

EXPRESSION OF INTEREST

CALL FOR EXPRESSION OF INTEREST TO REGISTER WITH BBS LIMITED AS A SUPPLIER / SERVICE PROVIDER

Background

BBS Limited, (BBSL) a financial services company registered in the Republic of Botswana, with 12 branches across the country, intends to develop an all-encompassing database of suppliers, contractors and service providers.

Terms & Conditions

BBSL 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
Travel agency	Hospitality	Waste Haulage
Public relations	Cleaning Service	Debt Collection
Office equipment (including sale, service and maintenance thereof)	Security	Pest control
		Medical services
Furniture	Vehicle sale (including service and repairs)	Vehicle hire
Fixtures and fittings	Tyre service	Equipment maintenance i.e. generators, air conditioning
IT equipment sale, service and maintenance	Printing and publishing	Branding and advertising
Internet service	Clothing	Sanitation and Refuse Collection
Consultancy service e.g. engineering, project management, architectural	Courier service and Logistics	Marketing and promotion service
	IT consultancy	Events management

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 BBSL.

Being selected for and registered on the BBSL supplier data shall not give rise to any contractual rights/liabilities or any rights/liabilities under any other law, as between the supplier and BBSL 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 Company.

BBSL will however endeavor to procure goods and services from entities and individuals registered with BBSL through this process as and when a need arises over a period of 24 months, when it shall again repeat this process.

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:

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

Compliance Documentation

The EOI must be accompanied by the following documentation:

- Company or business or partnership profile
- Copy of certified certificate of incorporation or registration of business, as applicable
- Certified copy of trading license, where applicable
- 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.
- 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 certified copy of the partnership agreement evidencing the partnership and shares of the partners in the business.
- Certified copy of valid tax clearance certificate
- 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
- Minimum of three (3) reference letters from previous clients
- Copies of the most recent audited financials over a period of three years for those companies mandated to have same by the Companies Act, or Management accounts for the rest of the entities.

Submission of EOI

- Submissions should be placed in a sealed envelope clearly marked "EXPRESSION OF INTEREST TO REGISTER WITH BBS LIMITED AS A SUPPLIER/SERVICE PROVIDER".
- The submissions should be deposited in a box provided at the BBS Limited Head Office, Administration Department, addressed and HAND DELIVERED to:

The Administration and Security Manager
 BBSL Head Office, 3rd Floor
 Plot 13108/12 Corner of Lemmenyane Drive
 & Segoditshane Way
 Broadhurst Mall
 Gaborone

Alternatively, electronic copies may be submitted to Tenders@bbs.co.bw

Late submissions will not be accepted.

All enquiries should be directed to lekanb@bbs.co.bw.

Issuing date: Thursday 26th November 2020

Closing date: Friday 11th December 2020 at 1600 hours

