

ANNEXURE- 1

OFFER DOCUMENT INVITING OFFERS IN TWO-BID SYSTEM FOR PREMISES TO THE BANK FOR “PALAPYE BRANCH”

The Offer document shall consist of the following:

TECHNICAL BID:

1. Instructions to offerers
2. Terms & Conditions
3. Technical Details of the Premises offered
4. Carpet Area Definition

FINANCIAL BID:

1. Rate/rental details of the premises offered.

All the above mentioned documents are to be submitted to the bank duly signed and sealed by the offerer/s on all pages.

Instructions to Offerers

1. A copy of public notice published in newspaper for “**PREMISES REQUIRED**” or Inviting Offer, Instructions to offerers, Terms and Conditions, Technical Bid and details of the premises offered, Carpet Area Definition, and Financial Bid etc. will be a part of the offer to be submitted by the offerer.
2. The offers are to be submitted in Two Bid System i.e., Technical Bid and Financial bid.
3. The Technical Bid consists of all the required information called for in a questionnaire and shall contain, inter alia, the details regarding the property viz., Name, address and other details of offerer, Title deed of plot, proof of ownership or sub lease agreement or sectional title deed for offered premises, location map, Photos of interior and exterior premises, area of the plot and premises, copy of approved plan with building permit and occupation certificate issued by respective authorities, floor area of portion to be leased, specification of internal finishes, amenities, sanctioned electrical power load, usages of the property, title reports to confirm ownership and clear marketability, and other terms and conditions relevant to the hiring of premises (other than the price). The Technical Bid shall be submitted in sealed cover super scribed as “Technical Bid” for renting of Premises for Bank of Baroda (Botswana) Ltd. Palapye Branch. **The Name & address of the offerer shall not be to be mentioned on the envelope.**
4. The Financial Bid shall contain only financial details i.e., rate/ rent per square meter of carpet area basis and other financial implications. The Financial Bids will be placed in a sealed envelope and super scribed as “Financial Bid” for renting of Premises for Bank of Baroda (Botswana) Ltd. Palapye Branch. **The Name & address of the offerer shall not be to be mentioned on the envelope.**
5. Both sealed envelopes shall be placed in a bigger sealed envelope super scribed as “**OFFER FOR RENTING OF PREMISES FOR BANK OF BARODA (BOTSWANA) LTD. PALAPYE BRANCH**”and submitted at the address given in the Notice Inviting Offers on or before the last date and time for submission.
6. Offers received with delay for any reasons whatsoever after the time and date fixed for submission of offers shall be termed as “LATE” and shall not be considered.
7. Copies of the following documents are to be submitted with Technical Bid in support of the details furnished there in.
 - a. A set of floor plans, sections, elevations and site plan of the premises offered showing the detailed dimensions, main approach road, road on either side if any width of the road/s and adjacent properties etc.,
 - b. A copy of title deeds, certified copies of ID, certificate of incorporation, Rates Clearance Certificate from land board/ council, Property clearance certificate from Lawyer or authentic

authorities. No objection certificate/ affidavit for renting premises from family members in the event of joint Individuals ownership. Tax clearance certificate from BURS for companies.

8. All columns of the offer documents must be duly filled in and no column should be left blank. All the pages of the offer documents are to be signed by the offerer /authorized signatory. In case of joint ownership, all the joint owners have to sign all the pages of the bids (Technical and Financial Bids). Any over- writing or use of white ink is to be duly authenticated by the offerer. Incomplete Offers / Offers with in-correct details are liable for rejection.
9. In case the space in the offer document is found insufficient, the offerers may attach separate sheets.
10. The offer submitted shall be in compliance to the terms/conditions specified in the offer document. However, any terms in deviation to the terms/conditions specified therein, shall be furnished in a separate sheet marking "list of deviations". Bank reserves the right to accept or reject all or any of the deviations without assigning any reason.
11. Separate offers are to be submitted, if more than one property is offered.
12. The Technical bids will be opened on Date & Time stipulated in the Notice inviting Offers in the presence of offerer/s at our above office. Offerer/s is/are advised in his/her/their own interest to be present on that date, at the specified time.
 - a. The preliminary short-listed offerers will be informed in writing by the Bank for arranging site inspection of the offered premises.
 - b. After the site visit, the Technical Bid will be evaluated on various parameters like location, amenities available, exclusivity, nearby surroundings, proneness to water logging / flood etc, quality of construction, efficacy of the internal layout of premises and layout of buildings in the complex etc., and suitable offers shall be finalized /shortlisted for opening Financial Bid.
13. Canvassing in any form will disqualify the offerer.
14. A submitted offers shall remain valid for consideration for a minimum period of "Three months" and subject to renewal of period from the date of opening of Technical Bids.
15. **METHOD OF EVALUATION OF SHORTLISTED OFFERS:**

The bids of shortlisted offerers will be evaluated on techno-commercial basis giving weightage as detailed below:

- a. Technical Evaluation - 60%
- b. Financial Evaluation - 40%

The Technical Bids of shortlisted premises shall be evaluated with the following parameters & weightages and the rating will be awarded.

