



SUPPLIER DATABASE REGISTRATION FORM

Interested companies in doing business with Civil Aviation Authority of Botswana (CAAB) must complete and submit this form. State “N/A” where the required information is not applicable.

1. COMPANY DETAILS		
A	Name of supplier/service provider/contractor	
i.	Classification (small or medium or large enterprise)	
B	Company registration/ incorporation date	
C	Registration with PPADB/ PPRA (Yes or No) if yes, state and attached codes registered for	
D	Distributor / Manufacturer/Service Provider/building contractor	
E	Company Licensing District	
F	Line of trade (maximum of 3)	
		1.
		2.
		3.
G	VAT No, and PIN	
2. CONTACT DETAILS		
A	Postal address	
B	Physical address	
C	Contact numbers	
E	Email address	
F	Fax.No.	
3. SHAREHOLDERS DETAILS		
	Names, Identity Numbers/ Passport Numbers, and Citizenship.	1

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4.	COMPANY OWNERSHIP (indicate the status of the company by YES/ NO (Attach proof))	
A	100% citizen owned (yes/no)	
B	Woman owned	
C	Youth owned	
D	People with disability owned	
E	Other	

A. Tenderers are requested to provide and note the following:

1. Cover letter detailing the type of service or products, the company is trading on or is applying for
2. Company profile- should include Company Banking Details, physical address, **Name, Fax and Telephone number and email address of the contact person**
3. Quality certificates (BOBS, SABS and etc) where applicable
4. Copy of valid tax clearance or exemption certificate to be verified on BURS Portal or Tax Clearance Certificate and Pin Number.
5. Certified valid copy of trading license certified by issuing authority
6. Form of Directors and shareholders.
(Form 2/13) plus certified identity of Company directors and shareholder's documents /passports for non-citizens.
7. Copy of Certificate of Incorporation
8. PPADB/PPRA Registration codes for items applied for.
(For local companies)
9. **Any Certification for entitlement under Government reservation and preferential schemes.**
10. Certified EDD certificates where applicable
11. Catalogue/ Brochure (optional)
12. Suppliers should state whether they are distributors or manufactures (applicable licenses should be attached).
14. Companies should state three (3) line items they wish to be considered for.
15. To guard against multiple bidding, where a bidder has more than one ((1) company), application should be for one company **only**.
16. Kindly note that this call for expression of interest is not a contract and the Authority is under no obligation to accept register any Company.
17. Certified copy is the one that bears the original stamp.
18. Local Companies will be considered only for items they are registered for with PPADB now PPRA.
19. CAAB staff is not allowed to apply.
20. PPRA and Ministry of trade and Investment supplier data bases and Original Equipment Manufacturers (OEM) or their appointed agents (proof required) shall be used along with CAAB supplier data base

B. Selection Criteria

1. Incomplete Application with missing information shall be disqualified. Bidders should state N/A where their companies or business are not eligible for required documents or information. CAAB shall verify information provided and documents with relevant authorities or entities.
2. Application for more than three (3) line items will be disqualified.
3. Where more than one application has been received from the same shareholders, all applications shall be disqualified.
4. Companies which have submitted invalid documents at the closing date of the EOI, may be given 2-3 days to submit valid documents after the closing date of submissions. Failure to submit within the specified period shall lead to disqualification of the applicant.
5. Local Companies will be considered only for items they are registered for with PPADB now PPRA.

Submissions should be delivered to the Authority not later than **30th November 2022 at 1000 hours**. Expression of interest should be delivered in sealed envelopes clearly marked "**EXPRESSION OF INTEREST FOR INCLUSION IN CAAB SUPPLIER/CONTRACTOR/SERVICE PROVIDER DATABASE**" to the Following.

A. GABORONE:

Chief Procurement Officer
Sir Seretse Khama International Airport
Terminal Building, Office 1101, First Floor, Gaborone.

Or

B. Airport Managers' Offices

- Maun International Airport
- PG Matante International Airport
- Kasane International Airport

Any inquiry regarding the Expression of Interest (EOI) should be emailed to ppule@caab.co.bw and copied to gkgosiemang@caab.co.bw