



Republic of Botswana

# DEPARTMENT OF BROADCASTING SERVICES

## EXPRESSION OF INTEREST (EOI) FOR INCLUSION IN THE DEPARTMENT OF BROADCASTING SERVICES SUPPLIER DATABASE

Department of Broadcasting Services is creating a supplier Database that will be used for two years (2024/2025 -2026/2027) for procurement of services, goods, and works below tendering threshold, therefore invites vendors providing the following products or services to express interest to be included in the database.

1. Kids Shows
2. Family Shows
3. Documentaries
4. Comedies
5. Entertainment (Films, video and music)
6. Series
7. Other shows
8. Film and Video Production
9. Audio Engineering
10. Transmitters
11. Advertising and Branding
12. Catering Services
13. Cleaning chemicals & detergents
14. Conferencing, Accommodation & Hospitality
15. Events management & Deco Services
16. Fire products & services
17. Florists
18. First Aid Equipment
19. Fumigation & Pest Control
20. Furniture & Fitting
21. Hardware Materials and tools
22. News papers
23. Landscaping and Gardening Services
24. IT Hardware & Software Solutions
25. Office Equipment & Services
26. Skip Rental, refuse collection & disposal
27. Sports & Recreation Equipment
28. Stationery, Office Equipment & Consumables
29. Uniform & Protective clothing
30. Waste disposal services (General and Clinical)
31. Wellness services
32. Works (Building Repairs & General maintenance)
33. Services, repairs and maintenance of standby diesel Generators
34. Supply, delivery and assembly of furniture
35. Repair and Maintenance of lift
36. Services, repairs and maintenance of photocopying machines
37. Supply and delivery of cartridges and toners
38. Repairs, Maintenance of Solar Systems
39. Repairs and maintenance of small plant and equipment
40. Services, Repair and maintenance of air conditioners
41. Provision of construction and hardware materials
42. Services, Repair and Maintenance of transmitters (routine and corrective):
  - Harris - Radio FM

43. Maintenance of antennas and associated accessories
44. Monitoring of both radio and television signals to maintain acceptable quality
45. Maintenance of UPS and battery banks for transmitter sites
46. De-bushing of shrubs and cutting of grass at transmitter sites
47. Maintenance of transmitter shelters.
48. Service, Repair and Maintenance of Broadcasting Equipment
49. Service, Repair and Maintenance of Satellite Transmission Systems
50. Supply of Spares for Broadcasting Equipment
51. Supply of Accessories for Audio Visual Equipment
52. Service and Maintenance of Studio Lighting
53. Supply of Studio Lighting Equipment

EOI submission will be checked for completeness and compliance with the requirements of this invitation for Expression of interest. The selection will be made based on the following:

1. Cover letter detailing type of service/products the company is applying for.
2. A copy of tax clearance certificate. Notice of VAT registration letter of Exemption where applicable.
3. A copy of the PPRA registration certificate of the relevant codes.
4. Company profile with address and bank details.
5. Brief CV of key staff and their contact details.
6. Certificate of share certificates for company shareholders or equivalent.
7. Shareholders' and Directors' information including certified copies of identification documents.
8. Certified copy of EDD certificate (where applicable)
9. Any certificate for entitlement under Government preservation and preference schemes (Where applicable)

**NOTE:** All suppliers/vendors who have registered with DBS in

the past database are not exempted from this process.

Failure to register will exclude unregistered vendors/suppliers from invitation to quote or opportunity to quote as and when DBS requires the services, works and goods indicated above.

Documents that will be found in the tender but not registered will be automatically disqualified.

The Department of Broadcasting Services (DBS) is building a supplier database and as such, this exercise does not guarantee that the institution will solicit the services, works and goods from the list above.

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

**NOTE:** Registration will start on **04/07/2024**.

**CLOSING DATE:** The date, time and location for opening of the expression of interest is:

**Time:** 1000 hours on 18/07/2024

**Location:** Procurement Unit Lobby, Mass Media Complex, Gaborone, Botswana

The vendor/supplier will be required to register their submission in a register before slotting it in the tender box and the DBS clock watch shall be used at the reception for purpose of closing time.

**Late submissions will not be accepted. Telegraphic, faxed or email submissions shall not be accepted.**

Response to advert should be clearly marked: **"EOI: Inclusion in the (DBS) Supplier database"** on the outside of the envelope and should be addressed to: The Director, Department of Broadcasting Services, P O Box 0060, Gaborone **Tel:** (+267) 365 3000

**ENQUIRIES SHOULD BE DIRECTED TO:** Ms. Maureen Hirschfeld, Mr. Manake M. R. Matula

**Raymond Tsheko**