



EXPRESSION OF INTEREST FOR INCLUSION IN THE BOTSWANA NATIONAL SPORT COMMISSION SUPPLIER DATABASE FOR 3 YEARS

TENDER NO. BNSC/EOI/08/2023

1.0 INTRODUCTION

- 1.1 The Botswana National Sport Commission (BNSC) was established through an Act of Parliament (BNSC Act No 30 of 2014), and is the legal entity for sport in Botswana; with the responsibility of providing leadership and guidance on sport development and promotion, among others.
- 1.2 BNSC is in the process of (Updating/Reviewing its Supplier Data Base), prospective Suppliers/Companies interested in pursuing procurement prospects will be assessed for inclusion in the BNSC Supplier database.
- 1.3 Suitable and Qualified Locally Registered Companies interested in doing business with BOTSWANA NATIONAL SPORT COMMISSION are invited to Show/Express their interest (to be registered) with BNSC. Registration does not imply that the Supplier is qualified to meet BNSC Procurement requirements, all parties will be subjected to evaluation, Companies that will pass the evaluation process will be registered for future procurement opportunities.
- 1.4 The database will be categorized according to PPRA Codes & Sub - Codes, therefore Companies with relevant codes will be considered for the Commission database. Companies that have not registered with PPRA are requested to submit copies of their practicing Certificate or Trading License with an indication of their line of Trade or relevant Statutes. Companies are further requested additional information on Women's Companies, Youth Companies, People Living with Disability (PLWD) & Copy of Identity cards for issues of preference. All Suppliers/Vendors who are currently in the BNSC Supplier Database are required for future procurement opportunities.
- 1.5 The database will be categorized according to PPRA Codes & Sub - Codes, therefore Companies with relevant codes will be considered for the COMMISSION database. Companies that have not registered with PPRA are requested to submit copies of their practicing Certificate or Trading License with an indication of their line of Trade or relevant Statutes. Companies are further requested additional information on Women's Companies, Youth Companies, People Living with Disability (PLWD) & Copy of Identity cards for issues of preference. All Suppliers/Vendors who are currently in the BNSC Supplier Database are required to register, as they are not exempted from the process.

1.6 EOI should be delivered in sealed envelopes and clearly marked: EXPRESSION OF INTEREST FOR INCLUSION IN THE BOTSWANA NATIONAL SPORT COMMISSION SUPPLIER DATABASE FOR 3 YEARS For further enquiries contact Procurement office at 367 4000 or send an email to procurement@bnsc.cobw

FORM OF RESPONSE:

- Company Name
- Company address (Postal and Physical)
- Telephone Number
- Fax Number • Email
- Company Registration Number
- Contact Person, Position, Address, Telephone Number, Cell Phone Number(s) Fax Number and Electronic Mail Address.

EVALUATION CRITERIA

This is where information on key components (compliance and technical information), against which the capability of the Company to provide the required service will be comparatively assessed. It is up to the Company to demonstrate, through provision of the relevant information, that they have the required competency to provide the service.

EVALUATION STAGES

Stage 1: Compliance Evaluation Mandatory Requirements

2.0 EVALUATION CRITERIA

This is where information on key components (compliance and technical information), against which the capability of the Company to provide the required service will be comparatively assessed. It is up to the Company to demonstrate, through provision of the relevant information, that they have the required competency to provide the service.

EVALUATION STAGES

2.1 Stage 1: Compliance Evaluation

Mandatory Requirements

Tick where applicable in response to the requirements below	YES	NO
Cover letter detailing type of service /products that the company is applying for [Maximum of Five Categories].		
Company Profile with Company Physical address- and Banking details.		
Copy of certificate of Incorporation.		

