



## BANK OF BOTSWANA

### EXPRESSION OF INTEREST – DETAIL DESIGN, SUPPLY, AND INSTALLATION OF A ROOFTOP SOLAR PHOTOVOLTAIC SYSTEM

**CONTRACT NUMBER – BOB/2022/07/21**

#### 1 INTRODUCTION

The Bank of Botswana seeks submissions of Expression of Interest (EOI) from well-established companies in Botswana for the detail design, supply and installation of a **Rooftop Solar Photovoltaic System** for its Headquarters redevelopment project in Gaborone.

The Bank intends to implement a grid tied rooftop photovoltaic system on the roofs of various buildings and car ports. The nominal total installed capacity is of the order of 500 kWp to be finalised with the successful contractor. Botswana Power Corporation have approved the installation of the system under their Rooftop Solar Program.

The installation of the solar PV system is in line with the Bank's Policy on renewable energy generation. The Bank targets a 6 Star Green Building rating. The solar PV specialist installer 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, citizenship and Government incentive status, a summary of types of service offered, office resources, quality control procedures, and a statement of good financial health from the organisation's bankers or financiers.
  - 1.2 Demonstrate a proven track record in the supply and installation of Solar PV Systems with individual installed capacity over 150 kWp. Provide one Case Study of a major Solar PV 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).
2. **Bidders shall note and/or provide the following:**
  - 2.1 The Expression of Interest shall be compiled and submitted in the order presented above.

- 2.2 Tenderers are also required to submit relevant copy of Licences or Public Procurement and Assets Disposal Board (PPADB) certificate where applicable.
- 2.3 Status of ISO9001 certification for quality management system (QMS).
- 2.4 Provide a short statement of any litigation the company may be involved in currently or have been involved in during the past five years if any.
- 2.5 An outline of management expertise and resources available within the firm.
- 2.6 For a joint venture, state the nature of the JV arrangement, and provide information requested at item 1 above for all constituent companies.
- 2.7 The Bank will comply with the Public Procurement Regulations Act. In particular, preference for award will be granted to 100 percent citizen-owned companies, with decreasing preference for decreasing citizen involvement in accordance with Clause 78 of the Act.
- 2.8 Where the citizen company is partnering with a foreign company, the expertise of both companies and the nature and extent of skills transfer must be fully detailed.
- 2.9 It is a requirement that the taxes of the participating bidders shall 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 installers who will be invited to 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 installers to be shortlisted.

### **3 PREQUALIFICATION SUBMISSION INSTRUCTIONS**

Prequalification submissions shall be **by email only** to arrive **before 1000hr on October 28, 2022**.

Emailed copy shall be addressed to [Bob20220721@bob.bw](mailto:Bob20220721@bob.bw) and bear the contract number.

Bidders shall submit the documents in a zip file/folder format to reduce the size of the documents. All documents shall be in PDF format and shall be password protected. The password shall be in two equal parts and should be sent to two separate emails with one part sent to [modimanam@bob.bw](mailto:modimanam@bob.bw) and the other part to [mushangom@bob.bw](mailto:mushangom@bob.bw).

Bidders shall 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:  
Mr Tshepo Radikara  
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