

**REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS
AND CONSULTANTS FOR
THE SUPPLY OF GOODS, NON-CONSULTANCY SERVICES
AND CONSULTANCY SERVICES FOR THE FINANCIAL
YEARS 2025-2026**

TENDERER'S NAME:

CATEGORY NAME:

CATEGORY NUMBER:

REGION (S) APPLYING FOR:

CLOSING DATE:

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REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2025-2026

National Council of People Living with HIV in Tanzania (NACOPHA) is a national grassroots-based organization of all individuals recognized through organized groups, Clusters and Networks of People living with HIV (PLHIV) in Tanzania.

NACOPHA Tanzania invites applications from eligible, competent, qualified, expert consultancy companies and associations and individual consultants to pre-qualify for the following listed technical and professional services and specialisms that are anticipated to be required over the next two years (2025 -2026) for the USAID Funguka Tuboreshe Program.

Please note that even if you are a current service provider of NAOPHA, you will still need to apply.

Applicants should note that NACOPHA currently operates in all regions of Tanzania where its Main office is in Dar-es-salaam and branches in Iringa, Dodoma & Mwanza.

CATEGORY REFERENCE NUMBER	CATEGORY
CATEGORY A: Supply and delivery of goods	
NACOPHA/PREQ/001/2025-2026	Supply of General Office Stationery i.e., Branded and not branded Photocopying paper, pens, file etc.
NACOPHA/PREQ/002/2025-2026	Supply of Newspapers and magazines
NACOPHA/PREQ/003/2025-2026	Supply of Computers, Computer accessories and consumables e.g., tonner, Cartridges, router, servers, laptops, UPS, EFD machines, shredders, printers/scanners, and copiers
NACOPHA/PREQ/004/2025-2026	Supply of Disposable items i.e., toiletries, lotions, detergents etc.
NACOPHA /PREQ/005/2025-2026	Supply of general office equipment, Furniture and Fitting i.e., Office executive cabinet, chairs, tables, safes and partitioning
NACOPHA /PREQ/006/2025-2026	Internet service providers
NACOPHA /PREQ/007/2025-2026	Supply of oil, lubricants for motor vehicles, generators, and gas for kitchen use
NACOPHA /PREQ/008/2025-2026	Supply of computer software and hardware
NACOPHA /PREQ/009/2025-2026	Supply of Occupational safety equipment and accessories - fire extinguishers.
NACOPHA /PREQ/010/2025-2026	Supply of Electronic appliances and accessories television sets, fridges, speakers, PA system
NACOPHA /PREQ/011/2025-2026	Supply of office cleaning materials
NACOPHA /PREQ/012/2025-2026	Supply of Repair and Maintenance of Telephone and Telecom equipment. E.g., headsets, PABX and Accessories
NACOPHA /PREQ/013/2025-2026	Supply and Delivery of Asset tags /stickers /printed books, logbooks
NACOPHA /PREQ/014/2025-2026	Supply of Tires and Tires Management Services and Batteries (in all sizes).
NACOPHA /PREQ/015/2025-2026	Supply of office Consumables and associated items i.e., Sugar, tea, milk, coffee, soap, Tissue, and other kitchen Consumables.
NACOPHA /PREQ/016/2025-2026	Supply of Medical supplies and First Aid Kits e.g., drugs)

