



EXPRESSION OF INTEREST INVITATION FOR SUPPLIER REGISTRATION

SCOPE OF WORK

Botswana Agricultural Marketing Board intends to create a Supplier Database for supply of goods and services for a period of two year. The registration will be for the following:

1. Advertising Agency Services (Advertising, Branding, Publicity and Marketing)
2. Media Services
3. Sound, staging, Lighting, Audio visuals & DJ services
4. Postal and courier services
5. Printing Houses, Designing and Printing
6. Photography/Video Production
7. Events Management, Stage set up, décor services
8. Corporate Clothing/Promotional Materials & Protective clothing
9. Stationary
10. Engineering and Architectural Consultancy Services
11. Office Furniture, Window blinds
12. Jack pallets, Trolleys
13. Household and Personal effects Removals
14. Motor vehicle rental
15. Travelling agencies and shuttle services
16. Office Consumables/Refreshments
17. Office Equipment maintenance
18. Computers, Printers and Accessories
19. Computer Repairs/Maintenance
20. Systems Development Services and maintenance services
21. Server Management and maintenance Services
22. Data Centre maintenance & hosting facilities
23. Network Management and maintenance Services
24. ICT Security Management and maintenance Service
25. Internet Services
26. ICT Consultancy Services
27. Conferencing/Workshop Services
28. Food, beverages, and Catering services
29. Legal Services
30. Debt Collection
31. Sanitation and Refuse disposal Services
32. Auctioneering Services
33. Grain Grading Equipment
34. Electrical Appliances
35. Vehicle spares / tyres
36. Truck repairs
37. Hotel Services/Hotel, Motel, Lodge and Guest Houses and Self-Catering Apartments
38. Pesticides
39. Silo Pest Control Services
40. Medical Services (Employee General Medical Examinations)
41. Health & Wellness services and counselling including supplies
42. Manufacturing and Repair of tarpaulins
43. Manufacturing and Repair of pallets
44. Manufacturing of packaging materials
45. Facility/Equipment maintenance works (Plumbing, Electricals, Construction and carpentry)
46. Fire Products and Services
47. Quality Management System training/audit
48. Customs Clearing, forwarding and shipping
49. Property Valuation
50. Heating, Ventilation, Airconditioning and cooling supplies and maintenance
51. Recruitment and training

ELIGIBILITY

Consideration for registration will be based on submission of the following:

1. Cover Letter detailing the type of service/products the company is applying for.
2. Company Profile with company physical address and contact details.
3. Bank details and their signatories
4. Certified copy of trading License
5. Brief CVs of key staff and certified copies of qualification
6. Certificate of incorporation (CIPA)
7. Company Extract (CIPA).
8. Certified Copies of Directors identity documents
9. Tax Clearance Certificate
10. Proof of financial status (provide copy of companies latest financial statements)
11. Relevant PPRA Codes and Sub-codes
12. Certified copies of Certification/Registration/Licensing for specialized products/services (Where applicable)
13. A minimum of two related references or reference sites (For macro procurement).
14. Contact details of key staff
15. Certified copies of Practicing Certificate of Firm and Admission certificates of key personnel (where applicable)
16. Valid Indemnity Covers (for professional services)
17. Certified copies of EDD certificates (where applicable)

TERMS AND CONDITIONS

1. Citizen owned companies will be given priority

NOTE: companies who have been supplying the Board with products and services are also to register as there are not exempt from this process. Failure to register shall exclude existing and unregistered companies from the invitation to quote as and when the Board requires the services, goods and works above.

2. After the EOI the Board will not contact the vendor unless deemed appropriate.
3. Only vendors who provide the complete information will be entered into the database.
4. BAMB reserves the right to reject any and all EOI's and or cancel the entire process.

SUBMISSION

Binded documents must be submitted in an envelope marked with the relevant category and delivered by hand or couriered to

- BAMB Gaborone Branch, Plot 14395, Next to Jamal, Old Lobatse Rd, Gaborone West Industrial Site, Gaborone.

Each submission will be registered as proof of delivery.

CLOSING DATE

9th September 2022 at 1645hrs.

For further enquiries contact:

Lebogang Sekolo / Neo Sengalo at 3922826/3951341 or email; procurement@bamb.co.bw on or before the 2nd September 2022.



BAMB
BOTSWANA AGRICULTURAL
MARKETING BOARD