

EXPRESSION OF INTEREST FOR INCLUSION IN BOTSWANA SAVINGS BANK'S SUPPLIER DATABASE

Botswana Savings Bank invites suitably qualified, well- established and reputable 100% citizen- owned companies to express interest to be included in BSB's supplier database for a period of **two (2) years**.

Section A – List of Services

1. Advertising Agency services (Advertising, branding & Marketing)
2. Catering & Conferencing
3. Event Management, Stage Set-Up
4. HR Consultancy
5. Staff Training
6. Accommodation/hospitality (Hotels & Lodges).
7. Maintenance (Air Con, Plumbing, Electrical, carpentry)
8. IT Hardware & Related products & services
9. IT Networks & related products & services
10. Software, licenses and related products & services.
11. Internet & connectivity services
12. IT security & disaster recovery services.
13. CCTV & Access Control
14. Auctioneering.
15. Corporate Clothing & Promotional material.
16. Banners & Outdoor Displays
17. Stationary, Consumables & Office Equipment.
18. Cleaning chemicals & Detergents
19. Fire Products & Services
20. Photography
21. Filming
22. Printing Houses, Designing & Printing.
23. Towing services / Panel Beaters
24. Television Production
25. Artworks and Crafts
26. Generator set maintenance
27. Refuse collection
28. Printing services
29. Travel agency services
30. Property valuation
31. Structural engineering services
32. Motor vehicle rentals
33. Office equipment rentals
34. Pest control
35. Stationery and Office consumables
36. Courier services
37. Removals, Shipping and distribution
38. General supplies etc.

Section B – Compliance Documents

EOI submissions will be checked for completeness and compliance with the requirements of this invitation for expression of interest. The selection will be made based on the following:

1. A certified copy of tax clearance certificate, certified by the issuing authority.
2. A certified copy of PPRA registration certificate of relevant codes certified by the issuing authority.
3. Certified copy of certificate of incorporation
4. Company profile with company address & bank details.

5. Certified copy(ies) of share certificates for company shareholders or equivalent
6. A certified copy(ies) of identity documents for shareholders. In the event a company is a shareholder (shareholder company), a certificate of incorporation accompanied by share certificates as well as identity documents of shareholders of shareholder company must be filed/submitted.
7. A certified copy of trading licence.
8. A minimum of three related references or reference sites.
9. Contact details of key staff
10. Certified copy of EDD certificate (where applicable).
11. Any certification for entitlement under government preservation and preference schemes (where applicable).

NB. All suppliers/vendors who are currently in the BSB vendor list are required to register as they are not exempt from this process. Failure to register will however exclude existing and unregistered vendors from invitation to quote/opportunity to quote as and when BSB requires the services, goods and works above. Note that BSB is building a supplier database and as such this exercise doesn't guarantee that indeed the bank will solicit goods, services and works from the list above.

NOTE: A certified copy is the one that bears the original stamp. These original certified copies should be enclosed in the submission.

Section C – Registration and Document Submission Guidelines

Please note that this is a two 2- step process as illustrated below:



1

Fill in your company details on the online registration form at <https://shorturl.at/W7fIK> and click submit.



2

Email all listed compliance documents on Section B to procurementdatabase@bsb.bw with the following subject: **Supplier Database Registration – (Company Name)**

Enquiries should be directed to: (267) 367 0237/0162/0163 or email: kmavika@bsb.bw copied to okeitsing@bsb.bw and bratsatsi@bsb.bw

CLOSING DATE:

06 March 2026 @10:00HRS