condition of the Terms of Reference that the consultant should ensure compliance in terms of capability, skills and expertise, especially in being mindful of the topic to be researched as relevant to this project, prior to contracting with the department.

5.2 Skills and Competencies

For the purpose of this work the department requires appointment of individuals, institutions or firms with the following competencies:

- Sufficient knowledge and understanding of co-operative movement in Africa
- Strategic planning skills
- Research skills
- Business planning skills
- Knowledge and understanding Information Communication Technologies and the current trends in the sector
- Ability to liaise with key role players and stakeholders
- Project management skills
- Report writing and presentation skills, and
- Can demonstrate a proven track record of undertaking similar projects.

5.3 Key Experts

The appointment of the Service Provider will be based on the strength of the team, which should comprise of a Team Leader, Information Communication Specialist, Co-operative Specialist, and junior researchers, It is imperative for the Service Provider to ensure that the Project Team comprises of individuals that will contribute to the successful execution of the project.

Project Team Profile (See Annex 1 - CV format)

Required qualifications for the project team are:

One Team Leader should have:

- Business, Finance and Administrative skills
- post graduate qualification in Business Administration, development studies or Information Communication studies
- between 3-8 years of experience in similar project
- good knowledge of the Alliance
- Skills and experience in project management
- Excellent communication skills
- Proven management and leadership abilities
- Available for the duration of the research

One Information Communication Specialist

- Database development skills
- Academic degree with specialization in ICTs
- Between 3-5 years of post-educational experience
- Experience of similar projects
- Available for the duration of the project

One Co-operative Specialist

- Co-operative Training skills
- Academic degree with specializations in co-operatives or related discipline
- Between 3-5 years experience with co-operatives
- Available for the duration of the project i.e. three months

Junior Researchers

- University degree in relevant fields with research experience
- Experience in administering questionnaires and conducting surveys
- Experience in data analysis and management
- Available for the duration of the project i.e. three months

The proposal should provide a detailed description of the Team composition and CVs of all Project Team members should be submitted in the attached format (Annexure C).

5.4 Company Profile

Consultants appointed to undertake this work should meet requirements outlined in 5.1. A Company Profile detailing previous similar work history and experience must be attached to the proposal

6. REPORTING

The Service Provider is required to submit all progress reports to the Research Officer: The Alliance Africa Office, Mr. Erick Monda Obongo. Contact: Tel +254 20 2323489 Emails: erickobongo@icaafrica.coop with a copy to CSekyewa@icaafrica.-coop; and egicheru@cuk.ac.ke; esthergicheru@gmail.com

7. BID REQUIREMENTS

1. Standard Bid Documentation

Bidders will be required to submit **SEPARATE** attachments; technical and financial proposals in clearly marked emails.

Organizing and Methodology

Bidders should set out the approach, methodology and organizing for achieving the contract objectives. It should explain why the approach is appropriate to achieving the TOR. It should also detail how the bidder will organize themselves to deliver on the TOR. This section should also set out variables and risks associated with the achievement of the assignment.

Personnel Profiles

Concise and succinct CV with technical qualifications, experience and competency in relation to achieving the respective project objectives and associated activities of the work plan, together with traceable references of the nominated individuals must be provided in the required format as per **Annexure 1**

All the proposed experts must also sign statements of availability (**Annexure 2**)

The corporate profile(s) of the principal and any subcontractors, where applicable are **not** required

2. Project Proposal

Bidders will be required to submit **SEPARATE technical and financial** proposals.

2. TECHNICAL PROPOSALS

The Technical proposal will comprise the following elements:

- Understanding of the context and the assignment
- Organisation and methodology
- Proposed team composition and key experts profile

The bidder must outline their **Understanding** of the research context and their understanding of the overall assignment.

The **Organization and Methodology** section should set out the approach, methodology and organisation for achieving each of the output areas. This should include the Organisational structure, vision (ideas about the project, feasibility of their ideas)

and methodology (including rationale, strategy and timetable). The section should also set out the variables and risks associated with the assignment.

The technical proposal must set out the proposed **Team composition and Key Experts Profile**. The key experts are those whose involvement is considered to be instrumental in the achievement of the contract objectives. The CV's of the key experts must be provided in the required format (see attached example Annex. 1). The key experts must also sign statements of availability (Annex. 2).

3. FINANCIAL PROPOSALS

The Financial offer must contain two separate elements:

- Budget Breakdown
- Cash flow forecast

The budget breakdown will include:

- The estimated number of days per expert and other personnel and fee rate per expert/personnel and output.
- The incidental and disbursement costs (including travel, stationery etc) (including outsourced or in sourced costs not covered by key experts fee days) per output.
- Any additional costs.

4. EVALUATION CRITERIA

Proposals will be assessed according to the following criteria (**Annexure3**)

Functionality including:

- Understating of the context and overall assignment
- Organizing, approach and methodology (including organization structure and methodology)
- Key expert personnel proposed

There is a separate formula for preference points that will be added to the total technical and financial scores.

