

BOTSWANA SAVINGS BANK



STRATEGY AND INNOVATION

EXPRESSION OF INTEREST

**FOR
THE REPAIR AND MAINTENANCE (RAM) PROJECT AT HEAD OFFICE
BUILDING FOR BOTSWANA SAVINGS BANK**

TENDER REFERENCE NO. MTC.....

Issue Date: 03/10/2021 Closing Date: 13/10/2021

NAME AND ADDRESS DETAILS OF BOTSWANA SAVINGS BANK OR THE PROJECT MANAGERS AND OR ITS AGENT PREPARING THE DOCUMENTS	
BOTSWANA SAVINGS BANK	AGENT
Botswana Savings Bank Tshomarelo House Plot 53796 Kagiso Mall P O Box 1150, Gaborone	Kille & Dannhauser (Pty) Ltd Unit 8A, 8th Floor, iTower 1, Plot 54368, CBD, P.O.Box 610, Gaborone, BOTSWANA

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**VOLUME 1 – REPAIR & MAINTANANCE WORKS
SEPTEMBER 2021**

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1 PROJECT DATA SHEET

Employer:	Botswana Savings Bank Head Office Tshomarelo House Plot 53796 Kagiso Mall Gaborone 6th Floor Finance Office Telephone: + 267 367 0000 Facsimile: +267 395 2608 Email: mjohnson@bsb.bw
Project Managers	Kille & Dannhauser (Pty) Ltd Unit 8A, 8th Floor, iTower 1, Plot 54368, CBD, P.O.Box 610, Gaborone, BOTSWANA Telephone: + 267 3952492 Facsimile: +267 395 7424 Email: bantep@kille.bw
Architects	N/A
Quantity Surveyors	N/A
Civil & Structural Engineers	N/A
Electrical & Mechanical Engineers	N/A

2 PROJECT DETAILS

The works entails Repair and Maintenance of all the Mechanical Engineering Services installations, comprising Domestic Hot & Cold Water Supply, Waste Water Drainage, Fire Water Storage Tank and Pressure Boosting Pumps and Storage Tanks and Water Lifting Pumps and any relevant Electrical Installations for BSB Head Office (All Floors of the Head Office Building) in accordance with the preliminary brief below:

Summary of Project	
Plot No.	Botswana Savings Bank Head Office Tshomarelo House Plot 53796 Kagiso Mall Gaborone
Location	Gaborone
Construction Works	The works entails Repair and Maintenance of all the Mechanical Engineering Services installations, comprising Domestic Hot & Cold Water Supply, Waste Water Drainage, Fire Water Storage Tank and Pressure Boosting Pumps and Storage Tanks and Water Lifting Pumps and any relevant Electrical Installations for BSB Head Office (All Floors of the Head Office Building)
Environmental Management Plan	Not Applicable
Funding	Approved and Available
Project Funding	By BSB to be disbursed Monthly.
Contractual Relationships	Main Works Contractor appointed directly by BSB
Type of Contract	FIDIC Minor Works Contract – Green Book.
Procurement	Selective Tendering

3 STRUCTURE AND ORGANISATION OF COMPANY (FILLED BY EACH JOINT VENTURE MEMBERS)

RELEVANT PPADB CODES (JOINT VENTURE SUBMISSION)

Code 01 – Building Construction works and maintenance - Sub code(s): 01 Building construction, Grade D,

Code 08 – Mechanical Works - Sub code(s): 01 Air Conditioning/Refrigeration systems, Grade E

Code 02 – Electrical Works - Sub code(s): 01 Electrical Installations, Grade E

3.1 Key Information Sheet

a)	Name of company:	
b)	Company Registration No.: (Attach cert. of incorporation)	
c)	Postal Address	
d)	Physical Address	
e)	E-mail Address	
f)	Telephone No:	
g)	Facsimile No.	
h)	*PPADB Registration or equivalent (please attach copy)	
i)	Tax Clearance or Exemption Certificate (Please attach certified copy)	
j)	Names and address of associated firms to be involved in project – and whether parent/subsidiary/other	
k)	Duly completed declaration form for tendering purposes	
l)	Certificate of Authority of Signatory	
m)	If the company is a subsidiary, what involvement will the parent company have in the project	

*Public Procurement & Asset Disposal Board (Website www.ppadb.co.bw)

3.2 Company Organogram

Please indicate the organisation structure of the company, including the names of the company directors and key personnel, then a separate site organogram for the proposed project.

