



HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL  
of BOTSWANA

HRDC	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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**TENDER REFERENCE NO. HRDC 5-3-6 OCEO- 9-2022-2023**

**EXPRESSION OF INTEREST (EOI) FOR PROVISION OF CONSULTANCY SERVICES TO DEVELOP IMPLEMENT BUSINESS CONTINUITY MANAGEMENT**

The Human Resource Development Council wishes to invite reputable, companies registered with the Public Procurement Regulatory Authority in the following categories: **Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services)** to be considered for development and implementation of Business Continuity Management.

The **EOI** is **wholly** reserved for **citizens** or **citizen contractors** as **stated** under **Section 76 (2) of the Public Procurement Act**.

**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
- A minimum of Five (5) years' Experience or more in developing and implementing BCM for the company

**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— <b>(submission of A Tax Registration Number (TIN Number i.e. Tax Payer Pin) and the Tax Certificate No.)</b>	
3	PPADB Registration Code 317 (Other Consultancy Services) Sub Code 01 (Management Consultancy Services)	
4	Declaration Form for Tendering Purposes <b>as attached</b>	
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 <b>as attached.</b>	
6	Provide Curriculum Vitae of proposed Key Personnel and duly certified copies of prescribed, valid certificates of employees and certified copies of Identity <b>as attached</b>	
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 <b>as attached</b>	
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## LIMITATIONS

This is an Expression of Interest only; it is not a procurement document nor is it a request for tenders or a promise to issue a tender in future. The information contained in this EOI is intended for information purposes only to assist interested parties in assessing whether or not to respond to such request. The submissions are therefore requested on a non – committal basis and meant to assist HRDC to prequalify technically capable respondents for the development and implementation of the Business Continuity Management.

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

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.

Interested parties are advised to request for the documents of the Expression of Interest at [ProcurementUnit@hrdc.org.bw](mailto:ProcurementUnit@hrdc.org.bw) from **Monday, 19<sup>th</sup> September, 2022.**

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 OCEO- 9-2022-2023 FOR PROVISION OF CONSULTANCY SERVICES TO DEVELOP AND IMPLEMENT BUSINESS CONTINUITY MANAGEMENT FOR HRDC.**

The closing time for receipt of tender offers is **1000 hours on Friday, 14<sup>th</sup> October 2022.** Opening of documents 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](mailto:ProcurementUnit@hrdc.org.bw) **five (5) working 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 any tender offer.

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**Manager, Administration and Procurement  
HRDC**