

# **BOTSWANA HOUSING CORPORATION**



## **EXPRESSION OF INTEREST**

**FOR THE PROVISION OF CONVEYANCING SERVICES TO  
THE CORPORATION FOR PERIOD OF TWO (2) YEARS**

**Closing Date: 18<sup>TH</sup> DECEMBER 2024**

**Time: 0900hrs**

**TABLE OF CONTENTS**

1 NOTES TO PROPOSALS ..... 3

    1.1 PROPOSAL SUBMISSION ..... 3

2 INSTRUCTIONS TO BIDDERS ..... 3

    2.1 GENERAL ..... 3

    2.2 COPIES ..... 3

    2.3 RESPONSIVENESS OF PROPOSALS ..... 4

    2.4 SUBMISSION OF PROPOSALS ..... 4

    3. EVALUATION OF PROPOSALS ..... 4

    4. CONDITIONS OF THE EOI ..... 8

    A. SUBMISSION OF PROPOSALS ..... 8

    B. PREPARATION OF PROPOSALS ..... 8

    C. PROPOSAL RESERVATION ..... 9

## **INTRODUCTION**

The Botswana Housing Corporation is a statutory entity mandated to provide housing and office accommodation and meet other housing needs for the government and local authorities. In discharging this mandate BHC provides properties on rental and sale terms. The Corporation invites reputable **100% CITIZEN OWNED LEGAL SERVICE PROVIDERS** for the provision of conveyancing services throughout its offices.

Bidders are required to provide comprehensive proposals demonstrating their capacity to provide conveyancing services to a large entity the size of BHC. Successful bidders shall be contracted for a period of **TWO (2) YEARS**.

## **1 NOTES TO PROPOSALS**

### ***1.1 Proposal Submission***

The closing dates and time are **18<sup>th</sup> December at 0900hrs**.

## **2 INSTRUCTIONS TO BIDDERS**

### ***2.1 GENERAL***

Bidders are to read instructions carefully. No claim will be entertained on the grounds of failure to read and/or comply with the instructions resulting from lack of proper presentation.

The successful bidders will be required to provide conveyancing services.

### ***2.2 Copies***

Proposals must be submitted in a sealed envelope with **One (1) Original and two (2) copies**.

### **2.3 Responsiveness of Proposals**

Failure to comply with requirements stated on this document may result on the proposal being rejected. BHC reserves the right to assess only those proposals that are fully responsive.

### **2.4 Submission of Proposals**

The proposal must be submitted in plain sealed envelope with title clearly marked as shown below:

**EXPRESSION OF INTEREST FOR THE PROVISION OF CONVENYANCING SERVICES TO THE CORPORATION FOR A PERIOD OF TWO (2) YEARS.**

The proposals must be hand delivered to **Procurement Office, Plot 10236/7 Lejara Road, Broadhurst, Gaborone not later than 0900hrs on 18<sup>th</sup> December 2024**

Bidder shall submit **one (1) original and two (2) copies** of full proposal document. **(Note: copies shall be duplicates of the original).**

## **3. EVALUATION OF PROPOSALS**

### **3.1. STAGE 1 - COMPLIANCE**

- a) The bidder shall be a 100% Citizen Owned law firm. Partners must submit certified copies of their National Identifications.
- b) Submit Audit report- Trust account (latest).
- c) Tax clearance Certificate.
- d) The law firm shall have at least a minimum of 1 conveyancer.
- e) Submit Conveyancer and Notary Public admission Certificates for all Attorneys in the firm.
- f) Submit Conveyancer and Notary Public Practicing certificates for all the Attorneys in the firm.

- g) Submit Fidelity certificates for all the Attorneys in the firm.
- h) Submit Firm's registration with the law society.
- i) Submit a professional indemnity cover for a minimum of at least BWP 1,000,000.00.
- j) PPRA Registration **Code 318** Legal Services, **subcode 02** conveyancing, **and subcode 03** Notary Public.

