



EXPRESSION OF INTEREST

BOCRA SUPPLIER DATABASE

The Botswana Communications Regulatory Authority ("BOCRA or the Authority") is a statutory body established under the Communications Regulatory Authority Act of 2012 (The Act). The Authority is mandated to promote efficient provision of communications services throughout the country. The Act is available from Government Printers in Gaborone, Botswana or may be obtained at the following website: <http://www.bocra.org.bw>.

BOCRA invites prospective suppliers and service providers to express their interest in doing business with the organisation by applying to be included on the BOCRA Supplier Database for a period of twelve **(12) months**. Companies providing below services and products are invited to submit proposals in not more than three **(3)** categories:

1. Public Relations Services (brand management, publicity, campaigns & advertising),
2. Communications (creative content, graphic design, packaging and distribution of content),
3. Corporate clothing, gifts and promotional materials,
4. Photography and Video Production Services,
5. Physical & Virtual Events Management Services,
6. Rapporteurship,
7. Digital Media Management,
8. Language & Interpretation Services,
9. Equipment Hire (events & conferencing),
10. Furniture and Fittings,
11. Cleaning Services,
12. Gardening and Landscaping Services,
13. Supply of Grey and Drinking Water,
14. Skip Rental, Refuse Collection and Disposal,
15. Electrical and Mechanical Services,
16. Building Maintenance,
17. Swimming Pool Maintenance,
18. Works Consultancy Services,
19. Riggers and Tower Maintenance (for riggers relevant certification is applicable),
20. Interior Designing,
21. Vehicle Hire and Rentals,
22. Counselling Services,
23. Stationery,
24. Office Equipment,
25. Computer Equipment/ICT Supplies,
26. Maintenance of Office Equipment,
27. Catering Services,
28. Travel Agency,
29. Air conditioner installation and maintenance services,
30. Pest Control and Fumigation Services
31. Florists

COMPLIANCE REQUIREMENTS

Interested companies should express their interest by completing the Supplier Database Registration Form accessible from the website www.bocra.org.bw. Completed forms should be accompanied by the following documentation:

- a) Cover letter detailing company details and category/s applied for,
- b) Contact details of authorised company representative,
- c) Company Profile with physical and postal addresses,
- d) Copy of valid Tax Clearance Certificate or Exemption thereof issued by BURS,
- e) Copy of PPADB Registration Certificate under relevant codes,
- f) Copy of Certificate of Incorporation,
- g) Copies of shareholding and directorship documents,
- h) Proof of nationality of Directors and Shareholders (certified copy of Botswana national identity (Oman) or Passport),
- i) Certified copy of Trading License (where applicable),
- j) Certified copy of EDD Certificate (where applicable),
- k) Two (2) reference letters for the categories applied for from past clients of not more than three (3) years back (added advantage).

EVALUATION CRITERIA

The assessment criteria shall be based on:

- a. Submission of all compliance information as stated above,
- b. Capability and Experience.

SUBMISSION DETAILS

Company Profiles and all supporting documents should be submitted not later than **10:00HRS** on **20 NOVEMBER 2020** or such other later date as the Authority may advise in writing, to the following address:

Botswana Communications Regulatory Authority
Plot 50671 Independence Avenue
Private Bag 00495
Gaborone
Tel: +267 368 5500
Fax: +267 395 7976

Submissions should be placed in sealed envelopes clearly marked "**EXPRESSION OF INTEREST FOR SUPPLIER DATABASE**".

NOTES

1. Responding to this invitation does not guarantee an automatic registration with BOCRA,
2. 100% Citizen owned companies will be given priority,
3. Suppliers and Service providers that have previously been engaged by BOCRA are also required to register accordingly,
4. Maximum of three (3) categories are allowed per company,
5. Prospective suppliers will not be reimbursed for any expenses incurred in preparation of their submissions,
6. Youth, Women and People Living with Disabilities are encouraged to register.

For any further information regarding the **EOI**, please contact:

Procurement Office at: 368 5500/09/33/34
Contact email: procurement@bocra.org.bw