

AB/289/2026: EXPRESSION OF INTEREST (EOI): THE APPOINTMENT OF INTERIOR DESIGNERS FOR THE FITOUT OF AIR BOTSWANA OFFICES AT GABORONE(CBD)

Date of Issue: 30-March-2026

1. INTRODUCTION

Air Botswana (Proprietary) Limited, a Body Corporate established under the Air Botswana Act [CAP 74:01], is the national airline of the Republic of Botswana.

The Airline operates various offices, operational facilities, and customer-facing environments across the country.

Air Botswana hereby invites suitably qualified and experienced firms to submit Expressions of Interest (EOI) to be engaged for Interior Design and Fit-Out Service to support its infrastructure development, refurbishment, and space optimisation initiatives.

This procurement is reserved in accordance with Section 76 of the Public Procurement Act, 2021, to promote citizen economic empowerment and local industry development.

2. BACKGROUND

Air Botswana periodically undertakes projects involving:

- Development of new office and operational spaces
- Refurbishment and upgrading of existing facilities
- Interior space planning and optimisation

To ensure efficient and timely delivery of such projects, the Airline intends to run a prequalification to shortlist capable, competent service providers with proven experience in interior design and fit-out services. This EOI is specifically initiated to support the relocation of the Airline's Sale Office to Zambezi Towers, a time-sensitive project following expiry of the current lease.

3. OBJECTIVE OF THE EOI

The objective of this Expression of Interest is to:

- Identify and shortlist qualified, competent, and experienced interior designers with demonstrated capability in interior design and fit-out services
- Ensure that only technically capable and experienced interior designers are invited to participate in subsequent procurement stages

Shortlisted service providers will be invited to participate in the next stage of the procurement process by responding to a detailed Invitation to Tender (ITT).

A formal tendering process will be conducted, limited to prequalified service providers who have demonstrated the capability to deliver the required services.

Only applicants who are successfully shortlisted will be contacted and invited to proceed to the tendering stage.

Shortlisting under this EOI shall not constitute any commitment to award a contract or create any legitimate expectation of appointment.

4. SCOPE OF SERVICES

The appointed service providers may be required to provide interior design and/or fit-out services, including but not limited to:

- Interior space planning and design
- Development of design concepts and layouts
- Preparation of design documentation
- Supply and installation of interior finishes and fittings
- Furniture specification and installation
- Refurbishment and upgrading of existing spaces
- Coordination of services related to interior work.

Where design and build services are provided, the service provider shall assume full responsibility for design integrity, compliance, and execution

5. TECHNICAL REQUIREMENTS

Interested firms must meet the following requirements:

- a) Be legally registered in Botswana and 100% Citizen owned
- b) Company Experience
 - The firm must demonstrate experience in interior design and/or fit-out services. Air Botswana reserves the right to verify all submitted project references and may contact clients directly.
 - A minimum of three (3) completed projects must be provided
 - At least two (2) projects must be of a commercial and/or institutional nature
 - Each project must include:
 - Project name and location
 - Scope of work undertaken
 - Client name and contact details
 - Completion date
- c) Portfolio of Works
 - A portfolio of completed projects must be submitted
 - The portfolio must include:
 - Photographs of completed works
 - Description of services provided
 - Clear indication of the bidder's role in each project
- d) Client References

- A minimum of three (3) reference letters must be submitted
- Reference letters must:
 - Be on client letterhead
 - Clearly state the scope of work
 - Confirm satisfactory performance

e) Key Personnel

The bidder must provide details of key personnel proposed

This must include:

Detailed CVs of:

Lead Interior Designer

Supporting technical staff

The Lead Interior Designer must:

Have a minimum of five (5) years' relevant experience

Demonstrate involvement in similar projects

The Lead Interior Designer and supporting designers must possess relevant academic and professional qualifications in interior design, architecture, or related disciplines.

