



REQUEST FOR INFORMATION

REQUEST FOR INFORMATION FOR THE DESIGN AND SUPPLY OF STAFF UNIFORMS FOR BOTSWANA SAVINGS BANK

1. Requests for information are solicited from 100% Citizen owned companies who are suitably qualified and experienced for submission for the design and supply of staff uniforms. BSB seeks to transition from traditional formal wear to a modern, relaxed uniform style that reflects our evolving brand identity. We aim to enhance staff comfort and confidence while maintaining a cohesive and polished appearance.
2. The procuring department is Human Capital, Botswana Savings Bank, Gaborone.
Botswana Savings Bank (BSB) is an institution wholly owned by the Government of Botswana with a specific mandate of mobilizing the nation to save as well as providing inclusive financial services.
Its headquarters are based in Gaborone at Broadhurst Mall; Tshomarelo House with branches in Gaborone Rail Park Mall, Kanye Francistown, Mahalapye, Palapye Serowe Hukuntsi maun and Gumare.
3. The scope of works includes but not necessarily limited to the following:
 - a. **Design concepts:** for semi casual/ relaxed uniforms suitable for both male and females' employees.
 - b. **Outfit Suggestions** for each day of the workweek (Monday to Friday).
 - c. Consideration of **seasonal variations** (summer and winter options).
 - d. Incorporation of **BSB brand colours and logo**.
 - e. Options for **customization by department** if possible.
4. Service providers' submission should be accompanied by the following.
 - a. Company profile indicating place of business.
 - b. Company registration documents (CIPA) will be verified online
 - c. Valid Tax clearance certificate will be verified online
 - d. Must be PPRA registered. PPRA of Code 211 General Supplies/213 manufacturers Related Services, Sub-Code **04: 09 Clothing Apparels**. The codes are to be verified online.
 - e. Directors and Shareholder's information

Evaluation Criteria: Service providers will be considered based on the following:

Solution: Primary consideration will be given to service providers who meet mandatory requirements as outlined below:

- Execution capacity (Place of operation, plant/equipment etc)
 - technical capability (Competency and skills and experience of the workforce)
 - Demonstrate design creativity and relevance of design concepts to the corporate feel of the organization.
 - Demonstrated Quality control and assurance should also include quality standards from quality assurance boards such as BOBS, SABS or any other internationally recognized bodies.
 - Demonstration of past performance experiences.
 - Physical assessments of sites by the evaluation panel at the supplier's premises to determine and verify plant capacity, workforce availability, and any other execution enhancing value addition items.
1. During sites visits Service providers shall also make Presentation of Concepts: pitch their proposed concepts and designs to the BSB evaluation team. This will provide an opportunity to elaborate on design rationale, materials and customization options.

Method of Submission: The documents are to be submitted physically by the interested service providers at

Location of the tender box:

Botswana Savings Bank Headquarters, Tshomarelo House, Floor 4 Plot 5379, Kagiso Mall Gaborone

Identification details:

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2. Queries relating to this document may be addressed to the following contacts at Tel; 3670162/163/148: Email, procurementunit@bsb.bw , copied to, arothe@bsb.bw, tthoje@bsb.bw and gmmereki@bsb.bw . The queries should be submitted 5days before the closing date.
3. The closing date is **9th June 2025**, Closing Time: **10:00PM**

The Public Procurement Regulatory Authority Standardized Conditions of Tender shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

Contact Us Now on: 367 0100
or Visit a BSB branch near you for
more information



www.bsb.bw