Valid tax clearance Certificate issued by the Botswana Unified Revenue Service or tax Pin Certificate number .		
Proof or PPRA Registration.		
Copy of company registration.		
Proof of Parent or Associated Companies .		
Certified Copies of Associated Companies.		
Past Experience of supplies or Service Provision ;Summary of jobs carried out in the past two years [Contract value and Contact Person + Two Reference]		
Copy of Company Extract		
Certified- copy of EDD Certificate, where applicable		
Completed form of Declaration of Directors		
CVs of key Resource Personnel detailing work experience and Qualifications [For service providers]		
Proof of Authorized Signatory for the EOI/Completed Form of Authorized Signatory		

2.2 TECHNICAL STAGE TWO

SUPPLIER CATEGORY OF SUPPLIES, CONSULTANTS, SERVICES AND WORKS

(Companies shall indicate the categories that they are registering for)

1.	DESCRIPTION	PPRA CODE	SUB CODE	YES	NO
2.	Building Construction Works and Maintenance				
3.	Electrical Engineering Works				
4.	Civil Engineering Works				
5.	Water and Sewage Treatment Plant Works				
6.	Specialized Construction Works				
7.	Mechanical Engineering Works				
8.	Fencing- buildings roads and others				
9.	Road- Ancillary Works				
10.	Security Services				
11.	Hotel and Catering (Restaurant Services)				
12.	Tourism and Travel Related Services				
13.	Collection and Disposal of Hazardous Material				
14.	Maintenance of Vehicles, Machinery and other Services				
15.	Office Equipment Maintenance				
16.	Broadcasting and Audio Visual Services				
17.	Broadcasting Services				

18.	Telecommunications Services				
19.	Postal and Courier Services				
20.	ICT Technical Support				
21.	Insurance and Pension				
22.	Media Services				
23.	Passenger Transport Services				
24.	Freight Services				
25.	Rental Services				
26.	Cleaning Services				
27.	Public Utilities				
28.	Health Services				
29.	Customs Clearing, forwarding and Shipping				
30.	Gardening and Landscaping Services				
31.	Auctioneering Services				
32.	Marketing and Public Relation Services				
33.	Miscellaneous Services				
34.	Calibrations Services				
35.	Languages and Interpretation Services				
36.	Human Resources Services				
37.	Training Services				
38.	Safety health and Environmental Services				
39.	Printed matter and Related Equipment				
40.	Medical Supplies and Related Equipment Services				
41.	Electrical, Electronic ,Mechanical and ICT Supplies				
42.	Food Supplies				
43.	Transport Equipment and Accessories				
44.	General Supplies				
45.	General manufacturers/Producers				
46.	Petroleum Products				
47.	Gases				
48.	Media Supplies				
49.	Psychosocial Material				
50.	Architecture Services				
51.	Quantity Surveying Services				
52.	Civil Engineering Services				
53.	Electrical Engineering Services				
54.	Mechanical Engineering Services				
55.	Water Engineering Services				
56.	Building Engineering Services				
57.	Surveying Service				
58.	Project Management Services				
59.	Environmental Services				

60.	Finance Related Services				
61.	Human Resources Services				
62.	Real Estate Service				
63.	Other Consultancy Services				
64.	Legal Services				
65.	ICT Consultancy Services				
66.	Town and Regional Planning				
67.	Dispute Resolutions Services				
68.	Health Care Consulting Service				
69.	Energy Management Services[EMS]				
70.	Water browsing (Portable & Grey)				

3.0 DECLARATION OF INTEREST

Indicate if there is any relationship between your Company and any Botswana National Sport Commission Employee[s]

4.0 DECLARATION

I/ We the undersigned confirm that all the information provided is true and correct.

Name.....
.....

Surname.....
.....

Capacity.....
.....

Date.....
.....

Date.....
.....

Company Stamp

Companies that provide false information will be disqualified.

Initial on each page of this document.

5.0 EXPECTED DELIVERABLES

1. Qualified Companies are expected to respond to BNSC Procurement needs as and when need arises.
2. The Companies will be expected to provide General Advisory Services and Reports with regards to Item/Service Delivery/Consumptions for the duration of the contract.

3. Ensure availability to respond to any queries that may arise during the contract period pertaining to any Service Delivery.
4. Qualified Companies will be expected to deliver services within stipulated and agreed lead times failing which purchase orders may be cancelled.
5. Payment for deliveries /services and orders are made in less than 30 days of signing the invoice.
6. All services must be offered only where BNSC has issued a Purchase Order.
7. Site Inspection may be conducted with the qualified Companies. It is expected of the Company to provide basic facilities such as Office, Storage, Vehicles and Telephone.