3.3 Joint Venture

If the company intends to enter into a joint venture on the project, provide the following information,

- a) Name and Address of Joint-Venture Partner

.....

- b) Name of Lead Joint Venture Partner

.....

- c) Name and address of bankers to joint venture

.....

4 TENDERER'S FINANCIAL DATA

- a) Capital:
- b) Authorized:
- c) Issued:

- d) An annual value of relevant work undertaken for each of the five (5) years and projected for current year:

Year	Current	2020	2019	2018	2017
Botswana					
International					

- e) Approximate value of work in hand (BWP)
- f) Please attach copies of the company's previous three (3) years financial statements (profit/loss, assets/liabilities) and any other supporting information on the financial performance of the company.
- g) References from Bankers.

5 TENDERER'S RESOURCES:

5.1 Personnel

a)	Total No of staff employed by Firm	
b)	Technical	
c)	Administrative	

5.2 Company Directorship

Name of Director	Present Position	Years of Experience

5.3 Company's Shareholders

Name of Share Holder	% of Shareholding	Nationality

5.4 Personnel to be engaged on Project (Refer to the Marking Key for the specific resources required)

Please submit a site organogram for the proposed project, detailed CVs together with certified copies of educational certificates.

- Contracts/Project Manager (7years)
- Electrical Engineer (5 years)
- Mechanical Engineer (5years)
- Services Coordinator (5years)
- SHE Manager (5 years)
- Site Engineer/Site Surveyor (5)years

CURRICULUM VITAE (CV) FORMAT FOR PROPOSED PROFESSIONAL/ TECHNICAL STAFF FOR THE PROJECT

[Complete a separate form for each person]

Position _____

Name of Staff Member _____

Date of Birth _____

Nationality _____

Profession _____

Date of Graduation and Institute _____

Membership in Professional Institutions and registration date:

Years with Company _____

Details of Tasks Assigned _____

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and qualification obtained.]

Key Qualifications:

[Give an outline of staff member's total experience and training most pertinent to tasks on this assignment and describe degree of responsibility held by staff member on relevant previous assignments; give dates and locations.]

Name of Company _____

Employment Record

[Starting with present position, list in reverse order every employment and appointments held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last five years, also give types of activities performed and client references, where appropriate. Use additional pages, if necessary.]

Language Proficiency

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading and writing.]

Certification

I certify that this data correctly describes my personal, qualifications and experience, to the best of my knowledge and belief.

_____ Date: _____
[Signature of staff member] [Day/Month/Year]

[Print full name of staff member]

_____ Date: _____
[Signature of authorized representative of the firm] [Day/Month/Year]

[Print full name of authorized representative of the firm]

Name of Company _____

6 Equipment, Plant and Facilities

For purposes of evaluation, please indicate the equipment, plant and other facilities considered for use on the project. State whether the equipment is already owned by the company or it is to be purchased and or hired.

Equipment, Plant or Facilities	Year of Manufacture	Ownership	To be hired

6.1 Resources (Other)

If it is envisaged that any aspect or part of the contract will be sub-contracted by the main contractor, details of the type of works, nature of works and names of the intended sub-contractors and addresses must be stated below:

Name of Sub-Contractor	Address	Tel/Fax	Works Package

a) Is there to be a component of work that shall require fabrication?

b) Description of the Work to be fabricated

c) Location of fabrication

d) capacity and annual through-out

7 EXPERIENCE OF BIDDER

7.1 Experience: All projects in progress

Name of Employer	Project Details	Name of Project Architect/Engineer responsible for design	Contract Price	Start and Completion dates	Percentage Completion	Ahead/Behind Programme (Days)

7.2 Experience: Relevant Completed Projects In the past 5 years

Name of Employer	Project Details	Name of Project Architect	Contract Price	Start and Completion dates	Was Project completed on time and satisfactorily

8 CONSTRUCTION PROGRAMME

A preliminary indicative programme showing the proposed work scheduling and an organogram showing the management of the project with précised curriculum vitae for key experienced staff proposed for employment on this project.

9 ADDITIONAL INFORMATION

9.1 Quality Assurance

Company's Quality Management System in compliance to ISO 9001:2008

9.2 Training Policy

Does the company have a training and localization policy? If so, please provide details of the training policy and plan.

9.3 Litigation or Arbitration

Please provide if applicable, the company's history of litigation, arbitration from contracts executed in the past 5 years or currently under execution. Please indicate for each case the year, name of employer, cause of issue, disputed amount. Furthermore, state the outcome of the matter as being either for or against the company.