CATEGORY B: Provision of Services	
NACOPHA /PREQ/017/2025-2026	Provision of Courier and Postage Service i.e., local, and international courier services
NACOPHA /PREQ/018/2025-2026	Provision of event management Services i.e., renting of tents and chairs and event planning
NACOPHA /PREQ/019/2025-2026	Provision of Catering services
NACOPHA /PREQ/020/2025-2026	Provision of Hotel and Conference, Facility Services for NACOPHA events
NACOPHA /PREQ/021/2025-2026	Provision of hygiene services i.e., sanitary bins, liquid soaps, disinfectants etc.
NACOPHA /PREQ/022/2025-2026	Provision of environmental services i.e. garbage collection services
NACOPHA /PREQ/023/2025-2026	Provision of Car hire and hired transport services i.e., vans, buses, trucks, and related services
NACOPHA /PREQ/024/2025-2026	Provision of travel agency services, Air ticketing and arrangement
NACOPHA /PREQ/025/2025-2026	Provision of Printing, Design & branding of promotional materials; t-shirts, water bottles, notebooks, bags, caps, umbrellas, banners, staff IDs, Business cards, etc.
NACOPHA /PREQ/026/2025-2026	Provision of printing services i.e., Printing of the official publications of the Organization, Journal, brochures, flyers, booklets, Desktop calendars, Newsletters, etc.
NACOPHA /PREQ/027/2025-2026	Provision of production of documentaries, TV and Radio infomercials.
NACOPHA /PREQ/028/2025-2026	Provision of Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and UPS, photocopiers, cameras, tablets
NACOPHA /PREQ/029/2025-2026	Provision of security services
NACOPHA /PREQ/031/2025-2026	Provision of hosting, ISP and maintenance services Cyberoam, VPN, Security etc.
NACOPHA /PREQ/032/2025-2026	Provision of generators, water pumps and lawn mowers repair and maintenances
NACOPHA /PREQ/033/2025-2026	Provision of Insurance services i.e health, vehicle and asset
NACOPHA /PREQ/034/2025-2026	Provision of Service and repair of motor vehicles
NACOPHA /PREQ/035/2025-2026	Provision of Electrical Services, Electrical Fittings & Accessories Office Electrical assessment, repair, and replacements.
NACOPHA /PREQ/036/2025-2026	Provision of Fumigation Services and pest control
CATEGORY C: Provision of Consultancy Services	
NACOPHA /PREQ/030/2025-2026	Provision of Assets valuations services
NACOPHA /PREQ/040/2025-2026	Provision of Documentation services
NACOPHA /PREQ/041/2025-2026	Provision of External Data backup services
NACOPHA /PREQ/042/2025-2026	Provision of audit, consultancy, and tax services
NACOPHA /PREQ/043/2025-2026	Provision of legal services
NACOPHA /PREQ/044/2025-2026	Provision of Accounting Software and Trainings
NACOPHA /PREQ/045/2025-2026	Provision of Website design and Hosting
NACOPHA /PREQ/046/2025-2026	Provision of Database creation and Management
NACOPHA /PREQ/047/2025-2026	Provision of Moving Services
NACOPHA /PREQ/048/2025-2026	Provision of Technical Program and Evaluation Services
NACOPHA /PREQ/049/2025-2026	Provision of social marketing and health products

Complete prequalification documents should drop in the tender box placed at:

NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV(NACOPHA)

Whitesands Road 86,

Keni Close Street/Kilongawima,

P.O. Box 55811,

Dar Es Salaam, Tanzania.

To be submitted not later than 31st January 2025 at 16:00 **(EAT)**

Successful applicants will be notified by email within 2 weeks from the date of closure of submission

SECTION 1

1.0 INSTRUCTIONS TO BIDDERS

1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE – NACOPHA** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by NACOPHA, to perform the contract of supply and delivery of goods or provision of works or non-consultancy or consultancy services

1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and provide services or works under relevant RFQs/ RFPs as and when required during the period ending September 2026

1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)

Vendors and Consultants registered with the Registrar of Companies under the laws of United Republic of Tanzania for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, NACOPHA** so they may be pre-qualified for submission on RFPs/ RFQs. EOIs will be submitted in complete lots singly or in combination. NACOPHA requires prospective Vendors or Consultants to supply mandatory information for the EOI.

1.4 EXPERIENCE

Prospective Vendors and Consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as NACOPHA. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EOI criteria.

1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

1.6 TENDER PROSPECTIVE

To be considered for the Request for EOI, prospective vendors and consultants must submit all the information requested herein. **NACOPHA PREQUALIFICATION DOCUMENT 2025**

1.7 SUBMISSION OF EOI DOCUMENTS

Two copies of the complete EOI data and other information requested should be submitted to reach NACOPHA as hard copy documents, bound with no loose leaves and all pages serialized and stamped or initialed by the appointed authorized signatory to:

**THE PROCUREMENT COMMITTEE,
NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV(NACOPHA)**

White sands Road 86, Keni close street, Plot KUN/KIL/83

P.O.BOX 55811, Dar-es-salaam

TANZANIA

Mobile: 0745 111 242

Email; Procurementnacopha@nacopha.or.tz

The category applied for should be clearly indicated on the envelope alongside with the Vendor's/ Consultant's company name, region applying for as well as the statement **"DO NOT OPEN BEFORE.....,..... 2025 at 4.00 pm"**

QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to the Procurement Committee whose address is given in page 6 above, **not later than 7 days before the closure of the submission deadline.**

ADDITIONAL INFORMATION

NACOPHA reserves the right to request submission of additional information from prospective vendors/consultants.

INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP/RFQ will be made available soon after this EoI process is complete, only to those Vendors / Consultants whose qualifications pass this EoI by scoring 70 points and above.

SECTION 2

2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1. TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded. Evidence of tax compliance should be provided

2.1.1 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials.