No submission will be considered for acceptance if the Company is found to have indulged or attempted to indulge in any corrupt practice or canvassed with an Officer of BNSC.

If a Company is found to have so indulged or attempted to indulge in such practices and has been included in the BNSC data base, then grounds shall exist for the disqualification and de registration.

6.0 SUBMISSIONS

1. **EOI must be submitted in Two Identical Hard Copies (1 Original + 1 Copy).**
2. **Date of submission: 14th April 2023**
3. **Time: On or before 1000 Hours**
4. **Place of submission: The Botswana National Sport Commission; Head Office, National Stadium Gaborone.**

7.0 The EOI should be delivered to the following BNSC Secretariat Offices;

BNSC Head office Procurement office National stadium, Gaborone Tel:367 4000/395 4032/4037
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7.1 Submissions shall be made to BNSC Secretariat Offices at the set date and time. Failure to do so, shall lead to disqualification. For further inquiries, contact: All Procurement Officers BNSC Head Office P.O. BOX 1404, National Stadium, Gaborone

Telephone: +267 367 4000/3904032/3903449/3904037

Email- procurement@bnsco.co.bw

8.0 TERMS AND CONDITIONS

1. The registration of the Company on the BNSC supplier database does not by any means constitute a guarantee or undertaking that any BNSC campus/facility will procure goods or services from that Company.

2. Procuring goods or services from a Company on the BNSC supplier data base is subject to the procurement requirements applicable to BNSC.
3. A Company can only register and be selected in one BNSC Campus only. No Company shall be registered for more than one BNSC Campus.
4. All Companies that are currently in the BNSC Data Base are requested to submit for registration.
5. All Companies that have previously submitted their profiles but not included in the data base are also requested to submit for registration.
6. Submissions that are not compliant shall not be considered
7. Submission of all documents does not warrant inclusion in the database
8. Site visits may be made to validate the information that has been submitted
9. BNSC will only enter into correspondence with successful Companies only.
10. Prospective suppliers will not be reimbursed for any expenses incurred in preparation of their documents;
11. BNSC employees (part time /full time) and their immediate families are not permitted to register for inclusion in the database
12. Board members of BNSC, Council and are prohibited from registering for inclusion
13. Applications shall not be submitted through fax or email.
14. BNSC reserves the right to reject any and all EOI's without any need to provide reasons for such a decision.
15. Failure to comply with the above conditions may result in disqualification

SECTION 2
FORM OF TENDER

The undersigned hereby offers to carry out on behalf of BNSC, the provision of supply services as described in this tender.

The undersigned agrees to commence the work under any order or orders within Seven (7) working days after contract signature.

Dated this..... Day of..... 2023

Signed: _____

Name _____

Designation (Director, etc.) _____

Duly authorized to sign EOI for and on behalf of _____
(Company Name) Postal Address:

_____ Physical Address:

_____ Plot No. _____

Street Name. _____ City: _____ Country

_____ Telephone No: _____

Fax No.: _____

Email: _____

COMPANY STAMP



RETURNABLE DOCUMENTS	CERTIFICATE OF AUTHORITY OF SIGNATORY
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Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A COMPANY	B PARTNERSHIP	C JOIN VENTURE	D SOLE PROPRIETOR

A. Certificate for Company

I, _____, chairperson of the board of directors of _____, hereby confirm that by resolution of the board taken on _____ 2023, Mr/Ms. _____, acting in the capacity of _____, was authorized to sign all documents in connection with this tender offer and any contract resulting from it on behalf of the company.

As witnesses: -

1. _____ Chairman _____ 2. _____ Date _____

B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as _____ hereby authorize Mr/Ms. _____

acting in the capacity of _____, to sign all documents in connection with the tender offer for Contract _____ and

any contract resulting from it on our behalf

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the partners. Attach additional pages if more space is required.

C . Certificate for Joint Venture

We, the undersigned, are submitting this EOI offer in Joint Venture and hereby authorize Mr/Ms _____ an authorized signatory of the

company _____, acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract _____ and any contract resulting from it on our behalf.

