



**COMMERCIAL HOLDINGS (PTY) LIMITED**  
A MEMBER OF THE BDC GROUP OF COMPANIES

**POSTAL ADDRESS**  
PRIVATE BAG 160  
GABORONE, BOTSWANA

**REGISTERED OFFICE**  
FAIRSCAPE PRECINCT, THE TOWER  
PLOT 70667, FAIRGROUNDS  
GABORONE, BOTSWANA

TELEPHONE: (267) 3651300  
FAX: (267) 3904193

**EXPRESSION OF INTEREST**

**FOR**

**SOLICITING BUSINESS PARTNERS OR TENANTS FOR THE DEVELOPMENT OF PLOT 61921,  
FAIRGROUNDS OFFICE PARK, GABORONE**

**Reference number: EOI/BDC002 2024/25CH**

<b>Date Issued:</b> 01/08/2024	
<b>Closing Date:</b> 30/08/2024	
<b>Closing Time:</b> 1200hrs	

Directors: K. Gaobakwe | K. Lebalang



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## 1.0 Background

Commercial Holdings (Pty) Ltd (“CH”) is a wholly owned subsidiary of Botswana Development Corporation (“BDC”). The company provides commercial property development and management services on behalf of the shareholder, BDC. CH currently has a portfolio of commercial properties in Gaborone, Francistown and Selebi Phikwe.

## 2.0 The requirement

CH is desirous of seeking business partners or potential tenants for the development of a green certified building on Plot 61921, located in the Fairgrounds office park measuring approximately 6,800 square meters. Plot 61921 is located opposite Botswana Accountancy College in the Fairgrounds node. The property is a vacant land that has never been serviced. Below are options for the proposed partnership:

### 2.1 Option 1: Outright Lease – The prospective tenant becomes an anchor tenant for the building:

- a. In this option, CH will develop the building on the back of a lease from the prospective tenant to rent 2 floors of the office block or atleast 30% of the gross lettable area. The prospective tenant will have the option to contribute to some of the design aspects of the building. The rental rates for the office will be aligned to market and agreed prior by both CH as the lessor and the prospective tenant as the lessee. The remaining area will be leased to other prospective tenants solicited by CH.
- b. Below are the submission requirements for option 1:
  - i. Company profile.
  - ii. 3 year audited financial statements.
  - iii. Letter of good standing from financial institutions.
  - iv. Letter of good standing from current Lessor (if the tenant is currently renting).

### 2.2 Option 2: Lease to buy – CH develops and the Prospective Partner/Tenant retains the option to buy

- c. CH will give the business partner an option to buy the development within an agreed period of time subject to a predetermined valuation basis agreed prior to signing of the lease agreement.
- d. Below are the submissions for option 2:
  - i. Company profile.
  - ii. 3 year audited financial statements.
  - iii. Letter of good standing from financial institutions.
  - iv. Letter of good standing from current Lessor (if the tenant is currently renting).



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### 2.3 Option 3: Joint Venture to co-own the development:

- e. CH and the business partner can form a joint venture to co-develop the property. In the event that the business partner leases the space, the rental paid will form part of the revenues along with rental collected from other tenants in the building. The business partner will have the option to acquire CH's shares in the newly formed SPV at an agreed time following the valuation of the property.
- f. Below are the submissions for option 3:
  - i. Company profile.
  - ii. 3 year audited financial statement.
  - iii. High level business plan detailing best possible use of the vacant land.
  - iv. Letter of good standing from financial institutions.

### 2.4 Option 4: Development on behalf of the business partner

- g. CH will develop the entire building for the business partner and the business partner will buy the entire building upon completion at a predetermined amount which will entail development cost, land cost and a premium as per industry norm. In this regard, the business partner will contribute to architectural plans.
- h. Below are the submissions for option 4:
  - i. Company profile.
  - ii. 3 years audited financial statements.
  - iii. High level designs of the building and indicative costs.
  - iv. Letter of good standing from financial institutions.

CH invites parties interested in partnering with the company to submit an Expression of Interest (EOI) in consideration of the requirements below over and above what has been detailed under each option;

1. The party must be willing to undertake a reputational check on their promoters/shareholders' capacity, previous employment and operations, etc.
2. Citizen held or partnerships with citizen companies will be preferred.

