

# EXPRESSION OF INTEREST

## Expression of Interest to be registered as a supplier in the Botswana Medical Aid Society (BOMaid) Suppliers Database

### BACKGROUND

Botswana Medical Aid Society is a not-for-profit healthcare Fund registered in 1969 as a society under the Laws of the Republic of Botswana. It was established to provide affordable healthcare solutions to its members through innovation and excellence. Bomaid is located in Gaborone, Maun and Francistown.

The main objective of The Fund is to pool resources from members and other revenue sources for the sole purpose of assuring members access to quality and affordable health cover as well as to grow reserves that are intended to protect The Fund from business risks in the industry.

### SCOPE

Botswana Medical Aid Society (BOMaid) is updating its supplier database which will be used for the next two (2) years (May 2025 – May 2027) to procure goods and services that fall within the threshold of **BWP 300,000.00** and below.

#### Companies providing the below products / services are invited to register:

1. Designing and Printing houses	14. Auctioneering Services	26. Wellness & Fitness Services (Fitness trainers, wellness coaches, mental health professionals, physiotherapists, and nutritionists for employee wellness programs)
2. Vehicle valuations	15. Hotel Services/Motel, Lodge, Guest Houses and Self-catering Apartments	27. Occupational Health & Safety (OHS) Services (workplace safety training, first aid training, fire drills, and ergonomic assessments)
3. Corporate Clothing	16. Employee General Medical Examinations services	28. Medical Equipment Supply & Maintenance
4. Office Consumables/Refreshments	17. Customs Clearing, forwarding and shipping	29. Market Research & Customer Insights Services
5. Supply of Computers, Printers and Accessories	18. Property Valuation	30. Translation & Interpretation Services
6. Computer Repairs/Maintenance	19. Recruitment and training services	31. Disaster Recovery & Business Continuity Services
7. Network Management and maintenance Services	20. Strategy consultants/facilitators	32. Sustainability & Green Solutions
8. Internet Services	21. HR Consultancy services	33. AI & Automation Solutions
9. Computer network cabling and Maintenance	22. Towing services / Panel Beaters	
10. CCTV & Access control	23. Debt collection and Deputy Sheriff Services	
11. Software, licenses and related products & services	24. Sustainability & Green Solutions	
12. Conferencing facility Services	25. AI & Automation Solutions	
13. Legal Services		

#### In the following category of products / services, preference shall be given to 100% Citizen owned companies domiciled in Botswana:

1. Catering services	7. Electric Fencing	14. Gate Motor Maintenance
2. Cleaning services	8. Pest Control services	15. Interior Designers
3. Security services	9. Courier services	16. Landscaping services
4. Gardening services	10. Painting services	17. Entertainment
5. Office stationery	11. Event management services	18. Advertising and Media
6. Building maintenance works and services	12. Waste management services	19. Fire protection services and Equipment
	13. Transport services	20. Supply of beverages

### ELIGIBILITY

Consideration for registration will be based on submission of the following:

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|---|---|
| i. A non-refundable application fee of BWP100.00                                    | i. Valid Tax Clearance Certificate certified by the issuing authority   |
| ii. Cover Letter detailing the type of service/products the company is applying for | ii. Valid Indemnity Covers (for professional services)  |
| iii. Company Profile with company physical address and contact details              | iii. Companies are required to operate from commercial or industrial registered premises and not residential. Copies of lease agreements are required |
| iv. Bank account letter   | iv. Companies are expected to be operating for a year or more otherwise a waiver application on merit or case by case will be considered              |
| v. Certified copy of trading License certified by issuing authority                 | v. Companies should supply proof of asset ownership   |
| vi. Brief CVs of key staff and certified copies of qualifications of the staff      | vi. Companies must have means of communication in place e.g telephone, email etc  |
| vii. Certificate of incorporation (CIPA)  |   |
| viii. Company Extract (CIPA)  |   |
| ix. Certified Copies of Directors and shareholders identity documents               |   |

**NOTE: A certified copy is the one that bears the original stamp**

### SELECTION CRITERIA

- Companies which have submitted invalid documents at the closing date of the EOI will be disqualified
- Failure to comply with the above eligibility criteria will result in disqualification
- To guard against multiple bidding in one category, where a bidder has more than one (1) company, application should be made once per category.
- Application can only be made for a maximum of 4 categories, application for more than four (4) line items will be disqualified.

### TERMS AND CONDITIONS

- Citizen-owned companies will be given priority
- Failure to register shall exclude existing and unregistered companies from the invitation to quote as and when the Bomaid requires the services, goods and works above
- Only vendors who provide complete information will be entered into the database
- Bomaid reserves the right to reject any and all EOIs and or cancel the entire process
- After the EOI, Bomaid shall not contact the vendor unless deemed appropriate
- Supplier registration does not guarantee procurement of goods, services, or works from the listed companies.
- Bomaid reserves the right to request a site visit where necessary
- Bomaid staff are not permitted to submit their profiles for inclusion in the database
- Prospective suppliers will not be reimbursed for any expenses incurred in preparation of their documents
- Companies, their shareholders and directors should have no history of conviction on fraud or bribery charges.

### SUBMISSION INSTRUCTIONS

- Only suppliers of the above outlined products and services need to apply.
- Submissions should only be through the Bomaid online supplier registration portal on the below link <https://bomaid.co.bw/form/supplier-registration-form>
- No physical submission of hard copies or emailed copies will be allowed.

**NB: All enquiries regarding the above should be emailed [tenders@bomaid.co.bw](mailto:tenders@bomaid.co.bw) / call 3633134**  
**CLOSING DATE: 02 May 2025 at 1600 HOURS**