

***Expression of Interest: Preventative Maintenance of
Swimming Pools and Fountains at Bank of Botswana
Properties in Gaborone***

CONTRACT NUMBER - BOB/2021/05/23

INTRODUCTION

The Bank of Botswana seeks submissions of Expression of Interest (EoI) from well-established companies for Preventative Maintenance of Swimming Pools and Fountains at Bank of Botswana properties in Gaborone.

The preventative maintenance shall comprise of the following:

- *A thorough inspection of all pools and fountains as listed in the Form of Tender and associated equipment to check general condition and functionality,*
- *Basic appropriate preventative work to all pools and fountains listed in the Form of Tender' including testing of pool water for chemical balance, application of chemicals as required to achieve chemical balance, clearing of filter baskets: backwashing, removal of surface detritus, vacuuming and scrubbing of pool surfaces, maintaining the water level in the pool and cleaning of surrounding paved areas, such that the Objective of this Agreement is maintained,*
- *"Basic appropriate maintenance work" excludes significant repairs and replacement of parts, for which the Contractor would wish to seek recompense.*

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 brief company profile including a brief history of the company, CIPA company formation documents, shareholding and directorships including citizenship status, a summary of types of service offered, office resources, quality control procedures, and a statement from the company's bankers or financiers that confirms that they are operating an account with the banker/financier.***
 - 1.2 *Demonstrate a proven record in undertaking pool construction, maintenance and refurbishment or associated works with individual contract values over P250 00,00.***
 - *Provide brief descriptions of other contracts undertaken and their value; preferably identify clients (if possible) or consultants on such projects.*
 - *Provide at least three client references (written reference or email/telephone contact details).*

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.*
- *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, especially suitably qualified trained and certified technical staff (CV with project experiences).*
- *For a joint venture (JV), 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.*
- *The Bank of Botswana supports “Domestic Preference” procurement policy. Preference will be given to capable hundred percent citizen owned 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. The Bank reserve the right to verify the validity of the certificate on the BURS website.*
- *Bidders are urged to keep submissions concise and submissions should not exceed 15 A4 size pages in length excluding the attachments per company.*

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 best suppliers/service providers 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 Bob20210523@bob.bw

*Documents should be marked **“Preventative maintenance of swimming pools and fountains at Bank of Botswana Properties in Gaborone - COMPANY NAME”** and submitted no later than 1000 hours on June 23, 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 and mothusik@bob.bw.

*Enquiries may be addressed to:
Mr Kenneth Letshabo
e-mail: letshabok@bob.bw
Tel: 3606016*