**Failure to submit any of the Compliance to Tender documents within five (5) days following a request to do so will result in disqualification of the tenderer.**

### **3.2 STAGE 2 - TECHNICAL EVALUATION**

**Proposals should score a minimum of 70% for them to be considered for shortlisting.**

<b>ITEM</b>	<b>TECHNICAL EVALUATION</b>	<b>TOTAL</b>
<b>1</b>	<p><b>LAW FIRM PROFILE AND PROPOSAL PRESENTATION</b></p> <ul style="list-style-type: none"> <li>• Firm profile. <b>(5 marks)</b></li> <li>• Business continuity plan. <b>(2 marks)</b></li> <li>• Structure of the firm (Organogram). <b>(3 marks)</b></li> <li>• Description of quality control procedure used for monitoring work done within the firm. <b>(5 marks)</b></li> <li>• Value added services. <b>(5 marks)</b></li> </ul>	<b>20points</b>

2	<p><b>HUMAN RESOURCE</b></p> <p>List of <b>all key</b> personnel, including copies of IDs, educational qualifications, CVs.</p> <p><b>(a) Partner/s</b></p> <p><b>Basic Qualifications</b></p> <ul style="list-style-type: none"> <li>• Conveyancer &amp; Notary Public <b>(20 marks)</b></li> </ul> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 10 years as a Conveyancer and Notary Public <b>(20 marks)</b></li> </ul> <p><b>(b) Office Accountant</b></p> <p>Basic Qualifications</p> <ul style="list-style-type: none"> <li>• At least a diploma in accounting qualification or related field <b>(6 marks)</b></li> </ul> <p>Work Experience</p> <ul style="list-style-type: none"> <li>• At least 3 years of work experience <b>(6 marks)</b></li> </ul> <p><b>(c) Conveyancing Secretary</b></p> <p>The secretary should have a minimum of 5 years' experience <b>(6 marks)</b></p>	<b>60 points</b>

	. Qualification- a minimum of BGCSE certificate or its equivalent for the secretary <b>(2 marks)</b>	
3	<p><b>EXPERIENCE OF LAW FIRM</b></p> <p>Demonstrate experience of the law firm in handling similar assignments from previous Clients. Submission of three (3) written references from previous where conveyancing and notarial services are currently being provided and/ or have been provided.</p> <ul style="list-style-type: none"> <li>• 3 references: <b>20 marks</b></li> <li>• 2 references: <b>15 marks</b></li> <li>• 1 reference: <b>10 marks</b></li> </ul>	<b>20 Marks</b>
	<b>TOTAL</b>	<b>100</b>

**Bidders must score at least 70% in order to proceed to the Financial Evaluation Stage.**

### **3.3 STAGE 3 - FINANCIAL EVALUATION**

The Corporation shall only accept rates as set out in the Deeds Registry (Conveyancers and Notaries Public) (Fees and Charges) Regulations.

## **4. CONDITIONS OF THE EOI**

### ***a. Submission of Proposals***

In submitting Proposals, the following instructions shall be binding:

Proposals shall be submitted in a ONE sealed envelope with one (1) document marked "ORIGINAL" and two (2) marked "COPY" addressed to:

#### **Procurement Manager**

**Botswana Housing Corporation  
P O Box 412  
Gaborone,  
Botswana**

All proposals shall be hand delivered to:

**BHC Broadhurst Offices, Plot 10236/7 Lejara Road, Broadhurst Industrial,  
Gaborone.**

### ***b. Preparation of Proposals***

NB: Proposals **MUST** include as much information as possible (in the Technical Evaluation table) to support the proposal with certified documents. The information required above **SHALL** be presented **sequentially** and **indexed** as prescribed in the Technical Evaluation Criteria table.



***c. Proposal Reservation***

Proposals are reserved for 100% citizen-owned Law Firms.

**3.4. Queries**

For any queries, please contact the following:

Phone No: 3605205

E-mail: **procurement\_tenders@bhc.bw**

Note: All queries must be routed through the Procurement and note that that the last day allowed for any clarifications and enquiries shall be on **11<sup>th</sup> December 2024.**

**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:**