EXPRESSION OF INTEREST

EXPRESSION OF INTEREST (EOI 002/2024 MASCOM OFFICE SPACE)

Locally based experienced and reputable real estate companies are invited to submit their profiles for shortlisting for consideration to provide office space. Mascom invites interested parties to submit proposals for the provision of office in Gaborone. The office space location should be easily accessible and highly visible and accessible to customers.

PARTICIPATING COMPANIES

Interested companies must have a reliable track record of over 5 years in property services, specifically office space. The proposal must be accompanied by the following:

1. Company Profile
2. Certified Copy of a valid trading license, copy of valid tax clearance certificate and Certificate of incorporation. And all other relevant certification or licensing applicable.
3. Certified valid copies of ID's for Directors and Shareholders.
4. Certified copies of Share Certificates.
5. At least 3 Reference letters from (past and current reputable clients in the last 5 years) in relation to provision of office space. (Reference letters should include name of organization, value of project, project duration and contacts details.
6. A letter from the bank ascertaining to operational status of the business account.
7. CV's and certified academic certificates of relevant key personnel.
8. Demonstration of understanding of office space projects.
9. Office space options currently readily available of about (2400m² to 2600 m²) to accommodate more than 300 personnel, including parking space provision.
10. Environmental Management aspects

This Expression of Interest (EOI) is meant for companies based in Botswana.

SCOPE OF WORK

The scope of work and detailed specifications will be communicated to the shortlisted companies/ company only. The successful company will enter into a binding contract. Mascom reserves the right to shortlist potential company companies.

PROFILE SUBMISSION

Profiles should be **ELECTRONICALLY submitted** through email with subject:
EOI 002/2024 MASCOM OFFICE SPACE to this following email: **procurement@mascom.bw**

1. Closing date for profile submission is **17/07/2024 not later than 16:00hrs.**
2. Profiles sent as hard copies, through Facsimile and after the closing date will not be considered.

Contact Number for clarifications : **3210000 / 79250200** – Procurement Department

bsi. ISO 9001 Quality Management ISO 14001 Environmental Management

MASCOM *Number 1 because of you.*