



EXPRESSION OF INTEREST (EOI) FOR THE CONSTRUCTION OF WORKS PACKAGE - DMS 5

CONTRACTOR DOCUMENT

COMPANY NAME: _____

(Official stamp): _____

CONTACT DETAILS:

Name: _____

Email: _____

*Introduction

*Bigen Special Purpose Vehicle (Bigen SPV) invites capable, eligible and applicable **citizen owned contractors**, registered with PPRA, in the respective grades to indicate their interest in construction/execution of the above mentioned projects under Works Package (DMS) 5. The **citizen owned contractors** may constitute joint venture to enhance their chances of qualification. Please note that adherence to Citizen Economic Empowerment and Inclusion Guidance by the parties is mandatory.*

Bigen SPV has been awarded Works Package (DMS) 5 as Development Manager which comprises of the following proposed projects:

Project No.	Project Description	Location	PPRA Code	PPRA Contractor Grade Required
1	Design, Construction and Supervision of a Single Storey Laboratory and 1x4 Double Storey Classroom Blocks at Botswana Wildlife Training Institution at Maun	Maun	01	E
2	Design, Construction and Supervision of Seronga Wildlife Camp at Seronga	Seronga	01	E
3	Design, Construction and Supervision of Internal Roads at Maun	Maun	03	A/B/C
4	Design, Reconstruction and Supervision of a New Primary School at Gumare	Gumare	01	E
5	Design, Reconstruction and Supervision of Landboard Offices at Tawana in Maun	Maun	01	E
6	Design, Reconstruction and Supervision of Records Centre at Tawana in Maun	Maun	01	D
7	Expansion of Ngambao Junior Secondary School	Seronga	01	D
8	Expansion of Gowa Junior Secondary School	Kauxwi	01	D
9	Expansion of Okavango Junior Secondary School	Gumare	01	D
10	Upgrading of the Maun Bus Terminal	Maun	01	D

1. Notes to applicants

1. Please answer all questions.
 2. **Supplementary pages may be inserted if required.**
 3. Please retain a copy of your complete submission.
 4. If a Joint Venture is proposed, all Companies are to respond to all questions.
 5. This Expression of Interest is reserved for citizen works contractors only.
 6. Category 03/A is permitted to submit unaudited financial statements
 7. A company applying for different PPRA Codes/Grades under one name must submit separate applications
 8. A company will not be shortlisted if any one of its directors and/or shareholders are signatories in the bank accounts or appear in the CIPA extract of another company submitting this EOI
 9. EOI is for inclusion in database only and does not in any manner imply an award or guarantee shortlisting
 10. Contractors with recent experience in Maun/Ngamiland/Okavango region would be given preference.
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Standard pages

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Please list below any additional pages attached to each standard page:

2. Company Documents

The contractor is to submit the following company documentation which are considered to be relevant to the evaluation of your application for pre-qualification,

1. **CIPA Certificate of Incorporation**
2. **CIPA Extract**
3. **PPRA Registration Certificate (showing relevant grades and codes)**
4. **Tax Clearance Certificate from Botswana Unified Revenue Service (BURS)**

If you wish to attach other supporting documents please list below.

3. Company Profile

The contractor is to submit, as a separate document, a comprehensive company profile that covers areas which they deem to be relevant and will provide additional information about the company.

4. Structure and Organisation

1. Name of Company:
Address:

Telephone number:
Registered office address:

Email Address:

2. Description of Company (for example, General Civil Engineering Contractor):
-

3. Number of years experience as a Main Contractor - in own country:
-

4. Number of years experience as a Sub-contractor - in own country:
-

5. Names and addresses of associated Companies to be involved in the project - and whether parent/subsidiary/other.
-

6. If the Company is a subsidiary, what involvement, if any, will the parent Company have in the project?
-

7. Please indicate here or attach an organisation chart showing the Company structure including the positions of directors and key personnel, if relevant.

5. Financial Statement

(Audited financials for past 3 years for Companies who are mandated by the Companies Act to produce such audited financials or management accounts for past three years in their place for those companies who are not mandated)

1. Capital:
Authorised:
Issued:
-

2. Please attach copies of the Company's previous three years' audited accounts – except in the case of Code 03 Grade A where unaudited accounts would suffice (income/expenditure & balance sheet) and any other financial data which you consider to be relevant.
List all attachments below:
-

3. Bank certified letter of beneficial ownership or any another notarised document attesting to beneficial ownership
-

6. Joint Venture

If the Company intends to enter into a Joint Venture (JV) for the Project, please give the following information, otherwise state **“not applicable”**. (Kindly refer to point no. 4 in **“Notes to Applicants”** for submission of JV documents by the JV partners)

1. Names and addresses of Joint Venture Partners:

2. Name of Company leading the Joint Venture:

3. Name and address of Bankers to the Joint Venture:

7. Resources: Key Personnel

(Citizen Economic Empowerment & Inclusion Guidance Applies to this requirement)

1. Number of staff: Technical: Administrative:

List information about other Key Personnel below, including the proposed site representative, the sub-contractor/services coordinator and the programmer:

Name: Present position:
Years of experience - with the Company
- in construction
Major works for which responsible (type and value):

Linguistic ability relevant to project:

Name: Present position:
Years of experience - with the Company
- in construction
Major works for which responsible (type and value):

Linguistic ability relevant to project:

Name: Present position:
Years of experience - with the Company
- in construction
Major works for which responsible (type and value):

Linguistic ability relevant to project:

8. Resources: Plant

On the basis of the information provided in the pre-qualification documents please indicate the main plant and equipment considered by the Company to be necessary for undertaking the project and whether this plant is already in the Company's ownership or will be purchased or hired: The Company is to clearly state the type of work it is interested in undertaking based (whether civil and/or building work).

9. Lines of Credit

The Company is required to provide lines of credit extended by suppliers which will be used to judge its capacity to carry out work.

10. Default, Failure to complete, Litigation, Bankruptcy

Delete as appropriate if you or your firm or any partner thereof has been involved in any of the conditions listed below. (If yes give details).

1. Default or failure to complete a contract. Yes/No.

2. Litigation with respect to work performed. Yes/No.

3. Declared bankrupt and/or gone into liquidation. Yes/No.

11. Client References

Please provide client references for minimum 3 major building projects carried out in the last 5 years, with commentary on the quality of the works and the contractor's ability to achieve targets of time and budget.

12. Experience: *All projects in progress*

Give information about all projects in progress, including those where the company has received a letter of intent, but a formal contract has not yet been awarded. . Experience in the region covered by Bigen SPV would be an advantage

Employer	Architect/Engineer responsible for supervision	Location and description of the work	Percentage participation of the company in the project:	Value of Contract Works	Value completed and certified	Percentage of Practical Completion	Scheduled date of completion of work

13. Experience: *Relevant projects completed*

Please fill in information about the relevant projects completed over the past five years. Experience in the region covered by Bigen SPV would be an advantage

Name of Employer	Name, location and type of projects	Name of Architect/ Engineer responsible for supervision	Contract price and date	Percentage of participation of company in project	Was contract satisfactorily completed including time provision?