



**EXPRESSION OF INTEREST FOR INCLUSION IN THE BANK OF BOTSWANA
SUPPLIER DATABASE FOR PROVISION OF INTERIOR DESIGN AND DECORATION
SERVICES - CONTRACT NUMBER BOB/2024/01/02**

1. Introduction

- 1.1 *The Bank of Botswana (“the Bank”) is the Central Bank of the Republic of Botswana established under the Bank of Botswana Act, (Cap 55:01).*
- 1.2 *The Bank invites submissions of Expression of Interest (EOI) from well-established, suitably qualified and reputable Interior Designers for the provision of interior design and decoration consultancy services.*

2. The Bank Design Background

- 2.1 *The Bank has modernised its corporate offices, including office space rationalisation, furniture, furnishing, fittings, and equipment with an emphasis on modern classic furniture demonstrating high standards of aesthetics, functionality, and ergonomics. With this design layout, the engaged Interior Designers’ will provide professional guidance, management services, for all the Bank facilities and executive staff houses which would serve as a guide in the implementation of accepted recommendations progressively throughout the Bank.*

3. Eligibility Requirements

- 3.1 *In order for a company to be added to pre-qualify for evaluation and further consideration to be listed in the Bank database, it must fulfil the following criteria:*

a. Stage One: Administrative and Commercial

- *Submit the company registration documents for local companies (the Bank reserves the right to verify the documents on CIPA website)*
- *Copy of a Valid Tax Clearance Certificate or exemption issued by BURS. Such Certificate is subject to online registration verification.*
- *must provide proof of registration with the Public Procurement Regulatory Authority (PPRA) for conducting such type of work under Code 317 – other Consultancy Service and Sub-codes, 12 interior design or related.*
- *copies of certificates demonstrating shareholding of the company.*
- *valid relevant licenses*
- *a declaration that there is no conflict of interest and non – competitive behaviour with regard to the EOI in whatever form.*

NOTE: *Bidders who fail to submit the above-mentioned documents will be requested during the evaluation to submit them within 2 days of notification.*

None-responsiveness by the bidder shall result in disqualification of their proposal offer.

b. Stage Two: Technical Evaluation

<i>Evaluation Criteria</i>	<i>Marks</i>
<i>Company profile showing number of years in practice or active operation and their experience statement in practice. 1-5 years – maximum of 7 marks 6-10 years – maximum of 12 marks 11 years or more maximum of 15 marks</i>	<i>15</i>
<i>Demonstration of company's extensive experience and knowledge i.e service scope/portfolio for the company. At least three written references and/or details of traceable referees for the company, from institutions or public bodies comparable to the Bank Service scope plus one reference – maximum of 7 marks Service scope plus two reference – maximum of 10 marks Service scope plus three references – maximum of 15 marks</i>	<i>15</i>
<i>Proof of availability of skilled personnel and their citizenship in the form of employee profiles, certified identity cards and abridged curriculum vitae for all staff that will be directly involved in offering the services to the Bank wherever required. 0-5 years' experience minimum qualifications – 10 marks 5- 10 years with relevant Degree – 15 marks 10 years or more with relevant Degree or Masters – 20 marks The Bank will further consider the number of staff proposed for the Bank account. Citizens would be given preferential treatment</i>	<i>20</i>
<i>Highlights of major interior design and decoration services undertaken by the firm in the last 5 years. This will cover success rate, methodologies applied, lessons learnt, and common challenges.</i>	<i>10</i>
<i>Physical facilities: provide evidence of availability of office premises and physical address (copy of title deed or lease/tenancy agreement).</i>	<i>5</i>
<i>Other company resources i.e., motor vehicles, level of computerisation, available tools, innovation, business continuity plan, quality assurance plan and procedure, describe the quality control procedure, supporting partners locally or regionally, joint venture agreements if any. Bidders are encouraged to provide the necessary documentation clarifying any type of agreement if any.</i>	<i>10</i>
<i>Bidders are to outline if the company or its shareholders have been involved in litigation and if so state the current status, specify if there is any outstanding litigation, arbitration decision, pending claims that could impair future supply performance on similar scope.</i>	<i>5</i>
<i>Bidders should provide information pertaining to their company financial status i.e financial accounts or any relevant proof that the company is financial independent.</i>	<i>5</i>
<i>Bidders should provide their critical portfolio sample package i.e pictorial sample of completed jobs, catalogues, production design material and any other related supporting documents.</i>	<i>10</i>
<i>Any other information (value add services and Cost savings measures). The Bank reserve the right to conduct due diligence whenever required.</i>	<i>5</i>
<i>Total</i>	<i>100</i>

- 3.2 *The Bank may further classify interior designers and decorators to determine their suitability for any assignment, based on the risk involved and the technical expertise required. i.e., large, medium or standard firms or by specific areas of expertise.*

4 *Categorisation criteria*

- 4.2 *At technical evaluation, the Bank will award scores based on the evidence provided in the bid document. The minimum score to qualify will be 50% marks. Any bidder who will score 50% and above will be added to the Bank database.*

- 4.3 *The companies that have scored below 50% will be assisted on improvement areas to qualify on the next registration exercise due in 2026. The Bank reserves the right to engage any specialised company on an ad-hoc basis for special requests as the Bank may determine so. The registration of the Company on the Bank supplier database does not by any means constitute a guarantee or undertaking that the Bank will be obliged to procure the services from that Company at all times.*

5 *Contract Management*

- 5.2 *The successful company will be required to designate an officer who will be responsible for managing the account and act as a liaison person between the company and the Bank. The designated officer should be readily available to receive or quote for the Bank as may be required by the Bank.*

- 5.3 *Service Providers are urged to keep their submissions concise and should not exceed 25 A4 size pages in length per company. This excludes attachments such as licences, samples/drawing of completed works, catalogues and such related documents.*

6. *Disclaimer*

- 6.1 *The Bank reserves the right to:*
- (a) accept or reject any or all the applications, revise, request for further information/clarity from one or all the applicants and to cancel or withdraw the process in whole or in part;*
 - (b) cancel or withdraw the EOI and to notify applicants through a public notice, and/or enter into other contracts for legal services derived from outside this process.*
 - (c) Companies that have previously submitted their profiles are also requested to submit for registration. Bank of Botswana employees, Board members and their immediate families are not permitted to register for inclusion in the database.*

7. *Elimination Criteria*

- 7.1 *Bidders will be eliminated under the following conditions:*
- (a) submission after the deadline.*
 - (b) proposals submitted at incorrect address.*
 - (c) failure to submit one or all the eligibility requirements.*
 - (d) failure to meet the set pass mark of 50 %*

8. Documents Submission Instructions:

- 8.1 *The EoI must be submitted through email, addressed to Bob20240102@bob.bw*
- 8.2 *Documents should be marked “**Bank of Botswana – Interior Design and decoration services**” and submitted no later than 1000 hours on February 12, 2024.*
- 8.3 *EoI 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 firms who have submitted EoI.*
- 8.4 *Interested parties 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 may 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 Modimanam@bob.bw and Mothusik@bob.bw*
- 8.5 *There will be no tender briefing prior to the closing date for submission of EOIs. However, enquiries may be addressed to enquiries02@bob.bw*