



**EXPRESSION OF INTEREST FOR THE PROVISION OF BITRI  
SEDING™ LIGHT INSTALLATION SERVICES TO THE BOTSWANA  
INSTITUTE FOR TECHNOLOGY RESEARCH AND INNOVATION**

## **1. Background**

Botswana Institute for Technology Research and Innovation (BITRI) was established in 2012 as a Government of the Republic of Botswana company limited by guarantee, to conduct needs-based research and development in focused areas, in accordance with national priorities. BITRI is established under the Ministry of Tertiary Education, Research, Science and Technology (MOTE), with a Mandate to identify, develop and/or adapt appropriate technology solutions that provide sustainable innovative solutions through co-creation and collaboration in line with national priorities and needs of Botswana.

BITRI, under its Technologies Department and the Energy Division is desirous of engaging a group of 100% Citizen-owned, PPADB Registered Electrical Contracting Companies to be appointed as and when need arises, for the installation and/or maintenance of BITRI Seding™ solar lights for a period not exceeding three (3) years. The selected companies will be expected to undergo induction training on installation of BITRI Seding™ solar lights.

100% Citizen-owned, PPADB Registered Electrical Contracting Companies are invited to submit proposals to be considered for the installation and/or maintenance of BITRI Seding™ solar lights around Botswana. After the normal evaluation process, all short-listed companies will be included on the list of Electrical Contracting service providers under the BITRI Seding™ solar lighting installation program. Inclusion of a company in the list is on a non-exclusive basis. BITRI may from time to time invite any company included in the said list to provide Electrical Contracting services as desired. At its own discretion, BITRI may instruct a company not included in the list for the provision of Electrical Contracting services as BITRI might deem appropriate or beneficial.

## **2. Eligibility Criteria**

2.1 In order for a company to be eligible for evaluation and further consideration for selection, it must:

- i) be 100% citizen-owned Botswana registered company
- ii) provide a complete company profile including
- iii)
  - a. Certificate of Incorporation from CIPA

- b. Company extract from CIPA
- c. National ID copies for Directors and Shareholders
- iv) be registered with Public Procurement and Asset Disposal Board (PPADB) in the following categories:

**Code 02:** Electrical Engineering Works

**Sub code 05:** Photovoltaic Systems

**Grade:** OC

- v) provide valid Tax Clearance Certificate
- vi) provide Curriculum Vitae of all key personnel complete with educational/professional certificates and ERB practicing certificates where applicable
- vii) provide a complete company profile
- viii) provide Quality Assurance/Control plan for solar photovoltaic light installation
- ix) provide Safety Health and Environment (SHE) plan covering COVID-19
- x) have access to aerial lift equipment with minimum 11.5 m of vertical outreach
- xi) provide affidavit that company/director(s) is(are) making only 1 submission for this expression of interest

### 3. Disclaimer

BITRI shall not be responsible for any cost incurred by any company in the preparation or submission of any proposal or to procure or contract for any services. Selection does not confer any exclusivity rights nor guarantee that the company will receive business from BITRI.

BITRI reserves the right to accept or reject any and all proposals, to revise the Expression of Interest, to request one or more re-submissions or clarification from one or more companies or to cancel the Expression of Interest.

### 4. Evaluation

BITRI Shall use the following criteria to assess submissions.

#### 4.1 Compliance

#	Requirement	Compliant	Non-Compliant
1	100% citizen-owned Botswana registered company		

2	PPADB, Code: 02, Subcode: 05, Grade: OC		
3	Valid Tax Clearance Certificate		
4	Completed Certificate of Authority of Signatory		

To proceed to Technical Evaluation, a submission **SHALL** be compliant with all the compliance requirements.

#### 4.2 Technical

#	Evaluation Criteria	Score (%)	Breakdown ((%)
1	Quality Assurance/Control Plan	10	<b>10</b> – a very good quality assurance plan consistent with solar photovoltaic installations <b>5</b> – a fairly general quality plan <b>0</b> – a poorly written or no quality plan
	Safety Health and Environment (SHE) plan covering COVID-19	10	<b>10</b> – a very good SHE plan cognizant of COVID-19 Regulations <b>5</b> – a fairly general quality plan <b>0</b> – a poorly written or no quality plan
2	Experience of Company in Solar Photovoltaic Installations	30	<b>30</b> – <b>5+yrs.</b> experience in solar photovoltaic installations <b>20</b> – <b>3+ yrs.</b> experience in solar photovoltaic installations <b>10</b> – <b>1+ yrs.</b> experience in solar photovoltaic installations <b>5</b> – <b>&lt;1yr</b> experience in solar photovoltaic installations
	Curriculum Vitae of Key Personnel	30	<b>30</b> –relevant educational and professional qualifications and experience in solar photovoltaic installations <b>20</b> – relevant qualifications and experience in solar photovoltaic installations

			<b>10</b> – relevant qualifications but lack solar photovoltaic installations experience <b>0</b> – no qualified personnel
3	Aerial Lift Equipment (minimum 11.5 m of vertical outreach)	20	<b>20</b> – owned by company/director <b>10</b> – hired/leased <b>0</b> – no submission /equipment does not meet height requirement
	<b>TOTAL</b>	<b>100%</b>	

A minimum of 70% score is required for a company to be considered for inclusion in the list.

## 5. Submissions

Responses should be enclosed in an envelope marked “Provision of installation and/or maintenance of BITRI Seding™ solar lights Services” and delivered by hand to the following address:

Senior Researcher – Energy Division

Botswana Institute for Technology Research and Innovation

Plot 50654, Machel Drive

Private Bag 0082, Gaborone

## 6. Closing Date

Responses should be received by BITRI not later than close of business (1630 hours CAT) on Thursday 6 August 2020. BITRI shall reject any responses submitted late.

The Senior Researcher - Energy can be contacted at telephone number 360 7509 or [erakgati@bitri.co.bw](mailto:erakgati@bitri.co.bw) for further clarification.