



EXPRESSION OF INTEREST (EOI): HRDC 5-3-6 OCOO- 11-2020-2021

INVITATION FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES TO DEVELOP AND IMPLEMENT BUSINESS CONTINUITY MANAGEMENT FOR HRDC

The Human Resource Development Council (HRDC), the former Tertiary Education Council is a parastatal organisation under the Ministry of Tertiary Education, Research, Science and Technology (MoTE). It started operating in November 2013. HRDC draws its mandate from the Human Resource Development Council Act [Cap.57:04].

The objectives of the Council are to:

1. Provide for policy advice on all matters of National Human Resource Development.
2. Coordinate and promote the Implementation of the National Human Resource Development Strategy.
3. Prepare the National Human Resource Development Plans.
4. Plan and advise on Tertiary Education Financing and Workplace Learning.

PROVISION OF CONSULTANCY SERVICES TO DEVELOP IMPLEMENT BUSINESS CONTINUITY MANAGEMENT

The Human Resource Development Council wishes to invite reputable, **100% Citizen Owned Companies** registered with Public Procurement Asset Disposal Board (PPADB) under **Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services)** to be considered for development and implementation of Business Continuity Management.

SCOPE

Prequalification for the development and implementation of the Business Continuity Management.

SELECTION PROCESS

The Company Selection will be based on the criterion that is attached to this document. Companies are required to provide profiles (including contact information) as well as a covering letter detailing how the firms' experience and the qualifications of how its staff meet the criteria set out in this document.

ASSESSMENT CRITERIA

Assessment will be conducted to enable the client to assess the technical capability of the service providers as follows;

- Tax Registration Number (TIN Number i.e. Tax Payer Pin) and the Tax Certificate No; *verification will be done online.*
- Registered with PPADB under **Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services)**.
- At least three (3) written traceable references for each proposed key personnel for the required

assignment.

- At least three (3) written traceable references for the company for the required job and submission of company profile
- A minimum of Five (5) Years' Experience or more in developing and implementing BCM for the proposed key personnel
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NOTE: Failure to express and submit information as per the attached **Appendices** shall lead to disqualification of the bidder from further evaluation.

Format of Expression of Interest Template:

Interested parties are invited to submit an expression of interest (EOI) in the format below clearly demonstrating that they are qualified to perform the required services;

Item No.	Item Description	Availed Yes/No
1	Name of Company	
2	Valid Tax Clearance—(submission of A Tax Registration Number (TIN Number i.e. Tax Payer Pin) and the Tax Certificate No.)	
3	PPADB Registration Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services)	
4	Declaration Form for Tendering Purposes as attached	
5	Proof of a minimum of five (5) years or more in developing and implementing BCM for the company. Required to submit at least three (3) written traceable references as attached .	
6	Provide Curriculum Vitae of proposed Key Personnel and duly certified copies of prescribed, valid certificates of employees and certified copies of Identity as attached	
7	Proof of a minimum of five (5) years or more in developing and implementing BCM for each proposed Key Personnel. Required to submit at least three (3) written traceable references for each proposed personnel as attached	
8	Proposed Costs	

***In cases where a bidder fails to submit the items 2 to 7, they will be requested to submit during the evaluation within 2-5 days of notification (as per PPADB Circular No. 1 of 2016 dated 18th April, 2016);**

- **Bidders shall be notified through telephone or sms or email as an alert then by fax or letter;**
- **Non responsiveness by a bidder shall result in the disqualification of bids;**

Otherwise the bid shall be disqualified*

Only firms that shall meet all requirements set out in this EOI will be pre-qualified for future consideration.

Furthermore, HRDC does not accept unsolicited proposal.

Respondents are also advised that all costs associated with this Expression of Interest are solely their expense and HRDC will not pay for any information or administrative costs incurred.

Collection of returnable documents from **Monday, 8th February, 2021** during working hours from 0800hrs-1700hrs at **Human Resource Development Council, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**, Floor 1, Office No: 109.

Respondents to the EOI shall submit all requested information and documents as outlined in the EOI. Be reminded to show the necessary capacity, skills and experience for executing the required service.

Bidders must submit one (1) original document and two (2) copies clearly labelled **EXPRESSION OF INTEREST: HRDC 5-3-6 OCOO- 11-2020-2021 FOR PROVISION OF CONSULTANCY SERVICES TO DEVELOP AND IMPLEMENT BUSINESS CONTINUITY MANAGEMENT FOR HRDC.**

The closing time for receipt of tender offers is 1000hours on **Friday, 5th March 2021**. Opening of tenders will be done in the presence of interested parties wishing to attend immediately after closing at **HRDC Conference Room at 1010hrs.**

Late tender submissions will not be accepted. Telegraphic, faxed or e-mail submissions shall **not** be accepted.

Questions and Clarifications

Questions and Queries relating to the issue of these documents may be addressed to ProcurementUnit@hrdc.org.bw **fourteen (14) calendar days** before tender closing date.

The bidders shall give an undertaking that there exist no “**conflict of interest**” and no **anti-competitive behaviour** with respect to this EOI in any form.

Notwithstanding anything in the foregoing, HRDC is not bound to accept the lowest or any tender offer.

**Manager, Administration and Procurement
HRDC**