



Botswana Development Corporation Limited
Fairscape Precinct, Plot 70667
Fairgrounds
P/Bag 160, Gaborone
Tel: (267) 365 1300
Fax: (267) 390 5072
email: enquiries@bdc.bw
www.bdc.bw

EXPRESSION OF INTEREST FOR SUPPLIER REGISTRATION FOR BDC

Reference number: EOI/BDC002 2025/26

Date Issued: 10/09/2025	
Closing Date: 10/10/2025	
Closing Time: 1200hrs	

1. BACKGROUND

Botswana Development Corporation invites experienced wholly citizen owned suppliers and service providers to express interest for consideration to be included in the Botswana Development Corporation supplier database. Providers of the below goods and services are invited to express interest for registration in the supplier database for a period of two years;

- Catering Services
- Security Services
- Accommodation, Hospitality and Conferencing Facilities
- Outdoor Cleaning, Refuse collection and Gardening
- High Rise Cleaning Services
- Sprinkler works
- Utility Billing Management
- PM Signage (Disclaimer boards, property signages etc)
- IT related Services and Products (Hardware, software and accessories)
- Stationery, Consumables, Office Equipment (toners and photocopying papers)
- Fire Services and Related Supplies
- Corporate Gifts, Promotional Material /Branded material
- Travelling Agency
- Property Valuers
- Pest Control Services
- Cleaning consumables (cleaning chemicals and detergents)
- Marketing and advertising
- Events Management – (Décor, technical including sound, staging, lighting)
- Florist Services
- Uniform and protective clothing
- Courier Mailing Service, Clearing and forward services
- Internet Services
- General manufacturers/producers (handcraft, art supplies, furniture, paper & paper boards.

Directors

Oteng Keabetswe (Caretaker Managing Director)

Group Company Secretary: Gilbert K. Ofetotse



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- Photography, videography, Digital Media, Graphics and Multimedia.
- Car Wash
- Project Management
- Health & Wellness and counselling Services
- General building maintenance and related services (mechanical, electrical, plumbing, carpentry
- Roof gutter cleaners
- Office equipment maintenance, door and locks, biometrics access control.
- Power Back Up System
- Service and maintenance of vehicles (tyre repairs, wheel alignment and balancing, panel beating, spray painting, wind screen replacement and air conditioning.
- Car rentals (Taxis/Shuttle services)
- DJ services
- MC services
- Entertainment (Artists or performances)
- Office refreshments (tea & soft drinks)
- Air cooling services and Maintenance
- HVAC Products and services
- Human Resources and related services
- Interior Design services
- Office cleaning
- Insurance service
- UPS system
- Training and development services
- Facility management services
- Valuations services (Property, Collateral (movable and immovable assets)
- Auditing services
- Quantity surveyors
- Forensic services
- Business Rescue/Turnaround Specialists
- Business Advisory Services
- Risk and Compliance Management consultancy services
- Business Continuity Management consultancy services
- Printing and Publishing Services (e.g., flyers, Events programs, reports, brochures etc)
- Maintenance of branding materials e.g. fixing and washing.
- Accounting consultancy services
- Tax consultancy services
- ICT Consultancy Services
- Fire Suppression System
- IT security

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- ICT Technical Support and Maintenance Services
- Telecommunication Services
- Interior design
- Translation & Interpretation Services (Translating materials to/from Setswana and other languages for accessibility and outreach)
- Media Monitoring & Analytics Services
- Brand Strategy & Research Services (Market insights, brand positioning studies, stakeholder perception surveys, brand equity tracking.)
- Animation / Motion Graphics Services
- Other services

2. MANDATORY DOCUMENTS

Proposals shall be accompanied by the following compliance documents;

- Submit PPRA Registration Certificate
- Submit a copy of a valid Tax Clearance Certificate and Tax Identification Number (TIN) This will be verified on the BURS website.
- Submit a Completed and Signed Declaration Form for Tendering Purposes (T2.2 GM). Bidders that submit multiple bids will be disqualified.
- Submit a Copy of Certificate of Incorporation issued by Companies and intellectual Property Authority (CIPA).
- Submit a Copy of a List of Directors and Shareholders from Company Extract issued by CIPA.
- Submit certified copies of IDs for Company Shareholders. (In the event a company is a shareholder (Shareholder company), a copy of the company's Certificate of Incorporation and company extract with shareholders details from Companies Intellectual Property Agency (CIPA) website as well as certified ID copies of the shareholders of the shareholder company must be submitted.

Bidders who fail to submit the above-mentioned documents (as listed in Circular 1 & 5 of 2016) will be requested during the evaluation to submit them within 5 working days by telephone call or email. Non-responsiveness by the Bidder shall result in disqualification of bid.

3. EVALUATION CRITERIA

The assessment criteria will be based on the following.

- Submission of ALL compliance documents
- The Directive CAB 19 (B) 2013: Local Procurement Scheme (LPS) and Presidential Directive CAB 34 (B)/ 2014 on Economic Diversification Drive (EDD) shall be implemented in the evaluation.

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4. **TERMS AND CONDITIONS**

- Companies who have been supplying BDC with products and services are required also to register as they are not exempt from this process. Failure to register shall exclude existing and unregistered companies from the invitation to quote as and when the BDC requires to acquire goods and services of the above categories.
- After the conclusion of the process, the BDC will not contact the vendor unless deemed appropriate.
- Only vendors who provide the complete information will be entered into the database.
- The BDC reserves the right to reject any and all EOI's and or cancel the entire process.

5. **SUBMISSION OF PROPOSALS**

Submission shall only be through BDC's supplier registration portal with the below link ;
<https://www.bdc.bw/forms/supplier-registration>

- Submissions received after the closing date and time will not be considered. Furthermore, telephonic, telex, facsimile or electronic mail submissions will also not be considered. No physical submission of hard copies shall be allowed.

6. **FOR ENQUIRIES PLEASE CONTACT;**

BDC NAME AND ADDRESS DETAILS OF THE PROCURING DEPARTMENT AND ITS AGENT PREPARING THE DOCUMENTS	
PROCURING DEPARTMENT	PROCURING AGENT
Botswana Development Corporation Private Bag 160 Gaborone <u>Tel: 3651300</u>	Contact Details. Procurement <ol style="list-style-type: none">1. Gape Pitso gapep@bdc.bw2. Lesedi Moaisi lesedi@bdc.bw3. Nhlanhla Mpofu nhlanhla@bdc.bw

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