



EXPRESSION OF INTEREST

The Gambling Authority is a gambling regulator in Botswana established through the Gambling Act, 2012. The Authority issues licenses, ensures compliance with the licence conditions and fair and safe Gambling throughout Botswana.

PROCUREMENT REQUIREMENTS

The Gambling Authority requires a number of services either on a once-off, a regular and/or on-going basis. The Authority would like to ensure that as part of its procurement services, it has an appreciation of services and service providers available in order to enable its procurement process which is in line with the Gambling Authority Procurement Policy as approved by the Board. Interested Botswana registered companies/entities are required to register their interest with the Authority. The services required are listed below.

REQUIRED GOODS & SERVICES

- Accounting services;
- Audit services;
- Photocopiers/printers and related services (eg. toners);
- Computers, laptops and peripherals
- Communications equipment (audio-visual solutions, phones, switchboard, telephone and video conferencing equipment);
- Cleaning services;
- Stationery (printing and photocopier paper, staplers, pens, etc.);
- Corporate gifts;
- Event management and equipment suppliers;
- Caterers;
- Office furniture;
- Employee recruitment services;
- Accounting packages;
- Human resources management systems;
- Travel management services (air travel and hotel booking);
- Courier services;
- Health and wellness management services,
- Medical aid services;
- Fleet management services;
- Public relations management services;
- Banking services;
- Short term and long term insurance brokerage services;
- Pension fund management services;
- Security cameras and security control and management services;

- Access control and monitoring services;
- Disaster recovery services;
- IT management & consulting services;
- Asset and vehicle leasing & rental services;
- Research consultants;
- Management consultants,
- Maintenance;
- Security services;
- Staff uniforms;
- Identity cards;
- Employee training.

REGISTRATION PROCESS

Registration for the services above will be through a prescribed form that is provided by the Authority.

The registration process focuses on capability to supply and ability to meet the compliance requirements of operating a company in Botswana.

REGISTRATION PERIOD

The period of registration will be from 23rd May 2016 to 23rd April 2017, after which the Authority will continue to accept further applications for registration, until advised in writing and/or by public notice.

ELIGIBILITY

All Botswana registered businesses in the supply of the goods and services listed in this invitation are eligible to respond to the invitation. The Authority however does not commit to purchase from any of the respondents.

Please attach certified copies of:

- Valid Tax Clearance Certificate
- Valid trade license
- EDD certificate
- PPADB registration

Closing Date:

Submissions clearly marked with the category of supply can be delivered following address by 12:00 hours on **13th May 2016**;

Gambling Authority, Old Ministry of Trade and Industry Annex, Next to Parliament

Submissions received after the closing date and time will not be considered. Furthermore, telephonic, telex, or facsimile submissions will also not be considered. Email submissions can be sent to procurement@gamblingauthority.co.bw

Kindly note that this call for expression of interest is not a contract or a financial obligation on the Gambling Authority to the companies that express interest. The Gambling Authority reserves the right to cancel the entire process.

Lobbying and soliciting shall not be permitted with the Board or employees of the Authority and any such occurrence will result in immediate disqualification.

Enquiries:

Any enquiries relating to this Notice should be done in writing and directed to Kgomoiso Hule or Cole Diodibe who may be contacted on telephone: 3957672 or fax: 3182585 or email: kghule@gamblingauthority.co.bw or gciodibe@gamblingauthority.co.bw .

DISCLAIMER

The registration of Expression of Interest does not in any way represent an agreement or intention to purchase goods and services from the registered entities. It is not an invitation to purchase from the supplier and the Authority is under no obligation to purchase goods and services from any of the registered entities/ companies. The Authority may continue to purchase some of the registered goods during the period of registration as per the Authority procurement guidelines and policy as directed/approved by the Board from time to time.

SERVICE PROVIDER REGISTRATION FORM

All sections to be completed in black ink, submitted with an original signature commissioned by an authorized Commissioner of Oaths

Business details

Name of Company

Trading Name

Company Registration Number

Date of Registration

Tax Identification Number (TIN).....

VAT Registration Number

Physical address.....

Contact details (fax/email/postal address).....

.....

Category of Supply

Industry/service.....

PPADB Code(s).....

EDD Certificate Number.....

Trading Licence Number.....

Professional/ Practice Licence Number.....

Total Shares

Total Shares Issued

Name of Shareholder*	Co. Number/ Omang No.	Number of shares held	Percentage Holding

*Please Note: If shareholder is a company, state the shareholding in the shareholder company too.