



EXPRESSION OF INTEREST FOR THE PROVISION OF SECURITY SERVICES

CONTRACT NUMBER - BOB/2021/11/36

1. The Bank of Botswana seeks submissions of Expressions of Interest (EOI) to prequalify from well-established, local and 100% citizen owned security companies to provide security services for the Protective Services tenable in Gaborone and Francistown. This is a three (3) years contract which will run from April 25, 2022 to April 2025.

2. This call for expressions of interest and pre-qualification is intended to identify service providers with the capacity to provide security services within the stipulated period. In order to prequalify to be invited to tender, all companies responding to this call for expression of interest must submit documentation as requested below, which will be used to derive a short-list of companies to be invited to tender:
 - A brief company profile confirming in concise form, the structure of the company and holding companies (where applicable), date of establishment, company shares certificates/names of Directors including their citizenship status, base of operations, specialisations, accreditations, honours and awards, infrastructural resources in Botswana and/or elsewhere, experience and other relevant data.
 - List of equivalent completed and ongoing contracts together with at least three written references and/or details of contactable referees (Clients).
 - Tenderers are also required to submit relevant copy of Licence from the appropriate regulatory authority, and a Public Procurement and Assets Disposal Board (PPADB) code certificate.
 - Bidders should provide a valid Clearance Certificate from the Directorate of Intelligence and Security Services.
 - A short statement from your bank or recognised financiers demonstrating the financial capacity of the company.
 - A short statement about any litigation the company may be involved in currently or has been involved in during the past five years if any. Where the company has no current or previous litigation, that should still, nonetheless, be stated.
 - An outline of management expertise and resources available within the company. This should include availability of offices, vehicles, Guard dogs, staff compliment and level of training and experience acquired by Management, operations personnel; (the Bank staff may wish to visit the applicant's business premises).

- Provide résumé for the key personnel to be assigned to this contract i.e. Manager Operations, Administrator, Security Supervisors, and Control Room operators. The résumé should indicate length of services, training in corporate security related courses, administrative knowledge, investigations training, list of traceable contracts managed/supervised in the past 5 years etc.
 - For a joint venture, state the nature of the JV arrangement, and provide information requested above for all constituent companies.
 - Bidders must commit to compliance with the Botswana Citizen Economic Empowerment Policy current at the time of tender.
 - It is a requirement that the taxes of the participating bidders must be in good standing or that suitable payment agreement will have been agreed with the tax authorities. Tenderers are therefore, requested to obtain and submit a copy of a tax clearance certificate or letter from the tax authorities.
 - Provide prove of the current Public Liability insurance cover and the Personnel Injury and Workman Compensation insurance cover
 - Provide evidence (picture) of a fully functional and 24-hour operational control room, with telephone lines, and two-way communication radios
 - Bidders must outline a clear and detailed Business Continuity Operational plan.
 - A commitment letter that the company's main focus is ONLY in provision of security services
 - The tenderers should have uniform for guards in both formal and combat wear for all weathers and occasions
 - Bidders shall commit to ability to hold scheduled meetings virtually
 - Bidders must have well-trained workforce in security operations, investigations,
 - Bidders must have established dog section with trained dogs, dog handlers and trekkers.
 - The company should be willing and able to accommodate the Bank's needs and work schedule i.e. provide guards on a short-term basis as when requested for the duration needed.
3. Contractors are urged to keep their submissions concise and should not exceed 25 A4 size pages in length per company. This excludes the attachments such as licenses and related.
 4. The Bank will evaluate the submissions and short-list suppliers to be invited to tender.

5. The Bank of Botswana supports “Domestic Preference” policy. The tender will be reserved for 100% competent citizen owned companies.
6. Interested parties are required to pay a non-refundable fee of P350 inclusive of VAT, and submit their expressions of interest in writing. Include a copy of your payment receipt in the submission. Those who wish to tender must pay a non-refundable fee of P350.00 (Three Hundred and Fifty Pula VAT inclusive) by **EFT** or cash at the Bank’s **Banking Hall, (Botswana Rd - Main Mall in Gaborone) OR** (Plot No 9597 Kenneth Nkhwa interchange in Francistown), **from Monday to Friday at 0900 hours to 1400 hours** before the “November 26, 2021.
7. Submissions will be evaluated by the Bank to produce a shortlist best service provider who will be invited for Tender. The Bank reserve the right to decide on the number of vendors to be shortlisted.
8. Documents Submission Instructions
9. The tender offers must be submitted through an email and addressed to Bob20211136@bob.bw
10. Documents should be marked “**Bank of Botswana Provision of Private Security Services (Protective Services) - COMPANY NAME**” and submitted no later than 1000 hours on December 3, 2021. Tenders will be opened at 1025 hours the same day or at a later date. A formal report of the opening will be kept, noting names of tenders who have submitted tenders.
11. Bidders should submit the documents in a zip file/folder format to reduce the size of the documents. The maximum allowable email size at a time shall be 100MB. Bidders wishing to submit documents with more than the stated email size will be free to split the submission in multiple parts but not exceeding the reasonable length required. All documents must be in PDF format and must be password protected. The passwords should be sent to both Buckmasterg@bob.bw and Mothusik@bob.bw.
12. The information provided in this request for submissions is the full extent of information provided at this stage.
13. Enquiries may be addressed by email to: Mr Basenyeletsi Goetswamang at GoetswamangB@bob.bw or Tel:+267 3606065