

Expression of Interest (EOI)

BACKGROUND

Education Infrastructure and Management Company Limited (EIMC) is a wholly Government-owned corporate entity established to centralise, professionalise, modernise, and sustainably manage public school infrastructure and associated support services.

In line with its mandate, EIMC will be responsible, inter alia, for the refurbishment, expansion, digitalisation, modernisation, and professional management of public school infrastructure and related facilities. EIMC hereby invites suitably qualified, well-established, and reputable 100% citizen-owned suppliers and service providers to submit an Expression of Interest (EOI) for possible inclusion in the EIMC Supplier Database, covering services and supplies across all villages in Botswana.

This Expression of Interest does not constitute a tender and does not guarantee the awarding of any contract. Inclusion in the database is for a period of two (2) years, subject to EIMC's internal procurement processes and requirements.

CATEGORIES

Professional & Consultancy Services EIMC 01

- Accounting consultancy services
- Architectural Consultancy Services
- Auditing services
- Civil / Structural Consultancy Services
- Electrical Engineering Consultancy Services
- Fund Raising / Placement Agency Services
- Human Resources and Related Services
- Insurance And Brokerage Services
- Legal Services
- Mechanical Engineering Consultancy Services
- Project Management
- Quantity Surveying Consultancy Services
- Risk and Compliance Management consultancy services
- Sewerage, Waste Management and Sludge Removal Services
- Tax consultancy services
- Tender Evaluation Consultancy Services
- Training and Development Services
- Valuations Services (Property, Collateral, Movable and Immovable Assets)
- Water Meter Installation, Monitoring and Recycling Services

Construction and Maintenance of School Facilities EIMC 02

- General Maintenance
- Construction of Facilities and Schools (Expansions and New Schools)
- Electrical Engineering Works
- Mechanical Engineering Works (Pots, Freezer Rooms, Plants)
- Civil Engineering Works (Road Works, Sewerage Works)

Maintenance Artisans EIMC 03

- General Building Maintenance and Related Services (Mechanical, Electrical, Plumbing, Carpentry), Roof Gutter Cleaners

- Office Equipment Maintenance (Tables, Chairs, Door and Locks, Biometrics Access Control)

Supplies & Consumables EIMC 04

- Stationery, Consumables, Office Equipment (toners and photocopying papers)
- Cleaning consumables (cleaning chemicals and detergents)
- Uniform and protective clothing
- School furniture (desks and chairs)
- School Laboratory Equipment (Science, Home Economics, Art, and Design & Technology.
- Hardware's (Building materials)

Hospitality & Catering EIMC 05

- Accommodation, Hospitality and Conferencing Facilities
- Catering Services.
- Office Refreshments (tea, water & soft drinks)

Travel & Transport EIMC 06

- Car rentals (Taxis/Shuttle services)
- Courier Mailing Service, Clearing and forwarding Services
- Travelling Agency

ICT, Technical & Telecommunications EIMC 07

- Application and System Developers
- ERP Systems Providers
- ICT Consultancy Services
- ICT Technical Support and Maintenance Services
- Internet Service providers
- IT related Services and Products (Hardware, software and accessories)
- IT Security Services
- Mobile Network Operators
- Telecommunication Services

Marketing, Media & Events EIMC 08

- Corporate Gifts, Promotional Material /Branded Material
- DJ services
- Entertainment (Artists or performances)
- Events Management (Décor, technical including sound, staging, lighting)
- Florist Services
- Maintenance of branding materials (fixing and washing)
- Marketing and advertising
- MC services
- Photography, Videography, Digital Media, Graphics and Multimedia
- Printing and Publishing Services (flyers, programs, reports, brochures etc.)

Design & Interior EIMC 09

- Furniture Design, Supply and Installation
- Interior Design Services

MANDATORY DOCUMENTS

Proposals shall be accompanied by the following compliance documents:

- a. Cover letter on official letterhead clearly indicating the category/categories applied for.
- b. Company Profile
- c. Valid Tax Clearance Certificate and Tax Identification Number (TIN). This will be verified on the BURS website.
- d. Certificate of Incorporation issued by the Companies and Intellectual Property Authority (CIPA).
- e. Accreditation Certificates (where applicable)
- f. A List of Directors and Shareholders from Company Extract issued by CIPA.
- g. Submit certified copies of IDs for Company Shareholders. (In the event a company is a shareholder (Shareholder company), a copy of the company's Certificate of Incorporation and company extract with shareholders' details from the Companies Intellectual Property Agency (CIPA) website, as well as certified ID copies of the Ultimate Beneficial Owners of the shareholder company, must be submitted.
- h. At least 2 reference letters with contact details (past and current clients in the last five years) for the category applied for.

Failure to submit mandatory documents may result in exclusion, subject to clarification requests during evaluation. Non-responsiveness may lead to disqualification.

EVALUATION CRITERIA

The assessment criteria will be based on the following.

- a. Submission of ALL compliance documents
- b. Alignment of services/products with selected category

TERMS AND CONDITIONS

- a. Suppliers may apply for maximum of TWO categories (service/ works/supplies).
- b. Multiple submissions by related entities "double-dipping" are prohibited.
- c. Submission of more than two categories will result in disqualification
- d. Inclusion in the database does not guarantee procurement or contract award
- e. EIMC reserves the right to cancel or amend this EOI process at any time.
- f. Upon onboarding, companies will be required to ensure compliance with KYC and data protection. Additional documentation may be shared with companies who will be processing personal information in the provision of services to EIMC.
- g. After the conclusion of the process, EIMC will not contact the vendor unless deemed appropriate.
- h. Only vendors who provide the complete information will be entered into the database.
- i. EIMC reserves the right to reject any/all EOI's and or cancel the entire process.

DEADLINE AND METHOD OF SUBMISSION

All EOIs must be submitted electronically via EIMC Portal: www.eimc.co.bw – Register/ Login for instructions.

Closing Date: 30 April 2026 at 12:00 Noon.

Late submissions or submissions via email, fax, or hard copy will not be accepted.

FOR ENQUIRIES, PLEASE CONTACT:

Procurement Department
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Vision: To deliver safe, and inclusive education infrastructure, powered by sustainable technologies, that nurture globally competitive learners and elevates the teaching and learning experience.