



EXPRESSION OF INTEREST FOR LANDSCAPE DESIGNERS TO DESIGN CHILDREN'S OUTDOOR PARK AND PLAYING EQUIPMENT

CONTRACT NUMBER - BOB/2020/03/14

The Bank of Botswana seeks submissions of Expressions of Interest (EOI) from well-established landscape designers or landscape architects to prequalify for designing an approximately +/- 336.00m² playground area to accommodate outdoor equipment for under twelve years children at Galabgwe Court, plot 18656, Selepa, Francistown.

The landscaped designer shall with due diligence design aesthetically pleasing grounds, appealing equipment layout, which blends with existing boulders' landmark and infrastructure.

This call for expressions of interest and pre-qualification is intended to identify landscaped designers or landscape architects with ability and capacity to phase lift the existing area, identify type and required number of equipment, provide tendering services, adjudication, installation supervision and commissioning. In order to prequalify to be invited to tender, all landscape designers or landscape architects 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 invite to tender:

- List of equivalent completed projects together with at least three written references and/or details of contactable referees Clients.
- A brief company profile confirming in concise form, the structure of the company and holding companies (where applicable), date of establishment, ownership, base of operations, specialisations, accreditations, honours and awards, infrastructural resources in Botswana and/or elsewhere, experience and other relevant data.
- Status of ISO9001 certification for quality management system (QMS)
- Tenderers are also required to submit relevant copy of a Licence or Public Procurement and Assets Disposal Board (PPADB) certificate.
- A short statement from your bank or financiers as to the financial capacity and financial health of the company.
- A short statement about any litigation the company may be involved in currently or have been involved in during the past five years, if any.
- An outline of management expertise and resources available within the firm.
- 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.

Tenderers are urged to keep submissions concise and submissions should not exceed 15 A4 size pages in length per company.

The Bank will evaluate the submissions and short-list suppliers to be invited to tender.

The Bank of Botswana supports “Domestic Preference” procurement policy.

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.

Submissions will be evaluated by the Bank to produce a shortlist of at least four (4) to six (6) best suppliers/service provider who will be invited for Tender. The Bank reserve the right to decide on the number of vendors to be shortlisted.

Tender Submission Instructions

The tender offers must be submitted through an email and addressed to Bob20200314@bob.bw

Documents should be marked “**Bank of Botswana – Landscape Architects/Designers for Outdoor Children’s Playing Park & Equipment - BOB/2020/03/14– COMPANY NAME**” and submitted no later than 1000 hours on **July 2, 2020**. Tenders will be opened at 1025 hours the same day. A formal report of the opening will be kept, noting names of tenders who have submitted tenders.

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 password shall be in two equal parts and should be sent to two separate emails with one part sent to Buckmasterg@bob.bw and the other part to Mothusik@bob.bw

Bidders should note that an e-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, arrive late or incomplete, or contain viruses. Bank of Botswana therefore does not accept liability for any errors or omissions in the contents of the e-mail transmission. In this context, bidders are encouraged to submit their offers earlier.

The information provided in this request for submissions is the full extent of information provided at this stage.

Enquiries may be addressed by email to: Mr Tobedzani Nlashwa at Nlashwat@bob.bw