This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

Furthermore, we attach to this Schedule a copy of the joint venture agreement which incorporates a statement that all partners are liable jointly and severally for the execution of the contract and that the lead partner is authorized to incur liabilities,

receive instructions and payments and be responsible for the entire execution of the contract for and on behalf of any and all the partners.

NAME OF COMPANY	NAME OF SIGNATORY	CAPACITY
Lead partner		

D. Certificate for sole proprietor.

I _____ hereby confirm that I am the sole owner of the business trading as _____

As witnesses: - Signature of sole owner _____

1. _____

2 _____ Date _____

Attach additional pages if more space is required.

Signed _____ . Date _____

Name _____ Position _____

RETURNABLE DOCUMENTS	DECLARATION BY DIRECTORS AND SHAREHOLDERS
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Tenderer _____

DECLARATION ON BEHALF OF OWNERS, PARTNERS/ SHAREHOLDERS AND /OR DIRECTORS

I, _____ (full name), in my capacity as a director/shareholder/partner/owner (tick as applicable) hereby declare that on my behalf, and on behalf of the owners, partners and /or directors of

..... (name of company)

of:

..... (Postal/physical address)

that, in connection with the enclosed tender,

1. All information contained herein is true and not misleading, and it is to the best of my knowledge factual and binding on the company and/or its representatives.
2. I state that the resolution executed by the Board of Directors of in pursuance of this tender, was executed following a declaration by all Directors present or by proxy confirming that they have not, through other registered companies, participated in the same tender and/or bid for the same items/products.
3. I,....., in my capacity as aforesaid, declare and confirm that we have in fact not participated in the same tender and/or bid for the same items/products, through any other registered company or other entity
4. I hereby provide a current list of Directors and Shareholders for the company and attach certified copies authenticated and certified by the Company Registration Authority or Chamber of Commerce or the equivalent thereof from the country of origin

ITEM NO.	DIRECTOR'S NAME	NATIONALITY	SHAREHOLDERS'S NAME	NO. OF SHARES/ PERCENTAGE OF SHAREHOLDING	NATIONALITY
1.					
2.					
3.					
4.					
5.					

6.					
7.					

1. If more space is required attach additional sheet. Note: Public listed companies should state which stock exchange the company is listed under.
8. We further acknowledge that should any of the directors, partners, and shareholders be found to be associated in a similar or other manner in another company/entity, participating in this tender and/or bid for the same items/products, this shall disqualify this company, and whichever company the said director/partner/shareholder is consequently involved in.
9. We further acknowledge that should the company or any of its affiliates or subsidiaries be found to have participated in the same tender and/or bid for the same items/products, the said company and its affiliates or subsidiaries shall be disqualified.
10. The Company, through its agents, employees or directors has not illegally communicated with any member of BNSC or Board, except as may be permitted in the relevant "instructions to tenderers" or by law.
11. The Company, through its agents, employees or directors has not paid or offered to pay any consideration, favour or promise to any member of the procuring department or any person employed by or associated with BNSC.
12. We declare that this tender is submitted in our own right and we have not colluded in any way with any other potential tenderer in the production and submission of this tender other than in the establishment of a joint venture or sub-contractor arrangement as fully and correctly declared in the tender.
13. We acknowledge that if after the award of this tender any of these declarations are found to be false then any contract(s) between ourselves and BNSC shall be terminated forthwith and we may be barred from future tendering for BNSC services and liable to possible prosecution.

Signed _____

Name _____

Date _____

Company Stamp

THUS SIGNED AND SWORN TO BEFORE ME COMMISSIONER OF OATHS AT

_____ ON THIS _____ DAY OF

_____ 20____, AT ____AM / PM, THE DEPONENT HAVING ACKNOWLEDGED THAT HE KNOWS AND UNDERSTANDS THE CONTENTS OF THIS DECLARATION AND THAT IT IS BINDING ON HIS CONSCIENCE.

COMMISSIONER OF OATHS CAPACITY

The following is a statement of similar works successfully executed by myself/ourselves

Employer, Contact person and Telephone	Description of Contract	Value of work	Date completed

