



BOTSWANA HOUSING CORPORATION

EXPRESSION OF INTEREST (EOI)

PROVISION OF INHOUSE AND THIRD-PARTY MAINTENANCE FOR THREE YEARS

CLOSING DATE: 04 August 2025

Important: Choose (Mark 'X') Maximum of Two Zones. Selecting More Than TWO Zones Will Lead to **Disqualification**

RESERVED FOR 100% CITIZEN-OWNED COMPANIES

PROCURING DEPARTMENT	CONTRACT MANAGER
Regional Office	Procurement Manager Botswana Housing Corporation P O Box 412, Gaborone Tel: 3605100 Fax: 3952070

TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	COLLECTION OF TERMS OF REFERENCE	Error! Bookmark not defined.
3.0	EVALUATION CRITERIA.....	3
4.0	PRE-CONTRACT REQUIREMENTS	6
5.0	ENQUIRIES	6
6.0	DEADLINE FOR SUBMISSION	6
7.0	CONTRACTOR DECLARATION FORM.....	7

1.0 INTRODUCTION

The Botswana Housing Corporation (BHC), a statutory Corporation in Property Development and Estate Management business, established by an Act of Parliament (Act No: 75 of 1970), is inviting 100% Citizen owned **building construction companies** with **PPRA Code 01 Building Construction Works and Maintenance, Sub Code 01 Building Construction, Grade OC or A**, to show interest to offer maintenance services to BHC for a period of 3 years.

This bid has TWO options (Inhouse Maintenance and Third-Party Maintenance). The scope for Inhouse Maintenance covers the maintenance of BHC owned properties across Botswana. The scope for Third-Party maintenance covers maintenance of properties that are not owned by BHC. These are mainly properties owned by Botswana government ministries and departments.

- BIDDERS SHOULD SELECT FROM ONE OPTION (INHOUSE MAINTENANCE (maximum of 2 zones) OR THIRD-PARTY MAINTENANCE (maximum 1 region), NOT BOTH). SELECTING FROM BOTH OPTIONS WILL LEAD TO THE BID BEING DISQUALIFIED.
- COMPANIES THAT ARE OWNED 100% BY YOUTH (MAN AND WOMEN, 35 YEARS AND YOUNGER) ARE ELIGIBLE TO BID FOR ZONES THAT ARE RESERVED FOR YOUTH (I.E. GABORONE ZONE 3, PALAPYE AND FRANCISTOWN ZONE 4).
- COMPANIES THAT ARE OWNED 100% BY WOMEN (WOMEN OLDER THAN 35 YEARS) ARE ELIGIBLE TO BID FOR ZONES THAT ARE RESERVED FOR WOMEN (I.E. GABORONE ZONE 7 AND SOWA ZONE 1).
- YOUTH, WOMEN AND PEOPLE LIVING WITH DISABILITIES MAY ALSO BID FOR ANY ZONE, INCLUDING THOSE NOT RESERVED FOR THESE GROUPS.
- THIRD-PARTY MAINTENANCE CONSISTS OF MAINTENANCE THAT BHC PERFORMS ON BEHALF OF EXTERNAL CLIENTS. THERE IS NO SPECIFIC ZONE FOR THIS MAINTENANCE, THEREFORE PROSPECTIVE BIDDERS SHOULD BE READY TO WORK ANYWHERE THROUGH OUT BOTSWANA.

Option 1. Inhouse Maintenance (Choose Maximum of TWO zones)

Zone Description	Mark (X)	Zone Description	Mark (X)
Gaborone Zone 1		Serowe-Mahalapye	
Gaborone Zone 2		Selebi Phikwe	
Gaborone Zone 3 (Youth)		Sowa Zone 1 (Women)	
Gaborone Zone 4		Sowa Zone 2	
Gaborone Zone 5		Kasane	
Gaborone Zone 6		Maun	
Gaborone Zone 7 (Women)		Palapye (Youth)	
Gaborone Zone 8		Francistown Zone 1	
Gaborone Zone 9		Francistown Zone 2	
Gaborone Zone 10 (People Living With Disability)		Francistown Zone 3	
Lobatse		Francistown Zone 4 (Youth)	
Jwaneng			

OR

Option 2. Third Party Maintenance (Choose ONE Region ONLY)

Region Description	Mark (X)	Region Description	Mark (X)
Northern Region		Southern Region	

(Note: A total number of 40 contractors is targeted for Third Party Maintenance)

ENVELOPES SHOULD BE CLEARLY MARKED:

PROVISION OF MAINTENANCE FOR THREE YEARS

A. THIRD PARTY MAINTENANCE (REGION....)

OR

B. INHOUSE MAINTENANCE (ZONE....)

2.0 EVALUATION CRITERIA

2.1 Compliance

- a) Submit PPRA registration Code 01 Building Construction Works and Maintenance, Sub Code 01 Building Construction, Grade OC or A.
- b) Submit a copy of valid Tax Clearance Certificate. **This will be verified on the BURS website.**
- c) Submit a completed Declaration Form
- d) Submit copies of List of Directors and Shareholders issued by CIPA
- e) Submit certified copies of IDs for Company Shareholders and Directors

3.2 Requirements on number of bids

- (a) Bidder shall bid (i.e. select) for maximum of **TWO** zones. **Bidder is not required to make two separate submissions.**
- (b) Bidder shall submit ONE original bidding document and TWO copies, marked clearly as ORIGINAL and COPY.
- (c) **“double-dipping” is not allowed. I.e. multiple submissions from the same shareholder(s) using different companies will be disqualified.**
- (d) Bidders who submit more than two zones **shall be disqualified.**

MISSING DOCUMENTS

Where a bidder has omitted to submit documents required at compliance stage, bidder will be requested to submit missing documents within 5 working days during evaluation of tenders by telephone call or email. Failure by a bidder to submit the missing documents as notified within 5 working days will lead to disqualification of the respective bidder from further evaluation.

