

SUPPLIER DATABASE REGISTRATION FORM

Local companies interested in doing business with Botswana Communications Regulatory Authority (BOCRA) must complete and submit this form accompanied by their company profiles and documents.

| 1. COMPANY DETAILS | |
|---|--|
| a. Name of company | |
| b. BURS i. Taxpayer TIN ii. Certificate No. | |
| c. PPADB Registration (Yes/No) | |
| d. EDD Certificate No. | |
| 2. CONTACT DETAILS | |
| a. Postal Address | |
| b. Physical Address | |
| c. Contact Numbers | |
| d. Facsimile Number | |
| e. Email Address | |
| 3. COMPANY OWNERSHIP (Indicate the status of the company by ticking the appropriate box) | |
| a. 100% Citizen owned (Yes/No) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b. Woman owned | |
| c. Youth owned | |
| d. People Living With Disability owned | |



4. CATEGORIES APPLIED FOR

| No. | Category | Tick |
|------------|---|-------------|
| 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. | Rapporteur,ing, | |
| 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,& Fumigation Services, | |
| 31. | Florists. | |

ANNEXURE I: Declaration of Eligibility

| | | |
|--------------|---|---------------------------------------|
| BOCRA | TENDER RETURNABLE DOCUMENT | DECLARATION OF ELIGIBILITY |
|--------------|---|---------------------------------------|

Declaration to establish that Directors, shareholders, partners, members have not participated through any other bid for the same tender.

PART A

I, _____ (full name), in my capacity as
 (state position in Entity) hereby declare that on my
 behalf, and on behalf of the owners, partners / directors/ shareholders
 /administrators and/or Other (Please specify)

of:

.....
(name of Entity)

of :

.....

(Postal/physical address)

that, in connection with the enclosed tender,
 All information contained herein is true and not misleading, and it is to the
 best of my knowledge factual and binding on the Entity and/or its
 Representatives. I state that the (State Name of Entity)
 and/or its representatives confirm
 that they have not, through other entities, participated in the same tender
 and offer the same products in response to the same items.

NOTE THAT: In the case of competing franchises, the franchises may bid for the same item but with different products. Item means the commodity required by the procuring entity indicated in the ITT. Product means the commodity offered by the bidder.

I declare and confirm that the Entity and/or its Representatives have in fact not participated in the same tender and offered the same products in response to the same items, through any other registered company or other entity. I hereby provide a current list of Directors/ Administrators/ Partners/ Members and/or Shareholders for the Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body and/or other (Please specify)

| | <i>DIRECTORS/MEMBERS / PARTNERS NAME and/OR Other (Please Specify).....</i> | <i>CAPACITY IN ENTITY</i> | <i>NATIONALITY</i> | <i>PERCENT AGE OF SHAREHOLDING</i> |
|---|--|----------------------------------|---------------------------|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

| | SHAREHOLDERS NAME | NATIONALITY | PERCENTAGE OF SHAREHOLDING |
|---|--------------------------|--------------------|-----------------------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| | | | |
|---|--|--|--|
| 5 | | | |
| 6 | | | |
| 7 | | | |

If more space is required attach additional sheet. Note that Public companies should state which stock exchange the company is listed under.

I further acknowledge that should any of the directors, partners, and shareholders, members/administrators /(others please specify) be found to be associated in a similar or other manner in another company/entity, participating in this tender and offering the same products in response to the same items, this shall disqualify this Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body, and whichever company or other entity the said director/partner/shareholder/member and/or administrator is consequently involved in.

I further acknowledge that should the Company /Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body or any of its affiliates or subsidiaries be found to have participated in the same tender and offered the same products in response to the same items, the said Company/Partnership/ Society/Joint Venture/ Private Foundation/Statutory Body/(others please specify) and its affiliates and/or subsidiaries shall be disqualified.

The Company/Partnership/ Society/Joint Venture/ Private Foundation/ Statutory Body/(others please specify), through its agents, employees or directors has not illegally communicated with any member of the procuring department or the Public Procurement and Asset Disposal Board, except as may be permitted in the relevant “instructions to tenderers” or by law.

The Company/Partnership/ Society/Joint Venture/Private Foundation/Statutory Body/(others please specify), through its agents,

employees, partners, members, administrators and/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 BOCRA or its Committees.