### 3.0 Site Visit

A site visit will be undertaken on the **12th August 2024 @ 1100hrs** for any party requiring the same. The site visit will not be mandatory but may assist the relevance of the submission.

**Assembly Point: Fairscape Precinct, Plot 70667, Fairgrounds-The tower entrance**



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#### 4.0 Evaluation Criteria and Weightings

##### 4.1 Compliance Requirements

All responses should meet the **compliance requirements** stated below,;

Compliance Requirements
a) Certificate of Incorporation (or equivalent).
b) Valid Tax Clearance certificate (applicable on locally registered companies)
c) Shareholding and Directors's information (Companies and Intellectual Property Authority Extract) or equivalent
d) Certified copy (ies) of Identity documents of shareholders and Directors (ID for Batswana and Passports for Non-Batswana);
e) Profiles for all shareholders, directors and project team demonstrating relevant skills to develop and manage the proposed project. Profiles will be verified for accuracy
f) Authority to sign documents on behalf of the company (Power of Attorney).
g) Certified copies of professional membership certificates for proposed – Key staff if any;

**Bidders who fail to submit the above-mentioned documents (as listed in Circular 1 & 5 of 2016) will be requested during the evaluation to submit them within five (5) working days by email. Non-responsiveness by the Bidder shall result in disqualification of bid.**

#### 5.0 Desired Outcome of this EOI process

The evaluation of EOI submissions should result in CH coming up with the best possible option for the development of the vacant plot. Once an option has been selected, CH will prepare and send an invitation to tender (ITT) for the selected option to those who expressed interest in being a business partner preferring that option for the envisaged development.

#### 6.0 Submission of Proposals

Proposers must submit the documents in Pdf format in a zip file/folder format to reduce the documents' size. The Folders must be marked '**Expression of Interest for SOLICITING BUSINESS PARTNERS OR TENANTS FOR THE DEVELOPMENT OF PLOT 61921, FAIRGROUNDS OFFICE PARK, GABORONE**'.

The maximum allowable e-mail size at a time shall be 10MB. Bidders wishing to submit documents with more than the stated e-mail size will be free to split the submission into multiple parts but not exceeding the reasonable length required.

The submissions must be e-mailed with subject title "**Expression of Interest for SOLICITING BUSINESS PARTNERS OR TENANTS FOR THE DEVELOPMENT OF PLOT 61921, FAIRGROUNDS OFFICE PARK, GABORONE**" by 1200HRS, Botswana Time, on the **30th August 2024** to [procurement@bdc.bw](mailto:procurement@bdc.bw).



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Include the address below in the proposal.

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## **7.0 Late Proposals**

Proposers are responsible for submitting their Proposals before the closing date and time per the acceptable lodgement requirements described under the submission of proposals paragraph. The Company will make no allowance for any delays in transmitting the Proposal from the Proposer to the Company. Any Proposal received by the Company later than the stipulated EOI closing date and time shall be removed from the list of proposers and will not be considered.

## **8.0 ENQUIRIES**

All questions and notices related to this EOI should be directed to [procurement@bdc.bw](mailto:procurement@bdc.bw) clearly marked with a reference of this EOI as the subject of the e-mail.

**Last date for questions/ clarifications is 21st August 2024.**

## **9.0 TERMS AND CONDITIONS OF THE EOI**

- 9.1 The EOI is an open, non-compulsory, non-binding process that does not preclude Commercial Holdings (Pty) Ltd from engaging with other parties that have not responded to it. Commercial Holdings (Pty) reserves the right to postpone, withdraw, amend, modify, or cancel the EOI process without prior notice and without liability to compensate or reimburse any person pursuant to such postponement, withdrawal, amendment, modification, or cancellation.
- 9.2 The responding party shall solely bear the costs of responding to this EOI, and Commercial Holdings (Pty) will not be held liable for any claims or expenses incurred in responding to the EOI. The responding party hereby indemnifies Commercial Holdings (Pty) in this regard.
- 9.3 Commercial Holdings (Pty) accepts no liability or responsibility for the completeness, accuracy or adequacy of any information or opinions stated in this EOI. It will be incumbent upon the interested party to independently determine, verify and/or confirm the accuracy or adequacy of the information.