2.2 Technical Evaluation

A minimum of 70% score will be required for consideration for inclusion in the pre-qualified list.

Item	Technical Evaluation	Maximum Points
1	<p>List of all personnel, including certified copies of IDs, educational qualifications, CVs and signed letters from each employee giving consent to their documents to be used for this bid. Bids without consent letters or certified educational certificates will score 0 Points under corresponditing metric.</p> <ul style="list-style-type: none"> • Manager Diploma or degree in Built Environment (e.g Civil, Arch.) (15 Points) Non-built qualifications at Diploma level or higher (5 Points) Certificate in Built Environment (5 Points) NCC or equivalent (2 Points) • Office Administrator Business diploma (e.g. Accounting, Procurement) (5 Points) Less than diploma (2 Points) • Site Foreman/Supervisor NCC (5 Points) Less than NCC (2 Points) • Plumber NCC (2 Points) Less than NCC (1 Points) • Electrician NCC (2 Points) Less than NCC (1 Points) • Mason or Brick Layer NCC (2 Points) Less than NCC (1 Points) • Carpenter NCC (2 Points) Less than NCC (1 Points) • Painter NCC (2 Points) Less than NCC (1 Points) 	35

2	<p>Experience of the company – list of building maintenance and/or construction projects undertaken in the past 5 years. These should be supported by copies of award letters or purchase order and references or completion certificates. Bids without supporting documents will score 0 Points under this metric. BHC reserves the right to verify the authenticity of all documents.</p> <p>Total Value of Completed Projects In The Last 5 Years</p> <ul style="list-style-type: none"> • More than 1,000,001 (20 Points) • More than 500,001 but less than 1,000,000 (15 Points) • More than 200,001 but less than 500,000 (10 Points) • More than 100,001 but less than 200,000 (5 Points) • Less than 100,000 (2 Points) 	20
3	<p>List all vehicles owned by shareholders or company. Provide copy of vehicle registration from DRTS (Blue Book).</p> <ul style="list-style-type: none"> • Bidder owns at least one pickup truck or larger (15 Points) • Bidder owns at least one sedan car (10 Points) • Bidder does not have a vehicle (2 Points) 	15
4	<p>Bidder should be in a position to have an operating office if successful. Provide title deed or Tribal Land Grant or lease agreement or letter of intent from prospective landlord.</p> <ul style="list-style-type: none"> • Full ownership of office (10 Points) • Leased office (8 Points) • Letter of Intent (5 Points) 	10
5	<p>Bidder should have sufficient operating capital to carry out maintenance successfully. Provide Last 3 Months Company Bank Statement (i.e. From the date of tender advert going backwards by 3 months) that verifies capacity to finance BHC maintenance projects.</p> <p>3 Months Average of Cash Inflows (BWP)</p> <ul style="list-style-type: none"> • More than 30,000 (20 Points) • More than 20,001 but less than 30,000 (15 Points) • More than 10,001 but less than 20,000 (10 Points) • More than 5,001 but less than 10,000 (5 Points) • Less than 5,000 (2 Points) 	20

3.0 PRE-CONTRACT REQUIREMENTS

Successful bidders shall be required to provide “Workman’s Compensation” insurance before award.

4.0 ENQUIRIES

All enquiries regarding this EOI shall be forwarded by email no later than **28th July 2025**, to procurement_tenders@bhc.bw

5.0 DEADLINE FOR SUBMISSION

Submissions for this EOI are to be hand delivered to the following BHC offices:

- i. Procurement Office, Plot 10236/7 Lejara Road, Broadhurst Industrial. Gaborone
- ii. Kanye Area Office, Plot 304 Sebego Ward, Kanye
- iii. Molepolole Area Office, Plot 1702 Khonou Ward Molepolole
- iv. Palapye Area Office, Plot 8MQ1 Palapye
- v. Francistown Area Office, Plot 1283 Government Camp, Francistown
- vi. Sowa Area Office, Sua Town
- vii. Kasane Area Office, Plot 1148 Phuduhudu Rd, Plateau, Kasane
- viii. Maun Area Office, Plot 17223 Sir Seretse Khama Rd, New Town, Maun
- ix. Selibe Phikwe Area Office, Plot 2711 Industrial Site, Selibe Phikwe.

The deadline for submissions of this EOI is 4th August 2025 at 0900hrs.

6.0 CONTRACTOR DECLARATION FORM

- 1. Name of Company.....
- 2. Name of Director.....
- 3. Postal Address.....
- 4. Telephone No.
- 5. Mobile.....
- 6. Fax No.....
- 7. Email:
- 8. Physical Address (Plot No. / City/ Town/ Village/ Ward)
.....

SIGNATURE: _____ **COMPANY STAMP:** _____

