

## EXPRESSION OF INTEREST – EOI INVITATION FOR VENDOR REGISTRATION

### A. BACKGROUND

**Copyright Society of Botswana ("COSBOTS")** is a Collective Management Organisation registered in 2008 as a company limited by guarantee. As the only collective management organisation in Botswana, COSBOTS is regulated by the Copyright and Neighbouring Rights Act CAP 68:02 and is mandated to license and collect royalties from users of copyright/protected works to distribute to right owners.

Interested and qualified **COSBOTS members** with companies that meet the below requirements are invited to submit the required documentation shown below for review and registration as vendors. The intent of this publication is to register and prequalify suppliers (meeting the criteria stated in Section C below) for the supply of goods and services through subsequent detailed RFQ.

EOI REF.	CATEGORY OF SUPPLY / SERVICE	EOI REF.	CATEGORY OF SUPPLY / SERVICE
COSB-001	Accommodation & Conferencing	COSB-012	Research Consultancies
COSB-002	Events Management	COSB-013	Security services
COSB-003	Rental services (motor vehicles, office equipment)	COSB-014	Photography, Filming & Audio Visuals, Graphic design
COSB-004	Travel Agencies (air and/or road)	COSB-015	Fire Products & services
COSB-005	Building Maintenance services (Building, Air conditioners, plumbing, electrical, carpentry)	COSB-016	Counselling Consultancies
COSB-006	Advertising and Marketing services	COSB-017	Catering services
COSB-007	ICT and Telecommunication services	COSB-018	Human Resource consultancies
COSB-008	Stationery supplies (Stationery & Print Media (Publications) Supplies and Accessories)	COSB-019	Branding / Merchandise suppliers
COSB-009	Project management, architectural	COSB-020	Sanitation and Refuse Collection
COSB-010	Courier service and Logistics	COSB-021	Training services
COSB-011	Cleaning services and supplies	COSB-022	Public Relations services
		COSB-023	Legal services

## B. ELIGIBILITY

Consideration for registration will be based on submission of the following:

1. Proof of **COSBOTS** membership
2. Company Profile, indicating physical address, names of Directors etc...
3. Certificate of Incorporation/Registration
4. Certified copy of trading license, where applicable
5. Copy of register of Shareholders AND Directors or the like as issued by CIPA or equivalent also indicating number of shares held by the shareholders/partners and their nationality.
6. Certified copies of identity documents for shareholders AND directors or partners. In the event a company is a shareholder (*shareholder company*), a certificate of incorporation of shareholder company accompanied by an indication of shareholding by such company as well as identity documents of shareholders AND directors of such shareholder company. If it is a partnership, a certified copy of the partnership agreement evidencing the partnership and shares of the partners in the business
7. Valid Tax Clearance Certificate and VAT registration if applicable
8. Bank - stamped Bank Account Confirmation Letter
9. At least two references from Organisations dealt with for the category you are applying for.
10. Dealership/Licenses Certificates, if any.

## C. SUBMISSION

1. Submissions should be placed in a sealed envelope clearly marked "**EXPRESSION OF INTEREST INVITATION FOR VENDOR REGISTRATION**".
2. The submissions should be deposited at **COSBOTS** Office, addressed and **HAND DELIVERED** to:  
**Head of Operations**  
**Copyright Society of Botswana**  
**Private Bag BO75**  
**Unit 1, Plot 93**  
**Gaborone International Commerce Park**  
**Gaborone**

3. Alternatively electronic copies may be submitted to [tenders@cosbots.co.bw](mailto:tenders@cosbots.co.bw) and must include the following information:

Email Subject: **EOI - Vendor Registration** (*Your Company Name*)

Email Body: Please include your Company name and contact information and bulleted list of the categories of products and services which your company would be interested in providing. These should be listed with the EOI REF Number and Category Description as listed in the above table.

Attachments: Please attach the following documents (*clearly labelled with document title*)

## D. EVALUATION PROCESS

Phase 1: EOI Applicants Evaluated and Shortlisted

Phase 2: **COSBOTS** may conduct sites visits to ascertain the physical existence of the potential pre-qualified vendor

Phase 3: **COSBOTS** will pre-qualify eligible vendors for a period of one year.

**Closing date:**  
**13th September 2024 at 17:00 hrs.**

**For further enquiries contact:**  
**[tenders@cosbots.co.bw](mailto:tenders@cosbots.co.bw)**