



## **EXPRESSION OF INTEREST (EOI) 002/2020 FOR THE INCLUSION IN BOTSWANA BUREAU OF STANDARDS SUPPLIER DATABASE**

### **1.0 BACKGROUND**

The Botswana Bureau of Standards (BOBS) was formed with the primary objective of formulating Botswana Standards and promoting quality assurance activities in Botswana. BOBS was established through an Act of parliament, the Standards Act No. 16 of 1995, and started operating in April 1997. BOBS also administers the Weights and Measures Act No.21 of 2006.

### **2.0 SUMMARY OF SCOPE**

The Botswana Bureau of Standards is working on its supplier database that will be used for the next two (2) years below the tendering threshold. BOBS therefore invites companies providing the following products/services to express interest to be included in the Suppliers database:

1. Accommodation and Hospitality facilities
2. Accounting and Secretarial Services
3. Advertising agency services
4. Annual Report (Design, print and supply)
5. Architectural Services
6. Attorneys and Legal related services
7. Building Construction
8. Building Repairs and Maintenance (aircon, plumbing, electrical, carpentry, structural, mechanical)
9. Catering and conferencing
10. CCTV and access control
11. Cleaning chemicals and detergents
12. Cleaning Services
13. Computer network, cabling and Maintenance
14. Corporate gifts and promotional materials
15. Courier /freight Services
16. Debt Collection services
17. Décor services and Events Management
18. External Messenger services

19. Fencing and bush clearing
20. Fire products and services
21. Furniture and related products
22. Groceries and Refreshments
23. Health and Wellness and Counselling services
24. HSSE trainers (Occupational Health & Safety)
25. Internet and Connectivity services
26. IT hardware and related products and services
27. IT networks and related products and services
28. IT Security and disaster recovery services
29. Laboratory consumables and supplies
30. Laboratory equipment repairs and maintenance (service and calibration)
31. Laboratory gases supply
32. Laboratory testing services (outsourcing)
33. Landscaping and gardening services
34. Mail Pick-up and delivery services
35. Newsletter (Design, print and supply)
36. Personal Protective Equipment and Clothing
37. Pest Control Services
38. Photography, videography, Digital Media, Graphics and Multi-Media
39. Printing services
40. Property Valuation, Estate Agents
41. Recruitment and Training
42. Sanitation and refusal disposal services
43. Security services and safety supplies
44. Stationery consumables and office equipment
45. Software, licenses and related products and services
46. Strategy Consultants / Facilitators
47. Systems development services and maintenance services
48. Television production
49. Towing services, Panel beaters and Vehicle accessories
50. Travel agency services (air tickets, car hire services)
51. Waterproofing Services

### **3.0 COMPLIANCE REQUIREMENTS**

Expression of Interest submissions should be accompanied by the following documentations:

- Cover letter detailing type of products/service the company is applying for
- Relevant PPADB Codes and Sub-codes
- Certificate of Incorporation and/or Registration of Business Name certified and issued by the Companies and Intellectual Property Authority (CIPA)
- Certified copy (ies) of Register of Shareholder and share certificates
- A certified copy of trading license

- Certified copies of identity documents for shareholders
- Company profile with company address and bank details
- CV's of key resource personnel
- Certified copy of EDD certificate, where applicable
- Valid Tax Clearance Certificate issued by Botswana Unified Revenue Service (BURS)
- At least 3 reference letters with contact details (past and current clients in the last 5 years) for the category applied for. Reference letters should include name of organisation, value of project, project duration and contact details
- Preference will be given to ISO 9001 Certification by BOBS or other Certifying or Accreditation bodies

#### **4.0 NOTES**

- All suppliers / vendors who are currently supplying BOBS are required to register as they are not exempt from the process. Failure to register will exclude existing and unregistered suppliers / vendors from invitation to quote whenever BOBS requires the services, goods and works above.
- Submissions that are not compliant shall not be considered.
- BOBS will only get into correspondence with successful suppliers / vendors.

#### **5.0 SUBMISSION OF PROPOSALS**

Proposals should be marked: **EXPRESSION OF INTEREST (EOI) 002/2020 FOR THE INCLUSION IN BOTSWANA BUREAU OF STANDARDS SUPPLIER DATABASE** on the outside of the envelope and addressed to:

The Managing Director  
 Botswana Bureau of Standards  
 Private Bag BO48  
 Gaborone  
 Plot 55745, Airport Road, Block 8, Gaborone

For inquiries please contact: [ntswaneng@bobstandards.bw](mailto:ntswaneng@bobstandards.bw)

(+267) 3903200

**CLOSING DATE: 2020/09/23 AT 10:00 HRS**