



## **EXPRESSION OF INTEREST (EOI) FOR REGISTRATION ON THE BIDPA SUPPLIER DATABASE**

### **1.0 BACKGROUND**

Botswana Institute for Development Policy Analysis (BIDPA) invites reputable **100% citizen owned** suppliers and/or service providers/ companies operating in Botswana to submit proposals for inclusion in the BIDPA Supplier Database for a period of (3) years. The database will be used to procure goods, services and works that are below the tendering threshold.

Companies providing below services and products are invited to express their interest in not more than three (3) categories:

- Car rental services
- Advertising Agency Services (Advertising, Signage, Branding and Marketing)
- Corporate gifts, clothing and promotional material
- Courier services
- Printing and Publishing
- General Maintenance (Aircons, plumbing, electrical, office repairs)
- Cleaning Services
- Catering services
- Conference Facilities
- Newspaper delivery services
- Décor Services and Events management
- Media services (Print Media, Video and Audio, social media and photography)
- Stationery, consumables and office equipment and machinery
- Cleaning chemicals and detergents
- Fire products and services
- Towing services and Panel beaters
- General Supplies
- Freight and Moving Services
- Uniforms & Protective Clothing
- Household and Domestic goods
- ICT Hardware
- ICT Software and Licences products and services
- ICT Network products and cabling Services
- Printer maintenance and supplies services
- IT Security and disaster recovery services
- Sound, Staging, Lighting, Audio Visuals & DJ Services
- Groceries & Refreshments
- Interior Designers
- Travel Agency

- Florists
- Pest Control and Fumigation Services
- Furniture and fittings

## **2.0 MANDATORY DOCUMENTS**

Proposals shall be accompanied by the following documents:

- a. Cover letter detailing type of works/ service/products the company is applying for including contact details, company physical address. Companies should select a maximum of three (3) services and products
- b. Company profile
- c. Copy of Valid Tax Clearance Certificate
- d. PPADB Code Registration against the category applied for
- e. 2 reference letters (relating to the works/ service/products applied for. Reference letters should not be older than 2 years)
- f. List of past and current clients in the last 5 years for the category applied for including value of projects and contact person/details.
- g. CV's of key personnel
- h. CIPA extract
- i. Certified copies of identity documents for shareholders and directors

## **3.0 EVALUATION CRITERIA**

The assessment criteria shall be based on the following:

- a. Submission of ALL mandatory documents
- b. Capability and Experience of the company

## **4.0 SUBMISSION OF PROPOSALS**

Submissions should not be later than 30 November 2021 at 1000hrs. Documents must be submitted through email to [coi@bidpa.bw](mailto:coi@bidpa.bw).

Submissions received after the closing date and time will not be considered. Furthermore, postal, telephonic, telex or facsimile submissions will also not be considered.

Only companies/ service providers/ suppliers who have provided the required documentation will be contacted and added to BIDPA supplier database.

## **5.0 TERMS AND CONDITIONS OF THE EOI**

1. Failure to comply with the above conditions may result in disqualification.
2. Only companies/ service providers/ suppliers that provide complete information will be considered.
3. Maximum of three (3) categories are allowed per company
4. A supplier appraisal will be conducted before supplier are listed in the suppliers Database.
5. All vendors/ suppliers/companies that are currently in the BIDPA vendor list are required to register as they are not exempt from this process.
6. BIDPA reserves the right to reject any or all EOI's without any need to provide reasons for such a decision.
7. BIDPA will only get into correspondence with successful companies/ service providers/ suppliers.

For any further information regarding the EOI, Please contact:  
Procurement and Administration Office at: 3971750