



# PUBLIC NOTICE – EXPRESSION OF INTEREST (EOI) CALL FOR EXPRESSION OF INTEREST TO REGISTER WITH BBS BANK LIMITED AS A SUPPLIER/ SERVICE PROVIDER

## Background

BBS Bank Limited (BBS Bank”) was established under the Building Societies Act of 1961 with a mandate to provide property finance, investment products, and savings products. BBS Bank has recently been awarded a commercial banking license in October 2022. BBS Bank seeks to provide affordable and attractive financial solutions and investment returns through efficient utilization of resources and teamwork for the benefit of its shareholders, customers, and other stakeholders.

## Terms and Conditions

The bank invites reputable companies, businesses, and partnerships to indicate their interest to provide the necessary services across its establishments including branches, offices, and residential properties within the country. Without being exhaustive, the products and services include:

Stationery	Catering services	Legal Services
Office consumables	Protective clothing	Customs Clearing
Green Energy suppliers (solar etc.)	Hospitality	Waste Haulage
Travel agency	Cleaning Service	Debt Collection
Office consumables	Security	Pest control
Public relations	Vehicle service (including service, repairs, breakdown recovery etc.)	Medical services
Office equipment (including sale, service and maintenance thereof)	Tyre service	Vehicle hire services
Furniture	Printing and publishing	Equipment maintenance i.e., generators, air conditioning etc
Fixtures and fittings	Fire products and services	Branding and advertising
IT equipment sale, service and maintenance	Clothing and Staff uniform	Sanitation and Refuse Collection
Internet service	Courier service and Logistics	Marketing and promotion service
Consultancy service e.g., engineering, project management, architectural	IT consultancy	Events management
Safes and Locks	Construction	General maintenance (electrical, plumbing, doors etc)



Interested companies must provide information showing that they are qualified and capable to perform services as outlined in their company profiles. Companies may form joint ventures or partnerships to enhance their chances of being registered with BBS Bank.

Being selected for and registered on the BBS Bank supplier data shall not give rise to any contractual rights/liabilities or any rights/liabilities under any law, as between the supplier and BBS Bank in relation to the procurement of products and/or services. This process is intended to improve efficiencies, enhance competitive procurement, and manage the procurement risk of the Bank.

BBS Bank will however endeavor to procure goods and services from entities and individuals registered with BBS Bank through this process as and when a need arises over a period of 24 months.

### **Selection Criteria**

The expressions of interest (EOI) submitted will be checked for completeness and compliance with the requirements of this invitation for EOI. The selection will be based on the following:

- i. Completeness and compliance with the invitation.
- ii. Capability and capacity of companies looking at past experience.
- iii. Number and availability of appropriately skilled employees.
- iv. Comparable projects undertaken in the past.

The EOI must be accompanied by the following documentation:

- i. Company or business or partnership profile
- ii. Copy of certified certificate of incorporation or registration of business, as applicable
- iii. Certified copy of trading license, where applicable
- iv. Copy of register of shareholders AND directors or the like as issued by CIPA or equivalent also indicating number of shares held by the shareholders/partners and their nationality.
- v. Certified copies of identity documents for shareholders and directors or partners. In the event a company is a shareholder (shareholder company), a certificate of incorporation of shareholder company accompanied by an indication of shareholding by such company as well as identity documents of shareholders and directors of such shareholder company. If it is a partnership, a signed copy of the partnership agreement evidencing the partnership and shares of the partners in the business.
- vi. Certified copy of valid tax clearance certificate
- vii. Certified copy of any regulatory certificate or certificate of registration allowing the supplier to operate as such, which the supplier is statutorily required to hold where applicable
- viii. Minimum of three (3) reference letters from previous clients
- ix. Proof of physical company premises (Service bill with company address, Lease agreement if company is leasing or title deed if the offices are owned by the company)

Failure to submit any of the above documents will result in disqualification of the bidder(s)



#### Submission of EOI

Submissions must be sent by email to the following email address: [tenders@bbs.co.bw](mailto:tenders@bbs.co.bw) with the subject "EOI TO REGISTER WITH BBS BANK LIMITED AS A SUPPLIER/SERVICE PROVIDER"

No physical submission will be accepted.

Attachments for the submissions must not exceed 10mb. If the attachments exceed 10mb, the supplier may split the email and send several emails with attachments of 10mb each or less. If more than one email is sent, the subject must include a prefix "Email 1" (as the case may be). E.g., "EOI TO REGISTER WITH BBS BANK LIMITED AS A SUPPLIER/SERVICE PROVIDER" - Email 1.

For more information enquiries must be sent to the above email address, alternatively, the following office may be contacted telephonically:

FACILITIES, PROCUREMENT AND PROPERTY DEPARTMENT  
BBS BANK LIMITED HEAD OFFICE; BBS HOUSE; 3RD FLOOR  
PLOT 13108-12; CORNER OF SEGODITSHANE DR AND LEMMENYANE RD  
TELEPHONE: 3971396; Email: [tenders@bbs.co.bw](mailto:tenders@bbs.co.bw)

ISSUING DATE: 21 July 2023

CLOSING DATE: 18-August-2023

Late Submissions will not be accepted.