



## EXPRESSION OF INTEREST

### 1. REQUIREMENTS

Statistics Botswana would like to invite reputable agencies to submit their Expression of Interest (EOI) for prequalification in the supply, delivery and provision of services of the following:

- i. Branded stationery i.e envelopes, calendars, notebooks, minute books, folders, plastics, pens, conference bags, e.t.c
- ii. Branded apparel t-shirts, shirts, jackets, corporate jerseys e.t.c
- iii. Branded merchandise like sun hats, bottles, sunglasses, e.t.c
- iv. Printing of Publications
- v. Provision of rental of vehicles
- vi. Tyre replacement and repairs; wheel balancing and alignment
- vii. Supply of A4 photocopying paper
- viii. Vehicle battery replacement
- ix. Appointment of travel agents ie. airline ticketing, hotel accomodation e.t.c

2. Companies are required to include the following details in their submissions;

- a) Certified valid and appropriate trading licences;
- b) PPADB registration Certificate;
- c) Shareholders and Directors information including certified copies of identification documents;
- d) Tax Clearance Certificate, Notice of VAT Registration Letter or Exemption where applicable;

- e) Registration documents showing the legal status of the entity and the entity's profile;
- f) Evidence of technical capacity to provide the services required; and
- g) Proof of financial capacity to undertake the work or services required ie. Cash flow, profit & loss, balance sheet for the past 2 years

**3. Closing Date:** Sealed submissions clearly marked relevant descriptions ie **"PRINTING OF PUBLICATIONS"** must be addressed and delivered by hand, courier or registered mail to the following address by **10:00 hours on 28 April 2017**.

**Statistician General  
Statistics Botswana  
P/Bag 0024  
Gaborone**

4. 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. **Please note that only prequalified companies will be contacted.**
5. Kindly note that this call for expression of interest is not a contract or a financial obligation on Statistics Botswana to the companies that express interest. Statistics Botswana reserves the right to cancel the entire process.

Enquiries relating to this expression of interest should be directed to:

**The Secretary  
Management Tender Committee  
Email: [ondlovu@statsbots.org.bw](mailto:ondlovu@statsbots.org.bw)  
TEL: 3671300**

**Website: [www.statsbots.org.bw](http://www.statsbots.org.bw)**