

# EXPRESSION OF INTEREST

1. Asset Valuation
2. Car Battery & Tyre Suppliers
3. Car Rentals
4. Cash Collection
5. Catering
6. Cleaning
7. Cleaning Chemicals & Detergents
8. Conferencing
9. Corporate Gifts
10. Corporate Clothing
11. Courier Services
12. Debt Collection
13. Deputy Sheriff Services
14. Desktop, Laptops & Printer Suppliers
15. Event Management
16. Fleet Management
17. Fire Products & Services
18. Fuel (Generator & Fleet)
19. Garden Water
20. General Maintenance (Plumbing, Air Conditioners, Electricals, Office Repairs, Painters, Generators, Lifts, etc.)
21. General Stationary Supplies
22. Grounds Maintenance
23. Hotel Booking
24. Information & Communications Technology Services
25. Interiors Design Services
26. Internet & Connectivity Services
27. Insurance Services
28. Landscaping and Gardening Services
29. Locksmiths
30. Marketing Services
31. Media Services (Print, Paper & Television)
32. Medical Consumables & Equipment Supplies
33. Medical Equipment Maintenance
34. Medication (Drug) Suppliers
35. Newspapers
36. Office Space Rentals
37. Office Equipment Rentals
38. Panel Beaters
39. Pest Control
40. Photography, Videography, Digital Media, Graphics and Multimedia
41. Postal Services
42. Pharmacy/retail environment stationery (shelf strips, brown bags, cartridges for dot matrix printer, pharmacy plastics, shelf talkers, till rolls & thermal labels
43. Printing & Branding of Promotional Materials
44. Printing Services
45. Property Valuation
46. Personal Protective Clothing and Equipment
47. Recruitment Consultancy Services
48. Research Consultants
49. Sanitation
50. Strategy, Management, Leadership & Team Building Consultants
51. Security Cameras & Security Control Management Services
52. Security Services
53. Strategy Consultants/Facilitators
54. Sound System, DJ/MC Services
55. Travel Agency Services
56. Vehicle Towing Services
57. UPS Maintenance
58. Vehicle Repair & Maintenance
59. Wellness Services
60. Waste Removal (Clinical & General)

## TERMS OF REFERENCE – SUPPLIER DATABASE

All interested suppliers/vendors will be subjected to vetting to determine compliance. The selection will be made based on the following:

- Cover Letter detailing type of service/product the company is applying for.
- Certified copy of certificate of incorporation.
- A tax clearance certificate.
- Company profile with company address (physical and postal) and bank details.
- Brief CV's of key staff and their contact details.
- Certified copy (ies) of share certificates for company shareholders or equivalent.
- A certified copy (ies) of identity documents for shareholders (or Partners). In the event a company is a shareholder (Shareholder Company), a certificate of incorporation accompanied by share certificates as well as identity documents of shareholders of Shareholder Company must be filed/submitted.
- A certified copy of trading license.
- Minimum of three (3) references or reference sites for related products/services.

## NOTE:

- All suppliers/vendors who are currently in the MRI Botswana Limited vendor list are required to register as they are not exempt from the process. Failure to register will exclude existing and unregistered vendors from invitation to quote/opportunity to quote and when MRI requires the services, goods and works above.
- A supplier can only bid and be selected in one category only. No supplier shall bid for more than one category.
- A certified copy is the one that bears the original stamp. These original certified copies should be enclosed in the submission.
- Submissions that are not compliant shall not be considered.
- Supplier visits may be made to validate the information that has been submitted.
- MRI will only get into correspondence with successful suppliers only.
- Prospective suppliers will not be reimbursed for any expenses incurred in preparation of their documents.
- MRI staff are not permitted to submit their profiles for inclusion in the database.
- Board members of MRI are prohibited from submitting their company documents for inclusion.
- Faxed or hard copies will not be considered.

Supplier application forms can be collected from the MRI Botswana Gaborone Website from 14<sup>th</sup> October 2022. **Deadline for submission of completed forms shall be no later than 1700hrs on 14<sup>th</sup> November 2022.**

Supplier application forms shall be downloaded from MRI Botswana Limited website [www.mri.co.bw](http://www.mri.co.bw)

Response to advert should be sent by **EMAIL ONLY** with the following subject: **"EOI: INCLUSION IN THE MRI BOTSWANA LIMITED SUPPLIER DATABASE"** and sent to: [tenders@mri.co.bw](mailto:tenders@mri.co.bw)

Submissions should be uploaded on cloud storage (**Google Drive, One Drive, Dropbox**) and links should be shared via the email provided above.

Further enquiries should be addressed to:  
MRI Procurement Office- [procurement@mri.co.bw](mailto:procurement@mri.co.bw)  
Phone: +267 3903066/3646572/3646579