ANNEXURE 1: CV FORMAT

CURRICULUM VITAE(max 3 pages)

Proposed Role in the Project:

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality:**

5. **Civil status:**

6. **Education:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:

7. **Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 basic)**

Language(s)	Reading	Speaking	Writing
English			

8. **Membership of professional bodies: -**

9. **Other skills: (e.g. Computer literacy, etc.)**

10. **Present position:**

11. **Years within the firm:**

12. **Key qualifications: (Relevant to the project)**

13. **Professional Experience**

5. Date from - Date to	6. Location	7. Company	8. Position	Description of projects/responsibilities etc.

14. Other relevant information (e.g., Publications)

ANNEXURE 2: Statement of exclusivity and availability

Quotation ref: _____

I, the undersigned, hereby declare that I agree to participate exclusively with the bidder _____ (bidder *name*) in the above-mentioned service bid procedure. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included.

From	To
< start of period 1 >	< end of period 1 >
< start of period 2 >	< end of period 2 >
< etc >	

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other bidder submitting a bid to this bid procedure. I am fully aware that if I do so, I will be excluded from this bid procedure, the bidders may be rejected, and I may also be subject to exclusion from other bid procedures and contracts funded by the Alliance Africa.

Furthermore, should this bid be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other tender procedures and contracts funded by the Alliance Africa and that the notification of award of contract to the tenderer may be rendered null and void.

Name	
Signature	
Date	

RESEARCH TOPIC: A REVIEW OF EXISTING ICTs IN CO-OPERATIVES	MAXI- MUM	Initial as- sessment	Revised as- sessment (be- fore interviews*)	REVISED AS- SESSMENT (AFTER INTER- VIEWS*)
Organisation and ap- proach	10			
Understanding of as- signment	4			
Organisational Structure	2			
Experience in similar projects	4			
Methodology	20			
• Rationale	5			
• Strategy	5			
• Timetable of Activ- ities	5			
• Innovation	5			
Total	20			
Key experts	10			
KE1 Team Leader	3			
Qualifications and skills	1			
general professional ex- perience	1			
Specific professional ex- perience	1			
KE1 ICT Specialist	2			

Qualifications and general professional experience	1			
Specific professional experience	1			
KE1 Co-operative Specialist	2			
Qualifications and general professional experience	1			
Specific professional experience	1			
KE1 Junior Researcher	1			
Qualifications and general professional experience	0.5			
Specific professional experience	0.5			
Overall Total	40			
Price	40			
Overall total score	80			

ANNEXURE 3: EVALUATION GRID (To be completed for each Tender by each valuator)

* In the case that interviews are held

Strengths	
Weaknesses	

Evaluation performed by:

Name	
Signature	
Date	

INTRODUCTION AND GUIDELINES

The guidelines was specifically designed to provide for the application for preference points. In order to ensure that bidders/suppliers are considered as legitimate bidders/suppliers, it is imperative that the following guidelines are adhered to.

1. Applicants are to complete pages 5 to 8, where applicable. Failure by an applicant bidder/supplier to provide all relevant information required, will result in such a bidder/ supplier not being considered for preference point's

allocation. If the information required is not applicable to your business, clearly insert the symbols “**N/A**” in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the application will not be processed further.

2. It is imperative that only documents with an original signature be submitted. No photocopies or fax transmissions will be accepted, if they do not bear the original signature/s.

3. All terms contained herein shall be interpreted in terms of the Alliance Africa frameworks

4. This document remains valid for a period of one hundred and eighty (180) days only.

5. Bidders/Suppliers providing information incorrectly or fraudulently in their **application** submitted for the purpose of preference points, will be disqualified from bidding.

6. Any alterations made by the bidder must be initialed. The use of correcting fluid is prohibited, and may lead to non-awarding of preference points.

APPLICATION FOR PREFERENCE POINTS

(The following information must be filled in by the applicant. Failure to submit all the required information may lead to non-awarding of preference points)

1. BUSINESS PARTICULARS

1. Name of Business:
...
 2. Postal address:
 3. Physical address:
 4. Telephone no.:
 5. Fax no.:
 6. Cell. no.:
 7. E-mail address, if available:
-
3. Contact person (Print name):
 4. **Physical location of Head Office (if applicable):**

1.6 TYPE OF BUSINESS

Tick whichever block is applicable to your business or firm.

PUBLIC COMPANY LTD	<input type="checkbox"/>
PRIVATE COMPANY (PTY) LTD	<input type="checkbox"/>
CLOSE CORPORATION CC	<input type="checkbox"/>
SOLE PROPRIETOR	<input type="checkbox"/>
PARTNERSHIP	<input type="checkbox"/>
TRUST	<input type="checkbox"/>
CO-OPERATIVE	<input type="checkbox"/>
VOLUNTARY ASSOCIATIONS	<input type="checkbox"/>
JOINT VENTURE	<input type="checkbox"/>



International Co-operative
Alliance – Africa
A Region of the International
Co-operative Alliance

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