I declare that this tender is submitted by us 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.

I 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 the procuring department and/or BOCRA shall be terminated forthwith and we may be barred from future tendering for government services and liable to possible prosecution.

I confirm that our entity has undertaken not to collude to withdraw from a tender award, only for the reason that an unsuccessful bidder be awarded the tender. I confirm further that the entity has undertaken not to engage in frivolous complaints and litigation that frustrates project implementation.

SIGNED:

NAME:

DATED:

Entity :

Stamp

PART B

1. Declaration to establish Eligibility for Reservation and Price Preferences for 100% Citizen Owned Contractor / Companies and other Entities.
2. The declaration shall be signed by all Businesses tendering for reserved contracts and contracts subject to preferences, as a condition of each tender.
3. The 100% citizenship requirements for shareholders, etc contained therein shall not withstand any previous consents and practice, be pre condition for the award of any reserved tender.

Definition

4. The following definitions shall apply to this declaration:

100% Citizen Owned Contractor / Company: a natural person or an incorporated company wholly owned and controlled by persons who are citizens of Botswana.

Control: the possession and exercise of legal authority and power to manage the assets, goodwill and daily operations of a business and the active and continuous exercise of managerial and financial authority and power in determining the policies and directing the operations of the business.

Net Amount: the financial value of the Contract at the time of the award of the Contract, exclusive of sales tax which the law requires the Employer to pay to the Contractor.

Owned: Having all the customary incidents of ownership, including the right of disposition, and sharing in all the risks and profits commensurate with the degree of ownership interest or

shareholding as demonstrated by an examination of the substance as well as the form of ownership arrangements

5. The company operates banking and savings accounts, the only authorised signatories are:

i.
.....
(Bank Name and Name of signatory)
(Omang No. /Passport)

ii.
.....
(Bank Name and Name of signatory)
(Omang No. /Passport)

ii.
.....
(Bank Name and Name of signatory)
(Omang No. /Passport)

iv.
.....
(Bank Name and Name of signatory)
(Omang No. /Passport)

6. Undertakings

The Bidder confirms that it is a 100% Citizen owned contractor/company and undertakes to remain a Citizen Contractor for the duration of the Contract. The Bidder further undertakes not to subcontract more than 30% of the Net Amount to non-Citizen Contractors in the performance of the Contract.

7. Sanctions relating to reserved treatment

Any changes in Ownership or Control which violate the definition of a Citizen Contractor or the subcontracting of more than 25% of the Net Amount of the Contract to non-Citizen Contractors shall be sufficient reason for the Procuring Department to terminate the Contract.

8. All the shareholders of
.....
(Name of company) have read this declaration and agree to its contents.

- a) All the shareholders hereby give consent verification of the information provided above and understand that this may include but not limited to the verification of assets, liabilities, accounts, bonds and undertake to notify the competent authorities of any change to the information provided in this Declaration within seven days of such occurrence.
- b) I understand and declare that each matter here deposed to is essential for the tender validity of
..... (Name of company)'s

NB: The Procuring Entity reserves the right to confirm the authenticity of the information provided above.

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:

ANNEXURE II: Certificate of Authorised Signatory

| | | |
|--------------|---|---|
| BOCRA | TENDER RETURNABLE DOCUMENT | TENDER SCHEDULES CERTIFICATE OF AUTHORISED SIGNATORY |
|--------------|---|---|

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category.

| A | B | C | D | E |
|----------------|--------------------|--------------------------|----------------------------|--------------|
| COMPANY | PARTNERSHIP | JOINT VENTURE | SOLE PROPRIETOR | OTHER |
| | | | | |

A. Certificate for company

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

B. Certificate for partnership

We, the undersigned, being the key partners in the business trading as _____ hereby authorise 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.

Furthermore we attach to this Schedule a copy of the partnership 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 authorised 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 partners.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms _____, an

authorised 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 authorisation is evidenced by the attached power of attorney signed by legally authorised 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 authorised 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 FIRM | ADDRESS | AUTHORISING SIGNATURE, NAME & CAPACITY |
|--------------|---------|--|
| Lead partner | | |
| | | |
| | | |
| | | |

D. Certificate for sole proprietor.

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

E. Certificate for other.

I, _____, hereby confirm that I am _____ of the business trading as _____.

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: