



EXPRESSION OF INTEREST (EOI) FOR INCLUSION IN THE BOTSWANA COMMUNICATIONS REGULATORY AUTHORITY'S SUPPLIER DATABASE

BOCRA/EOI/004/2025.26

1. The Botswana Communications Regulatory Authority (BOCRA) is in the process of creating a supplier database that will be used to shortlist companies for procurement of goods, services and works. BOCRA therefore wishes to invite prospective 100% citizen owned companies for the provision of the below listed products and services for inclusion in the database.

No.	Category
1	Catering Services
2	Supply of ICT Equipment (Laptops, Desktops & Printers)
3	Building Repairs and Maintenance
4	Promotional Material (Branded Clothing and Stationery)
5	Travel agency
6	Air conditioning supply, installation and maintenance services
7	Transport Services (Short & Long Distances)
8	Supply of Garden & Pool Water
9	Event Management (Event Stalls & Decor)

2. SELECTION CRITERIA

All interested vendors will be subjected to vetting to determine their compliance.

The selection will be based on the following:

No.	Description	Yes	No
1	Cover letter detailing the type of service or product the company is applying for.		
2	Company Profile with company address (physical and postal) and contact details.		
3	CV's of key personnel.		

4	Description of unique methodology used for the service applied for.		
5	Company experience on products and services applied for, of at least three (3) years and at least three (3) references.		
6	CIPA Registration Certificate. (Verification will be done online)		
7	PPADB registration name under the relevant code and subcode. Registration will be confirmed online.		
8	Copy of valid Tax Clearance Certificate issued by Botswana Unified Revenue Services (BURS). Registration will be verified online. Alternatively, bidders must submit Certificate Number and Tax Identification Number (TIN) for verification online		
9	Certified Identity Document of Directors, Shareholders (or Partners) and team members		
10	A price list or schedule of fees or charge out rates for the products and services applied for.		

NOTE:

- A supplier can only bid and be selected in **one category only**. No supplier shall bid for **more than one category**.
- All suppliers who have previously submitted profiles are required to register through this process.
- Submissions that are not compliant shall not be considered.
- Submission of all documents does not warrant inclusion in the database.
- Supplier visits may be made to validate the information that has been submitted.
- Prospective suppliers will not be reimbursed for any expenses incurred in preparation of their submission.
- BOCRA staff are not permitted to submit their profiles for inclusion in the database.
- Board members of BOCRA and Universal Access and Service Fund are prohibited from submitting their company documents for inclusion.
- Faxed or emailed submissions will not be considered.
- The EOI is reserved for 100% citizen owned companies.

- Preference will be offered to the following categories: Women, Youth, People with Disability, Rural based companies, and Vocational Skills.

3. SUBMISSION

Submission of Expression of Interest should be delivered in a sealed envelope/package inclusive of an identical soft copy in a USB. The inscription below should be indicated at the front of the envelope:

REF. NO: BOCRA/EOI/004/2025.26
EOI- INCLUSION IN THE BOCRA SUPPLIER DATABASE,
CATEGORY: (e.g. *catering, travel, ICT Equipment*)

The profiles and all supporting documents should be submitted not later than 12:00 hrs on **20 February 2026** or such date as the Authority may advise in writing at the Tender Box located at:

Botswana Communications Regulatory Authority
Plot 50671
Independence Avenue
Gaborone

For any further information regarding the EOI, please contact the Procurement Office at tenders@bocra.org.bw