9.4 Safety Health & Environment

Company's Safety, Health & Environmental (SHE) policy.

9.5 Relevant information

Please provide any information that you deem to be relevant to your bid and application for tender. (Do not exceed 3 A4 pages in support of the above.

10 EVALUATION AND MARKING CRITERIA

10.1 Contractors Technical Capability

Items No	Criteria	Marks
1	References	9
2	Company Structure/Organisation	10
3	Financial Data	10
4	Company Resources & Facilities	30
5	Company Project Experience (Repair & Maintenance Works on Electrical & Maintenance Systems)	10

6	A preliminary indicative programme showing the proposed work scheduling and an organogram showing the management of the project with précised curriculum vitae for key experienced staff proposed for employment on this project.	10
7	Quality Assurance	8
8	Training & Local Development Policy	4
9	Litigation	4
10	Safety Health and Environmental Strategy	5
11	Total	100*

The score/mark of 70% is deemed as the minimum acceptable score that BSB deems for the tenderer to have met and proved its capability and capacity to successfully undertake the proposed services.

Failure to achieve the minimum technical score/mark of 70% shall result in rejection of the tender and the evaluation team shall not proceed with any further assessment/evaluation of the bid.

10.2 Evaluation Scheme

	DESCRIPTION OF QUALITY CRITERIA POINTS	MARK ALLOCATION INFORMATION BREAKDOWN	MARKS	SCORE
1.0	PROJECT REFERENCES		{9}	
	The tenderer must provide 3 written references from Clients where work of a similar nature has been performed at a satisfactory level.	(JOINT VENTURE PARTNERS)	All items apply	
		The company has provided a written reference from a Client where work of a similar nature has been performed at a satisfactory level.	3	
		The company has provided a 2nd written reference from a Client where work of a similar nature has been performed at a satisfactory level.	3	
		The company has provided a 3rd written reference from a Client where work of a similar nature has been performed at a satisfactory level.	3	
2.0	COMPANY STRUCTURE/ORGANISATION		{10}	
	The tenderer should provide clear company and project specific Organogram.	(JOINT VENTURE PARTNERS)	All items apply	
		The company has provided a professionally prepared company Organogram showing its overall structure.	10	
3.0	FINANCIAL DATA		{10}	
	The company's Financial Statements for the past 3 year period. At least one banker's reference must be provided with the tender.	(JOINT VENTURE PARTNERS)	All items apply	
		The company has provided financial statements for the past five (3) years.	2	
		The company's Profit and Return and Return on Capital Employed is satisfactory	2	
		The company's Debt Ratio and Gearing is satisfactory	2	
		The company's Liquidity is satisfactory	2	
		A reference from at least one Banker	2	

