



EXPRESSION OF INTEREST – SIGNAGE SYSTEMS

CONTRACT NUMBER – BOB/2020/09/37

1 INTRODUCTION

The Bank of Botswana seeks submissions of Expression of Interest (EOI) from well-established companies for the manufacture, supply and installation of **Signage Systems** for its Headquarters Redevelopment Project in Gaborone.

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.

As part of the redevelopment of the Bank Headquarters a comprehensive set of new building signage will have to be fitted, as an integral part of the overall architecture, and a key component in communicating the quality of the buildings serving the central bank.

Signage installations will include (but are not limited to) the following:

External Signage:

- Branding the Bank with bronze-lettering and plaques at gatehouses and on building exteriors
- Traffic signage and labelling to parking areas

Internal signage:

- Bespoke directional signage and naming of facilities to public areas, including the conference centre, catering facilities and information signage
- Directional signage for office floors, including departmental designations and labelling of selected offices using flexible, modular signage systems
- Bespoke directional signage for facilities such as ablutions and service points
- Vinyl decals to glazed doors and partitions and as signage for recycling stations
- Escape signage and emergency signage, manufactured and framed for high-level aesthetic quality

Signage manufacture and installation will need to be executed with strong quality control processes in place. The signage contractor will need to have access to a variety of design and manufacturing skills and technologies to deliver a comprehensive service. These may include:

- Graphic design capacity with computer-based technologies
- Printing technologies on a variety of media
- Paint technologies required for signage manufacture or on-site application
- Woodwork integration into signage
- Plastics, including vinyls, acrylics, perspex or similar materials

- Vinyl decals to glass
- Metal work, including framing, laser engraving and laser cutting
- Logistic capacity to procure and work with reputable modular signage systems for corporate office environments, suitable for churn
- Skilled installers for all signage applications

A Distributed Digital Signage system will be provided by separate audio-visual contractors. The Bank targets a 6 Star Green Building rating.

The signage contractor will be expected to work closely with the architects and interior designers, to ensure the designs and installations meet the requirements for functionality and aesthetics set for the project.

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 (or equivalent) company Formation Documents, shareholding and directorships, a summary of types of services offered, office resources, quality control procedures, a statement from the company regarding any litigation the company or its directors may have been involved with in the past 5 years, and a statement from the organisation's bankers or financiers as to the financial health of the company.
- 1.2 Demonstrate a proven track record in the supply and installation of Signage Systems with individual contract values over P500,000. Provide one Case Study of a major Signage manufacture, 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 the name and CV of the proposed project leader for the signage contract.
- 1.4 Provide information of modular signage systems that you may propose, and of potential subcontractors you propose engaging for specialized services, if any;
- 1.5 Provide a Statement of Commitment to facilitate a site visit to the manufacturers.
- 1.6 Provide a statement on typical warranties offered for materials, installation and workmanship.

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

- The Expression of Interest should be compiled and submitted in the order presented above;
- In accordance with preferential procurement regulations, the contract will favour bidders who are Botswana-based, citizen-owned companies. Provide confirmation in writing of current citizen status of the tenderer
- Tenderers are also required to submit relevant copy of Licences or Public Procurement and Assets Disposal Board (PPADB) certificate where applicable.

- Status of ISO9001 certification or similar quality management system (QMS)
- 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.
- 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. Reference to corporate or product websites is preferable to pages of downloaded material.

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. 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) from Monday to Friday at 0900 hours to 1400 hours** before the "Submission Closing Dates" specified above.

The 50% price preference for purchase of the document will be applied to youth, woman and disabled groups who should provide proof of the same to qualify.

Bank Details for EFT payments

Bank	Bank of Botswana
Account Name	Accpac Sundry Receipts
Account Number	0000110900001
Branch Code	910167
Branch Name	Gaborone
SWIFT Code	BBOTBWGX
Please include reference	(Company Name)

Submissions will be evaluated by the Bank to produce a shortlist of the best suppliers/service provider who will be invited for Tender. The Bank reserves 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 Bob20200937@bob.bw

Documents should be marked "**EXPRESSION OF INTEREST: SUPPLY AND INSTALLATION OF SIGNAGE SYSTEMS BOB/2020/09/37 – COMPANY NAME**" and submitted no later than 1000 hours on

October 16, 2020. Tenders will be opened at 10:25 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 10MB. 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:

Ms Jasmina Telic

e-mail: jasmina@paledi.co.bw

or

Mr Chris Malan

e-mail: chris@co-arc.com