



EXPRESSION OF INTEREST

TO BE INCLUDED IN THE SUPPLIER DATABASE FOR NATIONAL DEVELOPMENT BANK FOR A PERIOD OF 3 YEARS

BACKGROUND

National Development Bank (NDB) is a Development Financial Institution (DFI) established under an Act of Parliament in 1963. The Bank is owned by the Government of Botswana and operates under the control of a Board appointed by the Minister of Finance.

SCOPE

National Development Bank is in the process of updating the supplier database that will be used for the next three years to procure goods, services and works below the tendering threshold. The Bank therefore wishes to invite interested companies domiciled in Botswana to register for the provision of goods and services listed below. 100% owned companies are encouraged to register.

Artists (poets, singers, guitarists, saxophonist etc)	Debt Collections	Insurance Service	Research Services
Asset and/or Property Valuation	Deputy Sheriff Services	Internet Connectivity	Recruitment Consultancy Services
Air conditioners Services	Desktop, Laptops, Printers	Iron mongering services	Remuneration & Rewards
Accommodation and hospitality services	Defense driving trainers	IT disaster recovery services	Strategy, Management, Leadership consultancy services
Advertising Agencies(Graphic design, Video graphics)	DJ Services and MC Services	ICT Supplies	Strategy consultants, facilities
Audio producers	Employee Engagement	Interior Design	Service and repair of back up generators
Access Control	Event décor, event venues, stage set-up and lighting	IT networks	Signage producers
Bouncers and security guards	Electrical installations and repairs	Hardware support	Software application support and licenses
Bar services	External Audit Services	Locksmith	
Bulk SMS service providers	Fire equipment	Lease line	Security Cameras (CCTV)
Conferencing	Fire Products	Maintenance and repair of lifts	Team building services
Corporate Gifts	Fuel (Generator & Fleet)	Media Houses, Radio station, newspapers	Training
Corporate Clothing	Fleet maintenance products and services(Tyres, batteries, Vehicle Towing Services, canopies)	Office Space Rentals	Technical services
Car rentals	Florists	Project management and advisory services	Travel Agency Services (Air tickets, car hire and travel insurance, car valuation)
Cash Collection services	Fuel management services	Printing services	UPS Maintenance
Cleaning services	General maintenance	Photographers & videographers	Vehicle tracking
Catering (fingerfoods, buffet, desserts)	General supplies	Portable toilets	Wellness (Massage parlour, Health Centers e.g for pre employment checks, Mental Health and Wellness Coach
Corporate Branding material (indoor and outdoor)	General Stationary Supplies	Plumbing works	
Coaching & Mentoring	HR General Consultancy Services	Personal Protective & Equipment	
Culture & Change	HR Audits	Pest Control	Waste Removal
Courier services	HR Systems	Recreational	Website developers

ELIGIBILITY

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

- Cover Letter detailing the type of service/products the company is applying for
- Company Profile with company address and contacts
- Bank confirmation letter confirming banking details
- Brief CV's of key staff (where applicable)
- CIPA Registration documents (Extract and certificate of incorporation)
- Certified copy (ies) of shareholder's identity documents
- Valid Tax Clearance Certificate
- Relevant PPRA Codes and Sub-codes
- Certified copies of Certification/Registration/Licensing for specialised products/ services (Where applicable)
- Certified copies of Practicing Certificate of Firm and Admission certificates of key personnel (where applicable)
- Valid Indemnity Covers (for professional services)
- Certified copies of EDD certificates (where applicable)

CLOSING DATE: 31st March 2024

For further enquiries contact:

The procurement team at **3952801** or email: **tenders@ndb.bw**

Late submissions, physical submissions or facsimile will not be accepted.

TERMS AND CONDITIONS

100 % Citizen owned companies will be given priority
NOTE: companies who have been supplying the Bank with products and services are also to register as they are not exempt from this process. Failure to register shall exclude existing and unregistered companies from the invitation to quote as and when the Board requires the services, goods and works above.

ACCESS TO THE REGISTRATION FORMS & SUBMISSION

Interested parties should follow this link: **https://ngpms.ndb.bw/Account/VendorRegistration** to access the supplier registration portal

ISO 9001

BUREAU VERITAS
Certification

