



**EXPRESSION OF INTEREST FOR THE PRODUCTION AND SUPPLY OF PROTECTIVE SERVICES STAFF UNIFORM**

**CONTRACT NUMBER - BOB/2021/03/12**

*The Bank of Botswana seeks submissions of Expressions of Interest (EOI) to prequalify from well-established, local and international clothing companies to design, produce and supply uniform for the Protective Services staff tenable at Gaborone and Francistown Branch. This is a three (3) years contract which will run from 2021 to 2024.*

*The required uniform items for both males and females are:*

- *Dresses*
- *Skirts*
- *Jackets long sleeve and short sleeve*
- *Jerseys short sleeve*
- *Suits, trousers*
- *Waistcoats,*
- *coats,*
- *Ties and scarves*
- *Blouses and shirts,*
- *Belts,*
- *Name tags,*
- *Shoes and socks.:*

*This call for expressions of interest and pre-qualification is intended to identify suppliers with the capacity to manufacture and supply uniform and related accessories 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 Licences, such as trading licence and Public Procurement and Assets Disposal Board (PPADB) certificate, industrial or manufactures licenses etc.*
- *Status of ISO 9001 and OHSAS 18001 certification.*
- *A short statement from your bank or financiers demonstrating the financial capacity 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. This should include availability of warehouse, machinery, staff compliment and level of training and experience acquired by Management and key production and supply personnel, necessary back-up to ensure continuity; (the Bank staff may wish to visit the applicant's business premises).
- 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.

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 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 [Bob20210312@bob.bw](mailto:Bob20210312@bob.bw)

Documents should be marked "**Bank of Botswana Production and Supply of Protective Services Staff Uniform - COMPANY NAME**" and submitted no later than 1000 hours on April 30, 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.

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](mailto:Buckmasterg@bob.bw) and [Mothusik@bob.bw](mailto:Mothusik@bob.bw).

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: Ms Masego Mosweunyane at [mosweunyanem@bob.bw](mailto:mosweunyanem@bob.bw)