2.2 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of NACOPHA's accounting officer or procurement committee.

2.3 PAYMENTS

All local purchase shall be on credit of a minimum of thirty (30) days or as it may be stipulated in the contract agreement.

SECTION 3

3.0 EOI DATA FORM INSTRUCTION

3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in NACOPHA's Roster of preferred Vendors/ Consultants for the specified category.

3.2 INCOMPLETE APPLICATION

Application forms that are not filled, serialized, and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

3.3 QUALIFICATION

3.3.1 TENDER DATA

It is understood and agreed that the data on prospective bidders will be used by NACOPHA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with NACOPHA commitment to USAID procurement guidelines, and only used for programming purposes. It will be destroyed after 5 years in line with data requirements.

3.4 QUALIFICATION REQUIREMENTS

Vendors or Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/ consultancy services in the judgement of NACOPHA

3.5 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

3.5.1 EXPERIENCE

Vendors and Consultants shall have at least three (3) years' experiences in the supply of goods, works, non-consultancy or consultancy services and allied items. Potential Vendor/Consultant should show competence, willingness, and capacity to service the contract.

Please note that, prospective Vendors/ Contractors require special experience and capability to organize supply and deliver items or services at short notice.

3.5.2 PERSONNEL

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

3.5.3 FINANCIAL CONDITION

The Vendor's / Consultant's financial condition will be determined by latest financial reports and or statements submitted with the EOI documents as well as letters of reference from their bankers regarding their credit position. Potential Vendors/ Consultants will be pre-qualified on the satisfactory information given.

3.5.4 PAST PERFORMANCE

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

NACOPHA TANZANIA PREQUALIFICATION DOCUMENT 2025 Page 11 of 21

3.6 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor/Consultant ensuring the accuracy for the information given.

3.6.1 WITHDRAWAL OF RFP/RFQ

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of NACOPHA could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, NACOPHA reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EOI.

3.6.2 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

3.6.3 EOI EVALUATION CRITERIA

No	Information required	Form type	Point Score
1	Registration document	PQ-1	20
2	EOI data	PQ-2	5
3	Supervisory Personnel	PQ-3	5
4	Financial Position and Bank Details	PQ-4	15
5	Experience	PQ-5	20
6	Sworn Statement	PQ-6	5
7	Confidential Questionnaire	PQ-7	20
8	Litigation History	PQ-8	10
	TOTAL		100

3.7 QUALIFICATION MARK

The qualification score of 70 points and above. The above scores are obtained subsequently from each information outlined in PQ1-PQ8 .

PQ-1: EOI DOCUMENTATION

All firms must provide in serialized pages:

- (a) Copies of Certificate of Registration
- (b) Copy of V.A.T Registration Certificate
- (c) Tax Clearance Certificate from Tanzania Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
- (d) Copies of Tax Identification Number (TIN) Certificates of firm/Company/Individual
- (e) Copies of business permits and licenses
- (f) List of ongoing and previous Contracts/Projects (goods, services)
- (g) Bank references and bank details
- (h) Attach a copy of two certified audited financial statements giving a summary of assets and current liabilities/or any other financial support from the last two years.
- (i) Comprehensive capacity statement, CV, academic and professional certificates, latest dealership letters (technical/experience/lab & medical equipment/computers etc.)
- (j) Statement to indicate willingness to provide goods and services on credit
- (k) Applicants should only apply in their areas of expertise
- (l) Copies of Manufacturer authorization certificate where applicable

Compulsory i.e., any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)

FORM PQ-2: EOI DATA

Vendor/Contractor Identification

Legal name of firm	
Street and Address	
City	
Country	
Telephone No & E-mail	
Contact Person	
Title	
Business Information	
Management personnel	
MD	
Director	
General Manager	
Treasurer	
Partnership (If applicable)	
Name of Partners	
Other required Information	
Business founded or incorporated	
Under Present management Since	
Net worth equivalent TZS	
Bank reference and address	
Bonding company reference and address	

Enclose copy of the organization chart of the firm indicating the main fields of activities

FORM PQ-3: SUPERVISORY PERSONNEL

Name: _____

Academic qualification: _____

Professional qualification: _____

Length of service with Vendor/ Consultant

or position held: _____

Supply or Service experience

Name of client/customer: _____

Character and nature of contract: _____

Contract value: _____

Location of contract: _____

Title and responsibility in contract: _____

Other: _____

Proposed Technical personnel

a) _____

b) _____

c) _____

d) _____

Proposed position in this project if contract is awarded: _____

Brief statement of supply and service delivery method the vendor/ consultant plans to use to execute the contract:

FORM PQ-4: FINANCIAL POSITION AND BANK DETAILS

Attach a copy of the last two audited and certified financial statements giving summary of assets and current liabilities/or any other financial support.

