



**EXPRESSION OF INTEREST FOR THE PROVISION OF COMPUTERISED
MAINTENANCE MANAGEMENT SYSTEM (CMMS) AT BANK OF
BOTSWANA**

CONTRACT NUMBER - BOB/2021/07/27

The Bank of Botswana seeks submissions of Expressions of Interest (EOI) to prequalify from well-established and qualified service providers for the provision of Computerised Maintenance Management System (CMMS) at Bank of Botswana Headquarters, Airport Road Facility and Francistown Branch. The system must integrate with the HVAC Building Management System (BMS) and SMS MODEM driven alerts for monitoring plants such as generators and uninterruptible power supply units.

This call for Expressions of Interest is intended to identify service providers with the capacity to supply and implement a Computerised Maintenance Management System (CMMS). The Bank currently utilizes a manual fault reporting system and therefore maintenance status (reactive, routine and preventative) cannot be presented in real-time.

To prequalify to be invited to tender, all companies responding to this call for expression of interest must submit detailed documentation that includes the following:

- *Demonstrate a proven track record in the provision of CMMS solutions in Facilities Management. Provide one Case Study of a major CMMS 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).*
- *An outline methodology of how you are going to approach provision and implementation of the requested solution. This would include a statement on how maintenance fault reporting and resolution is automated in CMMS system resulting in huge improvement in efficiency and productivity. Integration or interface with other systems as mentioned in the first paragraph.*
- *An outline of management expertise and resources available within the firm.*
- *Demonstrate qualifications of personnel who would be assigned to the project.*
- *A brief company profile confirming in concise form, the structure of the company and holding companies (where applicable), date of establishment, ownership, base of operations, specialisations, accreditations, honours and awards, infrastructural resources in Botswana and/or elsewhere, experience and other relevant data.*
- *Tenderers are also required to submit relevant copy of Licences or Public Procurement and Assets Disposal Board (PPADB) certificate.*
- *Status of certification for CMMS standards that are used to specify and standardise CMMS systems and elements if any.*
- *A short statement from your bank or financiers as to the financial capacity and financial health 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.*

- 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.
- 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.

Tenderers 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 a “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. Bank Details for EFT payment; 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 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 Bob20210727@bob.bw

Documents should be marked “Bank of Botswana Provision of Computerised Maintenance Management System BOB/2021/07/27 – company name” and submitted no later than 1000 hours on September 15, 2021. 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

The information provided in this request for submissions is the full extent of information provided at this stage.

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.

Enquiries may be addressed by email to Mr Nelson Bonyongo at bonyongon@bob.bw