



## **EXPRESSION OF INTEREST FOR SUPPLIER DATABASE**

### **Background**

Khumo Property Asset Management ("Khumo") is a joint venture between Botswana Insurance Fund Management (BIFM) and Eris Property Group of South Africa and was incorporated in November 2005. Khumo offers specialist services in property asset management, property management, facilities management, property development, leasing and investment broking.

The Company is updating its supplier database for procurement of goods, services and works in Botswana through its offices in Gaborone, Palapye, Francistown and Maun. Locally registered companies providing goods, services and works in Annexure A- List of services are hereby invited to submit their proposals.

Interested entities providing any other **relevant services** that are not listed here are also welcome. For the proposals to be considered, they must follow the same instructions and requirements indicating their services as **Code 62-Other services**.

### **Terms and conditions**

Respondents should clearly indicate their place of operation. Where a company have service centers at different places in the country, this must be clearly indicated.

Respondents will then list corresponding references for works within each code applied for, showing the description of works, the year that service was provided for each contract, the value of each contract under the code, recipients of the service(Client), the contacts for the Client. See Annexure B- Company Experience.

Courier Services and postal services may deliver proposals, but the Respondent remains responsible for delivery on time. No discussions will be entered into concerning late delivery or submission and any such late proposals will be automatically rejected.

All queries will be answered and, if applicable, response posted on daily basis in the Khumo Website for all service providers taking part in the proposal process.

Response to this EOI does not imply automatic inclusion in the database as every submission will be subject to evaluation and may or may not be included.

Khumo shall not be liable for any costs incurred by any Proposer in connection with its response to this EOI.



Property Asset Management

All enquiries must be directed to [nmoalosi@khumopam.co.bw](mailto:nmoalosi@khumopam.co.bw) and [tmaitewa@khumopam.co.bw](mailto:tmaitewa@khumopam.co.bw)

### Evaluation Criteria

- I. The EOI submitted will be checked for completeness and compliance with the requirements. The selection will mainly be based on Completeness and compliance with the invitation
- II. Khumo KYC
- III. Capability and capacity from Annexure B, C and D

### Compliance Documents

- I. Khumo KYC (All requirements)
- II. Annexure B
- III. Annexure C
- IV. Annexure D

### Submission of EOI

All proposals are to be labelled **Expression of Interest-Khumo/2024** on top of the envelope. Original documents are to be hand delivered at the following addresses on or before **04<sup>th</sup> October 2024.**

| Palapye               | Maun                      | Francistown                                      | Gaborone                                    |
|-----------------------|---------------------------|--|---|
| Plot 68, Engen Centre | Plot 1196, New Mall Engen | Lot 16186, Shoprite Complex, Suite 96, 2nd Floor | 2nd Floor, Block A, Fairgrounds Office Park |
| Telefax: +267 4920133 | Telephone: +267 6860314   | Telephone: +267 2402660                          | Telephone: +267 3180156                     |

The registration forms can be downloaded from [www.khumopam.co.bw](http://www.khumopam.co.bw) under downloadable.