4.0	COMPANY RESOURCES & FACILITIES		{30}
	<p>The company's operational premises, construction equipment, plant and or other ancillary equipment belonging to or hired by the company. Proof of Ownership and or hire agreements should be submitted with the pre-qualification forms.</p> <p>The Company should also indicate detailed CV's of project based personnel containing educational qualifications, relevant experience and duties to be assigned to staff members. Each key person proposed for the project should be clearly identified as either an employee of the company or as a Company or sub-contractor. Academic Certificates must be provided for all Tertiary Education Qualifications.</p>	(JOINT VENTURE PARTNERS)	All items apply
		The company has provided adequate proof of ownership or hire agreements of sound earthwork plant & equipment suitable for the particular service being tendered for.	10
		The firm has a Site Management Team organogram comprising of Engineers with a minimum of number of years as shown in brackets and project experience having worked in similar projects.	20
		<ul style="list-style-type: none"> • Contracts/Project Manager (7years) (5) • Electrical Engineer (5 years) (3) • Mechanical Engineer (5years) (3) • Services Coordinator (5years) (3) • SHE Manager (5 years) (3) • Site Engineer/Site Surveyor (5)years (3) 	
5.0	COMPANY PROJECT EXPERIENCE		{12}
	<p>A list of on-going assignments and or previous advanced earthworks projects undertaken in the past 5 year period. A description of the advanced earthworks project, its value, location, duration and client must be provided.</p>	(JOINT VENTURE PARTNERS)	Only 1 item applies
		The company has a lot of similar experience with similar services and has provided satisfactory services.	12
		The company has some experience with similar services and has provided satisfactory services.	8
		The company has little/ no relevant experience but has completed satisfactory services elsewhere with acceptable performance.	4
6.0	PRELIMINARY CONSTRUCTION PROGRAMME		{10}
	<p>A preliminary construction programme using the scheduling software. Project is expected to take 3 months. The works which entails Repair and Maintenance of all the Mechanical Engineering Services installations, comprising Domestic Hot & Cold Water Supply, Waste Water Drainage, Fire Water Storage Tank and Pressure Boosting Pumps and Storage Tanks and Water Lifting Pumps and any relevant Electrical Installations for BSB Head Office (All Floors of the Head Office Building)</p>	(APPLICABLE TO LEAD)	Only 1 item applies
		A detailed notional project implementation programme has been attached as an illustration of the various project activities and project milestones that are required for the successful implementation of the project	10
		A project implementation programme has been attached but has some limitations and requires further interrogation.	7
		An insufficient programme has been submitted, but is indicative of some of the project key milestones	5
8.0	QUALITY ASSURANCE		{8}
	<p>Quality Management System in accordance with ISO 9001:2008 as issued by BOBS or any recognised accreditation agency. A Statement of Quality Assurance and or system to be employed on the project to be provided, the statement should also address the envisaged risks that the bidder foresees and a strategy statement on how such risks will be mitigated.</p>	(JOINT VENTURE PARTNERS)	Only 1 item applies
		The company is an ISO Certified firm and has certification in terms of ISO 9001:2008 issued by an accredited agency such as BOBS, SABS, etc.	8
		The company has no quality certification but has a quality manual which is in line with ISO 9001:2008.	6
		The company has produced an internal quality management system.	3
9.0	TRAINING & LOCALIZATION POLICY		{4}
	<p>The company must provide a detailed training policy and plan outlining the various critical steps that shall be performed to ensure adequate training for their personnel.</p>	(APPLICABLE TO LEAD)	Only 1 item applies
		The company has provided a very detailed Training Policy with clear objectives and goals.	4
		The company has only provided Statement containing Training Policy/Procedure with some objectives and goals.	2
10.0	LITIGATION		{4}
	<p>The company's history of litigation, arbitration from contracts executed in the past 5 years or currently</p>	(JOINT VENTURE PARTNERS)	Only 1 item applies

	under execution. Furthermore, state the outcome of the matter as being either for or against the company.	The company has not gone through litigation or arbitration in the past 5 years	4	
		The company has gone through litigation or arbitration in the past 5 years, and the outcome was in favour of the company	2	
11.0	SAFETY, HEALTH & ENVIRONMENTAL STRATEGY	(APPLICABLE TO LEAD)	{5}	
	The company must provide a detailed SHE strategy and plan outlining the various critical steps that shall be performed to ensure that neither the health of the staff of WIE, its visitors and those of the company are placed at risk.		Only 1 item applies	
		The company has provided a very detailed: <ul style="list-style-type: none"> ■ Safety Policy with clear objectives and goals. ■ Health Policy with clear objectives and goals. ■ An Environmental Policy with clear objectives and goals. 	5	
		The company has only provided statements containing: <ul style="list-style-type: none"> ■ Safety Policy/Procedure with some objectives and goals. ■ Health Policy/Procedure with some objectives and goals. ■ An Environmental Policy/Procedure with some objectives and goals. 	3	
		The company has not provided a: <ul style="list-style-type: none"> ■ Safety Policy with clear objectives and goals. ■ Health Policy with clear objectives and goals. ■ An Environmental Policy with clear objectives and goals, but shows some recognition of the importance of the above policies. 	2	

11 SIGNATURE TO DOCUMENT

AFFIDAVIT

I, the undersigned

_____ (name)

do hereby make oath and swear that:

- a) All the facts stated herein are true and correct and are within my personal knowledge, save where the contrary is specifically stated.
- b) That I am duly authorised by the **Board of**
_____ (Proprietary) Limited
- c) To sign all documents and or instruments relevant to this tender.
- d) I am authorised to submit a tender on behalf of the company in regards to this tender and I am the nominated officer to represent the company in all discussions and or forums that Botswana Innovation Hub may request, as clarification to the contents of this tender.

_____ Deponent

Thus signed and sworn to before me at on

This day of, 2021 at am/pm. The Deponent having acknowledged that he knows and understands the contents of this affidavit, and that he has no objection to the oath in the prescribed form, and that he considers it binding on his conscience.

Commissioner of Oaths

END OF DOCUMENT