Sr. No.	Parameters	Points allocation
1	Location (viz., main road, side road, commercial area, frontage, visibility, elevation, width of frontage for signage, advertisement value etc.)	20
2	Access to the premises and proximity to commercial surroundings. Internal and external security to the offer building / premises by owner.	20
3	Amenities provided/agreeable by landlord like strong room, Air Condition if it is part of offer, power generator provisions, Nos. of car parking, Mobilization period for Bank & if extended lease periods beyond 10.0 years. Such other factors beneficial to the bank.	10
4	Building layout, its specifications (viz., age of building, shape, ventilation, finishing of building, surrounding landscaping, less number of columns, ceiling height, Concrete ceiling/ roof slab and flooring etc.)	10
Total Marks =		60

Financial bids in respect of short listed premises will only be opened and evaluated for 40% weightage. The Lowest quote of financial bid will be treated as the benchmark and allotted with 100% marks (i.e., 40 marks). The marks for other offers shall be arrived at allotting marks in proportion to the rate quoted by them.

The final ranking of the offers will be a total of marks obtained in the technical evaluation and the financial evaluation. An illustrative example is furnished below.

Offerer	Marks for Technical Evaluation (60 marks)	Rate per sft quoted In the Financial Bid	Marks for Financial Evaluation (40 Marks)	Total Marks and position
1	2	3	4	5 = (2+4)
A	55.00	50.00	36.00	91.00 - Highest score - L1
B	33.00	45.00	40.00	73.00 L3
C	37.00	55.00	32.73	69.73 L4
D	56.00	52.00	34.61	90.61 L2

16. Offerers are requested to submit their lowest possible quotes in the Financial Bid as negotiations / discussions will be held only with the L1 arrived as detailed above.

17. The offer should be submitted in prescribed format only. Offer submitted in other than prescribed format will be liable for rejection. The offerers are requested to quote the rental rate after going through carefully the "Carpet Area Definition" detailed in this document.

18. Bank reserves the right to accept any offer or to reject any or all offers at its sole discretion without assigning reasons thereof and does not bind to accept the lowest tender.

Place :

Signature of Offerer/s with seal

Date :

Terms and Conditions

1. Property should be situated in good commercial with congenial surroundings and proximity to public amenities like Bus stop, Banks, Markets and Schools etc.
2. There should not be any water logging inside the premises and surrounding area.
3. Offerer to provide adequate (minimum 15.0 nos.) car parking space for vehicles of Bank staff and customers. The premises should have good frontage and proper access to comply with the requirements of Bank of Botswana and Building regulatory/ council authorities mainly for Fire fighting regulation and security purposes.
4. Preference will be given to premises ready for occupation. The owners of such premises will have to hand over the possession of premises within one month of the acceptance of their offer by the Bank duly completing other Civil / Electrical works as required by the Bank.
5. The entire offered area should be available in a single ground floor only.
6. The premises shall be preferably freehold. If it is leasehold, details regarding lease period, copy of lease agreement, initial premium and subsequent rent shall be furnished and permissibility of sub-leasing shall be established. The title report proving ownership and clear marketability is to be enclosed.
7. Lease agreement for the premises finalized will be entered into with the landlord/s.
8. Minimum period of lease will be 10 years with enhancement in rent option for per annum or for every 3.0 years.
9. Owner shall allow for minimum 3.0 months mobilization period for the bank to carry out furniture and fittings works.
10. Payment of rent will be on Carpet area basis only. Carpet area shall be arrived after joint measurement.
11. The total rent shall be inclusive of basic rent plus all taxes (Rates, property Levy, and Council taxes, Maintenance charges and service charges etc.). Nothing extra will be paid other than the monthly lease rent. If the offerers are not agreeable to bear any of the taxes / charges, it should be clearly mentioned in the offer.
12. Withholding tax at the applicable rates will be deducted from the rental payment and rest shall be paid to offerer.
13. Bank may install its On-Site ATM within the offered premises. No additional rent will be paid for the ATM.
14. The offerers at their own cost secure and provide the required **100 AMPs 3 Phase** power load with independent meter. Power Meter is to be provided by the landlords. Bank will be paying consumption charges only. Security deposit and its any additional deposit or rent demanded by BPC during the period of tenancy shall be boned by the Offerer only.
15. Adequate and uninterrupted water supply – Water Utility Corporation (WUC) water supply to the premises shall be arranged. In case, WUC water supply is not adequate, alternate potable

water source shall be made available. Separate water meter shall be provided by Owner for Bank. Bank will bear the actual consumption charges only.

16. Separate adequate nos. of toilets for Ladies and Gents and pantry shall be provided with in the premises by owner.
17. During the tenure of the lease, Landlord shall carryout Interior as well as exterior repairs and maintenance works for the premises and to make the building tenantable and leak proof / water proof as per the requirement.
18. During the period of tenancy, if the Bank desires to carryout alterations if any within the premises at Bank's cost, the Offerer will permit the same on the existing lease terms and conditions.
19. The Bank will pay the interest free advance rental deposit, which should be restricted to 1 (One) month's rent.
20. Income-tax and Statutory clearances shall be obtained by the lessor at their own cost as and when required.
21. Offerers, at their cost, have to provide:
 - a) Collapsible gates or Rolling shutters of full size for external with necessary locking arrangements.
 - b) MS Grills for all windows and ventilators and other such other openings.
 - c) The building construction shall confirm to relevant SABS Codes.
 - d) Provision of proper adequate space for Bank's Sign Board, VSAT, DG Set/ Inverter / Solar Panel.
 - e) Good quality vitrified flooring for branch premises and Non-Skid ceramic tile flooring in toilets and at least door height Ceramic tile dado.
 - f) All sanitary fittings and toilet accessories such as commodes, urinals, wash basins, taps, health faucets etc., of standard quality.
 - g) Electrical distribution system including light points, power points, distribution boards and good quality earthing (confirming to BPC regulation).

Place :

Signature of Offerer/s with seal

Date :

OFFERER's Company letter head and details

Technical Bid – Annexure - 2

Managing Director
Bank of Baroda (Botswana) Ltd.
Head Office,
P.B.No.216 ADD, Postnet Kgale View,
Gaborone, Botswana.

Re: **Your advertisement dated ____ in ____ (Name of newspaper) / on Bank's web site for Palapye branch.**

Dear Sir,

With reference to your advertisement in ____ newspaper dated ____ / on your web site for Palapye branch. I / We are hereby pleased to submit our offer for premises on rent as described below.

1.	Name & Address of the Offerer	
2.	Location, Physical address of the offered premises	
3.	Area offered (Carpet area in Square meter)	
4.	BUILDING DETAILS:	
	A) Year of Construction	
	B) Number of floors	
	C) Permitted usage (Residential / Commercial / Institutional /Industrial)	
	D) Type of building structure (Load bearing OR Framed structure)	
	E) Clear ceiling height of the floor offered	
	F) Type of flooring provided	

	G) Type of construction: Roof Structure: It shall be of Reinforced Concrete with reinforcement as SABS standard design of structure. External Walls : 230mm concrete stock bricks Flooring: It shall be of Reinforced Concrete with reinforcement as SABS standard design of structure.		
	H) Plinth height from Natural ground level		
5.	STATUTORY PERMISSIONS:		
	A) Whether plans are approved by Local Authorities. Pl. submits copy for the same.		
	B) Whether Occupation certificate is available. Pl. submit copy for the same		
	C) Zoning certificate for offer premises. Pl. submit copy for the same		
6.	Available frontage of the premises (Width of the Premises for display of Bank's sign board) meter	
7.	Whether premises is situated on the Main Road (Please indicate the road width)	YES	NO
8.	Whether floor of the building offered is strong enough to bear the load of strong room walls, door/s, Safes, Safe Deposit Lockers etc., Provide structural engineer's report/ certificate	YES	NO
9.	Whether the surrounding of the premises is clean and hygienic	YES	NO
10.	Whether the premise is ready for occupation, if not, indicate present status and the time required for handing over possession.		
11.	Whether the premises offered to the Bank is free from encumbrances.	YES	NO
12.	I/We have understood the concept of Carpet area on which the premises is to be offered to the Bank.	YES	NO
13.	I/We am/are prepared to provide strong room of required size as per Bank's specification for the	YES	NO

