

Republic of Botswana

EMBASSY OF THE REPUBLIC OF BOTSWANA

22 PHILLIPS AVENUE

BELGRAVIA

TELEGRAMS: BOTZIM

TELEX: 22663

PO BOX 563, HARARE

TELEPHONE:+263(4) 794 645/7/8 FAX +263(4) 793 416 & 705 809

2024 CALL FOR EXPRESSION OF INTEREST (EOI)

PURPOSE:

The Embassy of Botswana in Zimbabwe hereby calls for Expression of Interest to solicit valued 100% Zimbabwean citizen owned and registered businesses that wish to compete for being listed on the Embassy's Service Providers Database for the financial year 2024/2025. Applicants are requested to submit company information in the form of profiles inclusive of the following compliance requirements:-

1. Compliance documentation.
2. A cover letter detailing the type of supplies/service/works offered.
3. Certified copies of identity documents for Senior Management and Directors.
4. Certificate of Incorporation, Register of Shareholders, and their identity documents.
5. Valid Tax Clearance Certificate. 6. A Certified copy of the trading license. 7. A completed supplier registration form. 8. Procurement Regulatory Authority of Zimbabwe Registration Certificate.

LIST OF CATEGORIES OF SERVICES NEEDED:

SUBMISSION DETAILS:

Deadline: 12 July 2024

Method: Applicants must register in person at the Botswana Embassy offices. A successful registration is when the applicant delivers ALL required compliance documents with no special exceptions. Successful registration slip will be handed to the applicant and the full EOI document emailed to the applicant.

CONTACT INFORMATION:

For inquiries, contact us at +263(4) 794 645/7/8.

DELIVERY OF COMPLIANCE DOCUMENTS: Interested parties are to submit their compliance requirements at: DELIVERY ADDRESS: 22 Phillips Avenue Belgravia Harare.COM

1. Advertising/Marketing/Branding
2. Architecture
3. Catering
4. Cleaning Consumables
5. Computer Equipment And ICT
6. Corporate Clothing
7. Events And Décor
8. Florist
9. Gardening Services
10. General Building Maintenance
11. General Manufacturers/Producers
12. General Supplies of Goods & Services
13. Generator Services
14. Graphic Design
15. Maintenance Of Vehicles
16. Mechanical and Electrical Maintenance
17. Merchandising
18. Office Equipment & Stationery
19. Pest Control
20. Petroleum Supplies
21. Promotional Materials
22. Safety and Health
23. Security Services
24. Structural Evaluation
25. Swimming Pool Installation, Maintenance,
and Equipment
26. Travelling Agencies
27. Construction Companies
28. Estate Agents
29. Construction Engineers
30. Project Managers

TIMES OF DELIVERY: 09:00 Hours to 15:30 Hours

DATES OF DELIVERY:

2nd July to 12th July, 2024

EVALUATION CRITERIA:

- Proposals will be assessed based on competitiveness, proven experience, technical capability, and verifiable recommendations. We assure a fair and thorough evaluation process, designed to select the most suitable suppliers for our database.

DECISION TIMELINE:

- Decisions will be finalized by 13 September 2024.

The Embassy of Botswana to the Republic of Zimbabwe reserves the right to select and notify the ONLY selected companies.

PRIVACY STATEMENT:

- The Embassy is committed to maintaining the highest levels of security and safety for all submitted documents and information. The Embassy will keep all documents confidential and will only use the information provided for the purpose of evaluating and selecting suppliers.