

EXPRESSION OF INTEREST

EOI NO: AB/273/2023

UPDATING OF SUPPLIERS DATABASE FOR PROCUREMENT OF WORKS, SERVICES AND SUPPLIES

Air Botswana is the National Airline that operates passenger and cargo services domestically from Gaborone to Francistown, Maun and Kasane and regionally from Gaborone to Johannesburg, Harare, Lusaka and Cape Town.

The purpose of this invitation is to explore the market for potential Public Procurement Regulatory Authority (PPRA) registered citizen owned suppliers and service providers domiciled in Botswana who may be interested in providing the airline with various works, services, and supplies. The database will be used for the next 2 years.

SCOPE

Works and Services

Security Services, Hotel and Catering Services, Tourism and Travel Related Services, Collection and Disposal of Hazardous Material, Maintenance of Vehicles, Machinery and Other Services, Maintenance of Vehicles Related Equipment, Aircraft Maintenance, Office Equipment Maintenance, Broadcasting and Audio Visual Services, Broadcasting Services, Telecommunication Services, Postal and Courier Services, ICT Technical Support Services, Insurance and Pension Services, Media Services, Passenger Transport Services, Freight Services, Rental Services, Cleaning Services, Public Utility Services, Health Services, Customs Clearing, Forwarding and Shipping Services, Auctioneering Services, Gardening and Landscaping Services, Marketing and Public Relation Services, Calibration Services, Language & Interpretation Services, Aviation Services, Human Resources Services, Training Services, Safety, Health and Environment Services, Miscellaneous Services.

Supplies

Printed Matter and Related Equipment, Electrical, Electronic, Mechanical and ICT Supplies, Food Supplies, Transport Equipment and Accessories, Chemicals, Stationery, Clothing, apparels & fabrics, Office furniture, Plastic products, Sports and Recreation Equipment, Forestry products and equipment, Toiletry and hygiene products, Glass Products, Mobile Toilets, Prefabs, Paper and paperboards, Catering equipment, Refreshments, Beverages, Educational Aids, Hardware, Tools and Construction Materials.

EXPRESSION OF INTEREST REQUIREMENTS

EOI submissions should be accompanied by the following.

1. Cover letter detailing the type of works, services/supplies applied for with a maximum of four Public Procurement Regulatory Authority registration categories/codes.
2. Company profile detailing experience in works, services/products applied for (including subcontracts if applicable). Demonstrate understanding of assignments by preparing a methodology in providing works, services/supplies applied for.
3. Valid Tax Clearance Certificate issued by Botswana Unified Revenue Services (BURS). Tax Clearance Certificate will be subjected to online registration verification.
4. Valid CIPA Incorporation Certificate and company extract.

5. Certified valid copy of Identity Card (Omang) for Directors and Shareholders.
6. Bank Confirmation letter for Business Account.
7. Certified copy of trading license.
8. Curriculum Vitae, academic qualifications, and certification from applicable relevant bodies for the proposed key personnel.
9. Company reference letters and contact details of current or former clients.

EVALUATION CRITERIA

1. The EOI submissions will be checked for completeness and compliance with requirements indicated above.

All expenses relating to the preparation and submission of the response to this EOI including providing any additional information shall be entirely incurred and borne by the supplier/service provider.

This EOI does not warrant any commitment on the part of Air Botswana, either financial or otherwise. Air Botswana reserves the right to accept or reject any or all EOIs without attracting any obligation to inform the affected applicant/s of the grounds.

SUBMISSION OF EOI

Submission of one original printed copy of the EOI documents plus one electronic copy must be delivered in a sealed envelope or package clearly marked "EOI for Procurement of Works, Services/Supplies – EOI No. AB/273/2023" and should be placed in the tender box situated in the foyer at Air Botswana Head Office Building, Airport Road, Sir Seretse Khama International Airport, Gaborone, Botswana.

Electronic submissions can be sent to the Procurement Unit @ tenders@airbotswana.co.bw and all EOIs should be submitted on or before **14:00 PM** on the **22nd September, 2023 (EOI closing date)**. Late EOI submissions will not be accepted.

For any enquiries and clarifications regarding the EOI please contact the Procurement Unit at: tenders@airbotswana.co.bw or,

Mr. Tshephang Patson Mabolokanye at tmabolokanye@airbotswana.co.bw / 3688467 at least seven (7) days before the closing date of the EOI.

**AIR BOTSWANA HEAD OFFICE
AIRPORT ROAD
P O BOX 92 GABORONE
BOTSWANA**