premises at my/our cost.		
14. I/We am/are ready to provide ATM room within the offered premises without additional rent.	YES	NO
15. Power load available at present and the time required for providing the power load required by the Bank.		
16. Whether adequate space is available for Generator Set, VSAT, Solar Panels, Bank's sign Board.	YES	NO.
17. Whether adequate parking space is available in front of the premises. If "YES" details to be furnished		
18. Whether separate independent electricity meter and water meter is/will provided to the premises.	YES	NO
19. Whether WUC water supply is available. If "NOT" what alternate arrangement is made.		
20. Who are the other occupants of the premises? Please furnish the floor-wise occupation of other tenants. If required please attached a separate sheet for the same.	1. 2. 3.	
21. Whether, separate toilet for Gents and Ladies is provided. If not, time required to provide the same.	YES	NO
22. Any other information such as additional facilities offered etc., which the offerer would like to highlight	1. 2. 3.	

I/We am/have clear legal title in respect of the property offered to the Bank and copies of relevant documents in this regard are enclosed.

I/We am/have read and understood Bank's Terms and Conditions for hiring the premises. The Terms and conditions for which I/We am/are not agreeable are furnished in the "List of deviations" annexed to the Technical Bid. Accordingly, we have quoted our rate in the Financial Bid.

I/We agree that until a regular lease agreement is entered into, this document with the bank's written acceptance thereof shall constitute the binding contract between me/us and the bank.

Yours faithfully,

Offerer/s
(Signature/s), Shield

Place and date:

CARPET AREA DEFINITION

The carpet area of any floor shall be the floor area worked out excluding the following portions of the building:

1. Common Toilets
2. Common Verandahs, Passages, Corridors
3. Open Balconies
4. Common Entrance Hall
5. Car porch whether common or exclusive
6. Common Staircase
7. Lift well and shafts
8. Common Garages / parking which is common to all
9. Common Canteen Areas
10. Air conditioning ducts and common AC plant rooms.
11. Pump house areas.
12. Space occupied by walls
13. Any other area which is common to all tenants.

I/We am/are agreeable to exclude the area covered under the above items and willing to accept the rent and advance rent strictly on the basis of carpet area to be arrived at after joint measurement.

Signature and shield of the offerer/s

Place:

Date:

OFFERER's Company letter head and details

Financial Bid – Annexure - 3

Managing Director
Bank of Baroda (Botswana) Ltd.
Head Office,
P.B.No.216 ADD, Postnet Kgale View,
Gaborone, Botswana.

Re: **Your advertisement dated ____ in ____ (Name of newspaper) / on Bank's web site for Palapye branch.**

Dear Sir,

With reference to your advertisement in ____ newspaper dated ____ / on your web site for Palapye branch. I/We have submitted the details of my/our premises in a separate envelope marked "Technical Bid". I / We am/ are hereby pleased to submit our "Financial Bid" as described following:

1.	Name & Address of the Offerer	
2.	Location, Physical address of the offered premises	
3.	Area offered (Carpet area in Square meter)	
4.	Monthly rent (in Pula per square meter.) (Strictly on carpet area as defined above)	
5.	Total Monthly rent Carpet area x Rent Rate per square meter.	
6.	Deposit: The Bank will pay the interest free advance rental deposit, which should be restricted to 1 (One) month's rent.	
7.	Lease period: Minimum 10.0 years subject to renewable.	
8.	Periodical Enhancement with respect to rent: Option -1: per annum Option -2: Every 3.0 years	
9.	Cost of execution/ registration of lease deed shall be borne by Offerer.	

10.	Commencement of rent: Rent will commence from the day of end of mobilization period.	
11.	Release of Rent: The rent may be released to me/us only after execution and registration of lease deed.	

I/We hereby certify that I/We are authorized as owner for leasing out the offered premises. Certified copies of document of the title are attached. This offer is irrevocable for a period of three months.

I/We am/are aware that the rent mentioned above will be inclusive of all the amenities including parking spaces and other conveniences provided by the landlords.

I/We am/are also aware that above mentioned all parameters will be considered/ quantified to decide the lowest offerer.

I/We am/are aware that the Bank is not bound to accept my/our offers and may cancel it without assigning any reasons/notice whatsoever.

Yours faithfully,

Offerer/s
(Signature/s), Shield

Place and date: