



# EXPRESSION OF INTEREST FOR SUPPLIER REGISTRATION FOR BPOMAS

Reference number: EOI/BPOMAS 01 2025/26

## 1. BACKGROUND

1. The Botswana Public Officer Medical Aid Scheme (BPOMAS) is a medical aid scheme domiciled in Botswana and registered in terms of the Societies Act, providing medical aid cover for public servants and their dependents. BPOMAS invites suitably qualified well-established and reputable 100% citizen owned suppliers and service providers to express interest for consideration to be included in the Botswana Public Officers Medical Aid Scheme supplier database domicile in Gaborone and Francistown areas. Providers of the below goods and services are invited to express interest for registration in the supplier database for a period of two years;

### Categories

#### Hospitality & Catering BPOSRO1

- Catering Services
- Accommodation, Hospitality and Conferencing Facilities
- Office refreshments (tea & soft drinks)

#### Travel & Transport BPOSRO2

- Travelling Agency
- Car rentals (Taxis/Shuttle services)
- Courier Mailing Service, Clearing and forwarding services

#### Facilities Management & Maintenance BPOSRO3

- Facility management services
- General building maintenance and related services (mechanical, electrical, plumbing, carpentry)
- Roof gutter cleaners
- Office cleaning
- Office equipment maintenance (door and locks, biometrics access control)
- Fire Suppression System

#### ICT, Technical & Telecommunications BPOSRO4

- IT related Services and Products (Hardware, software and accessories)
- ICT Consultancy Services
- ICT Technical Support and Maintenance Services
- IT security
- Telecommunication Services

#### Marketing, Media & Events BPOSRO5

- Marketing and advertising
- Events Management – (Décor, technical including sound, staging, lighting)
- Florist Services
- DJ services
- MC services
- Entertainment (Artists or performances)
- Photography, videography, Digital Media, Graphics and Multimedia
- Printing and Publishing Services (flyers, programs, reports, brochures etc.)
- Maintenance of branding materials (fixing and washing)
- Corporate Gifts, Promotional Material /Branded material

#### Professional & Consultancy Services BPOSRO6

- Project Management
- Human Resources and related services
- Training and development services
- Insurance service
- 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
- Accounting consultancy services
- Tender Evaluation Consultancy Services
- Tax consultancy services

#### Supplies & Consumables BPOSRO7

- Stationery, Consumables, Office Equipment (toners and photocopying papers)
- Cleaning consumables (cleaning chemicals and detergents)
- Uniform and protective clothing
- General manufacturers/producers (handcraft, art supplies, furniture, paper & paper boards)

#### Design & Interior BPOSRO8

- Interior Design services
- Interior design, Furniture Supply and Installation

#### Health & Wellness BPOSRO9

- Health & Wellness – (including Allied health)

## 2. MANDATORY DOCUMENTS

Proposals shall be accompanied by the following compliance documents;

- A cover letter on official letterhead detailing the types of services/products to be listed
- Company Profile
- Submit a copy of a valid Tax Clearance Certificate and Tax Identification Number (TIN) This will be verified on the BURS website.
- Submit a Copy of Certificate of Incorporation issued by Companies and intellectual Property Authority (CIPA).
- Accreditation Certificate (where applicable)
- 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.
- At least 3 reference letters with contact details (past and current clients in the last five years) for the category applied for.

Bidders who fail to submit the above-mentioned documents will be requested during the evaluation to submit them within 2 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

## 4. TERMS AND CONDITIONS

- Bidders shall bid (i.e. select) for maximum of TWO categories (service/works/supplies).
- "double-dipping" is not allowed. I.e. multiple submissions from the same shareholder(s) using different companies will be disqualified.
- Bidders who submit more than two categories (service/works/supplies) shall be disqualified.
- **All bidders are required to clearly indicate the preferred category and code they are applying for as the subject line/title of the email when submitting their Expression of Interest.**
- Companies who have been supplying BPOMAS 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 BPOMAS requires to acquire goods and services of the above categories.
- Upon onboarding companies will be required to ensure compliance with AML requirements (KYC) and data protection. Additional documentation may be shared with companies who will be processing personal information in the provision of services to BPOMAS.
- After the conclusion of the process, BPOMAS will not contact the vendor unless deemed appropriate.
- Only vendors who provide the complete information will be entered into the database.
- BPOMAS reserves the right to reject any and all EOI's and or cancel the entire process.

## 5. DEADLINE AND METHOD OF SUBMISSION

Submission shall only be through email as per below;

**tenders@bpomas.co.bw** not later than **(10th November 2025 @12noon)**

- 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.
- Only shortlisted applicants will be responded to.

## 6. FOR ENQUIRIES PLEASE CONTACT:

PROCURING DEPARTMENT	PROCURING AGENT
<b>Contact Details:</b> Botswana Public Officers Medical Aid Scheme (BPOMAS) Private Bag 00477 Gaborone <b>Tel: 3702900/ 3702951</b>	<b>Contact Details:</b> Procurement Office <b>Tel: 3702951</b> <b>tenders@bpomas.co.bw</b>