

EXPRESSION OF INTEREST – BULK FURNITURE & ACCESSORIES

CONTRACT NUMBER - BOB/2020/03/15



1 INTRODUCTION

The Bank of Botswana seeks submissions of Expression of Interest (EOI) from well-established companies for the supply of **Office Furniture and Accessories** for its Headquarters redevelopment project in Gaborone.

The Bank aims to refurbish and extend its existing premises in order to make optimum use of existing building infrastructure, while at the same time modernising, reorganising and expanding its facilities to meet the Bank's operational needs in the medium to long term period. The project will entail the refurbishment of existing buildings (approximately 16,000m²), rationalisation of the connectivity between buildings and selective addition of new buildings (up to 10,000m²) to expand office space and conferencing facilities. Significant upgrades of **office furniture and accessories** will be required, to be achieved in line with the Bank's Policy on Provision of Office Resources. The Bank targets a 6 Star Green Building rating. The Office Furniture Supplier is expected to work closely with project team members to maximise compliance with that target.

2 PREQUALIFICATION CRITERIA

1. **In order to prequalify to be invited to tender for this project, bidders must fulfil the following criteria:**
 - 1.1 Provide a very brief Organisational Profile including a brief history of the organisation, CIPA company Formation Documents, shareholding and directorships, a summary of types of service offered, office resources, quality control procedures, and a statement from the organisation's bankers or financiers.
 - 1.2 Demonstrate a proven track record in the supply of large volumes of A-Grade Office Furniture and Accessories with individual contract values over P3 million. Provide one Case Study of a major Furniture Supply and Installation project undertaken. Provide brief descriptions of other projects undertaken. Preferably identify clients or consultants on such projects. At least two client references should be provided (written reference or email contact details).
 - 1.3 Provide a Furniture Brochure or reference to a Website towards demonstrating the range, quality and provenance of furniture and accessories available;
 - 1.4 Provide a typical Product/Furniture Warrantee Statement.
 - 1.5 Provide a Statement and Documents to support commitment towards Green/Sustainable Products

1.6 Provide a Statement of Commitment to provide the following samples at the Tenderer's cost once the Tenderer has been Prequalified: Ergonomic chair, Open Plan Sit-Stand desk with modesty panel and pedestal; Manager's desk with modesty panel and pedestal; Director's desk with modesty panel and pedestal; Sit-Stand Desk Solution. These are to be submitted to the client for assessment of quality and durability. The samples may be returned to the Suppliers upon issue of Purchase Orders.

1.7 Provide a Statement of Commitment to facilitate a site visit to the manufacturers.

2. Bidders must note and/or provide the following:

- The Expression of Interest should be compiled and submitted in the order presented above;
- Tenderers are also required to submit relevant copy of Licences or Public Procurement and Assets Disposal Board (PPADB) certificate.
- Status of ISO9001 certification for quality management system (QMS)
- Provide 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.

Contractors are urged to keep submissions concise and submissions should not exceed 25 A4 size pages in length per company.

Submissions will be evaluated by the Bank to produce a shortlist of suppliers who will be invited for Tender.

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 Bob20200315@bob.bw

Documents should be marked **“EXPRESSION OF INTEREST: SUPPLY OF OFFICE FURNITURE & ACCESSORIES - BOB/2020/03/15 – company name”** and submitted no later than 1000 hours on **July 6, 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 to:

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