Provide the applicant's bank details to NACOPHA

Account Name: _____

Account Number: _____

Bank Name: _____

Branch: _____

Branch code: _____

Bank code: _____

Swift Code: _____

Attach letters of reference from the banker regarding Vendor/ Consultant's credit position.

(Compulsory)

FORM PQ-5 : PAST EXPERIENCE

NAMES OF THE VENDOR/ CONSULTANT'S OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS
IN THE LAST TWO YEARS

CLIENT 1

Name of 1st client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client telephone number.....
Value of contract.....
Duration of contract (date).....

CLIENT 2

Name of 2nd client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client telephone number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 3

Name of 3rd Client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client telephone number.....
Value of contract.....
Duration of contract (Date).....
Others:.....

FORM PQ-6: SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation based on provisions in the RFP/RFQ documents to follow.
- c) When the RFP/RFQ is issued and we find that the legal, technical, or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

Designation:

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 – General

Business name.....
Location of business premises
Plot No. Street/Road
Postal address Tel No.
Nature of business
Current trade license No. Expiring date
Maximum value of business which you can handle at any one-time TZS
Name of your bankers..... Branch

Part 2 (a) – Sole Proprietor

Your name in full Age
Nationality Country of origin
*Citizenship details

Part 2(b) – Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

Part 2 (c) – Registered Company

Private or Public

State the nominal and issued capital of company –

Nominal TZS. Issued TZS.

Given details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.			
2.....			

- 3.
- 4.
- 5.

***If Tanzanian citizen, indicate under citizenship details whether by Birth, Naturalization or Registration**

Date Seal/Signature of Candidate

FORM PQ-8: LITIGATION HISTORY

Provide any litigation or arbitration history based on the attached form on the next page

AFFIDAVIT FOR LITIGATION HISTORY

I (INSERT NAME HERE) of Post Office Number (INSERT COMPANY ADDRESS) in the Republic of Tanzania make oath and state as follows: -

1. **THAT** I am a Tanzanian male/female adult of sound mind by reason whereof to swear this affidavit.
2. **THAT** I am a holder of National identity card number (INSERT ID NO. HERE) copy attached herewith.
3. **THAT** I am one of the Directors of the registered company namely (INSERT COMPANY NAME HERE) copy of Certificate of Incorporation attached herewith.
4. **THAT** there is no pending litigation whatsoever or any claims expected of (INSERT COMPANY NAME).
5. **THAT** (INSERT COMPANY NAME) has not been barred to participate in Public Tender.
6. **THAT** we have never been involved in corrupt practices, neither shall we offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with this Tender
7. **THAT** I swear this affidavit to confirm that my Company has no pending litigation of claim expected whatsoever.
8. **THAT** I swear this affidavit conscientiously believing the same to be true and correct in accordance with the Oaths and Statutory Declaration Act Cap 34 Laws of Tanzania.

SWORN by the said:

(INSERT NAME HERE)

DEPONENT

At (Name of Place) this day of -----, 25

BEFORE ME

COMMISSIONER FOR OATHS

DRAWN BY)

CONFIRMATION OF DELIVERY OF EOI: FOR DELIVERY PURPOSES ONLY (NACOPHA Copy)

Form to be filled and printed by the Vendor/ Consultant to be received by NACOPHA Head Office

Category No. _____

Supply/Provision of _____

Date _____

Applicant's Name _____

Represented by _____

Signature _____

(Full name and designation of the person delivering the document)

The above should be signed and stamped at the reception desk upon the delivery of the EOI document. The supplier should keep a copy as proof of delivery made.

FOR OFFICIAL USE ONLY

Received By: *National Council of People Living with HIV(NACOPHA)*

Date:

Sign:

Stamp:

CONFIRMATION OF DELIVERY OF EOI: FOR DELIVERY PURPOSES ONLY (Supplier Copy)

Form to be filled and printed by the vendor/ consultant to be received by NACOPHA Head Office

Category No. _____

Supply/Provision of _____

Date _____

Applicant's Name _____

Represented by _____

Signature _____

(Full name and designation of the person delivering the document)

The above should be signed and stamped at the reception desk upon the delivery of the EOI document with the supplier keeping a copy as proof of delivery made.

FOR OFFICIAL USE ONLY

Received By: *National Council of Council People living with HIV(NACOPHA)*

Date:

Sign:

Stamp :