

Expression of Interest: Bank of Botswana Headquarters Waste Management Services at Plot 17938, Gaborone

CONTRACT NUMBER - BOB/2021/05/22

INTRODUCTION

The Bank of Botswana seeks submissions of Expressions of Interest (EoI) from well-established 100 percent citizen-owned companies for provision of 'zero waste to landfill' waste management services at the Bank's Headquarters in Gaborone.

The Headquarters plot is approximately 3 hectares in area and will comprise of approximately 26 000sqm of buildings, made up of 3 no 5 story office blocks, a 100-seater auditorium, a 230-seater auditorium, cafeteria, gymnasium, energy centre, support offices, warehousing, document store and a car parkade. There will be a dedicated Waste Management Area (WMA) within the Services Building. Landscaping aspects of the campus consist of lawn, low-water-use plants and shrubs and natural trees that need trimming occasionally.

Therefore, Headquarters waste will include the following:

- *Cafeteria waste: this includes food waste and general waste like, bottles, cans, paper towels, plastics etc.,*
- *Office Waste: consists of shredded paper, general waste, used toners, food & drink waste and clinical waste from ablutions in the form of paper towels and sanitary waste,*
- *Garden Waste: grass and tree cuttings and wind carried waste like papers and plastics.*

It is intended that as much waste as possible will be separated at source into different categories, in consultation with the selected Waste Management company.

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 the company's financial health.*
- 1.2 Provide an indicative methodology, focussing on the Bank's aim towards zero waste certification, of how the company would address waste elimination, waste recycling, waste reduction and waste disposal strategies. Identify waste end-points (e.g. recyclers, landfills, etc). Provide an outline Bank staff change management statement.*
- 1.3 Discuss the viability of on-site biodegradable waste treatment units like biodigesters or organic waste composters, vermicomposting pits to compost garden waste. Discuss potential ways to achieve waste segregation at source.*

1.4 *Demonstrate a proven track record or capability in undertaking provision of waste management services for similar office campuses by:*

- *Provide one Case Study of a contract where the company has undertaken provision of similar waste management services.*
- *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 copies 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 (CVs 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. 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.*

Submissions will be evaluated by the Bank to produce a shortlist of suppliers who will be invited for Tender. The Bank reserves the right to decide on the number of vendors to be shortlisted.

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.

Submission Instructions:

Bids must be submitted through an email and addressed to Bob20210522@bob.bw

Documents should be marked **“Bank of Botswana Head Quarters Waste Management Services” - COMPANY NAME** and submitted no later than 1000 hours on June 25, 2021. Submissions will be opened thereafter. A formal report of the opening will be kept, noting names of those who have submitted bids.

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