Certified copies of qualifications and, where applicable, proof of professional registration must be submitted

The Lead Interior Designer must be covered by valid Professional Indemnity Insurance, evidence of which shall be submitted.

Firms may apply as:

1. Interior Design Consultants
2. Design and Build Contractors
3. Interior Architecture Firms or Fit-Out Contractors

6. PRE QUALIFICATION REQUIREMENTS

Interested firms must submit the following as **Compliance Documents**

- Company profile
- Certificate of incorporation (CIPA)
- Tax clearance certificate (BURS)
- Professional registrations (where applicable)
- Eligibility is restricted to 100% citizen-owned entities in accordance with Section 76 of the Public Procurement.
- Bidders must have PPRA codes below:

Code:301 Architecture Services Sub-Code 01: Architecture Services

Or

Code :317 Other Consultancy Services -Sub-Code 12: Interior Design

ELIMINATION CRITERIA

Firms will be disqualified if:

- Submissions are received after the closing date
- Mandatory documents are missing
- Firms are not legally registered
- Required experience cannot be demonstrated

7. FUNCTIONAL EVALUATION CRITERIA

	EVALUATION CRITERIA FOR MEASURING FUNCTIONALITY		WEIGHT %
1.	<p>Proposal:</p> <p>The Bidder must demonstrate expertise and knowledge of the interior designing by submitting</p> <ul style="list-style-type: none"> • Design Methodology and Approach • Innovation and Design Creativity • Project Implementation Strategy • Programme of Works 		30%
2.	<p>Firm's Experience:</p> <ul style="list-style-type: none"> • Firm must have demonstrable their experience in interior designing • A minimum of 3 reference letters with details of the service rendered are to be submitted. 		35%
3.	<p>Experience of key personnel – Detailed CVs indicting work done and years of experience must be submitted:</p> <ul style="list-style-type: none"> • Lead Interior Designer • Other proposed designers 		35%
	TOTAL		100

Proposals with functionality/technical points of less than the pre-determined minimum overall percentage of 70% and less than 70% on any of the individual criteria will be eliminated from further evaluation.

8. SUBMISSION REQUIREMENTS

Interested firms must submit the following:

- Cover letter expressing interest
- Company profile
- Portfolio of completed interior projects
- Curriculum Vitae of key personnel
- List of at least three similar projects completed
- Three (3) references from previous clients
- Proposed methodology for delivering projects

SECTION B – TERMS AND CONDITIONS

1. VENUE FOR SUBMISSION OF EOIs

All EOIs must be submitted and delivered at:

Air Botswana
Foyer Head Office Building,
Plot 42307, Airport Road
Gaborone, Botswana

2. SUBMISSION OF RESPONSES

- 2.1 All Expression of Interests are to be sealed. No open proposals will be accepted.
- 2.2 All Expression of Interests are to be clearly marked with the EOI number and the name of the tenderer on the outside of the main package.
- 2.3 Expression of Interests submitted by Interior design firms must be signed by a person or persons duly authorised.
- 2.4 Expression of Interests submitted by Interior design firms must be clearly annexure for ease of reference.
- 2.5 Submission of one original printed copy and two copies must be delivered in a sealed envelope or package clearly marked “EOI for **THE APPOINTMENT OF INTERIOR DESIGNERS FOR THE FITOUT OF AIR BOTSWANA OFFICES** EOI No. AB/289/2026” and should be placed in the tender box situated in the foyer at Air Botswana Head Office Building, Airport Road, Sir Seretse Khama International Airport, Gaborone, Botswana.

3. DEADLINE FOR SUBMISSION

The closing date and time for receipt of sealed EOI offers is 1400hours on 16th April 2026.

The AIR BOTSWANA business hours are between 08h00 and 16h30. Where an EOI is not received by the AIR BOTSWANA by the due date and stipulated place, it will be regarded as a late EOI. Late EOI's will not be considered.

4. EVALUATION PROCESS

The EOI evaluation process will include a functionality/technical evaluation.

5. ENQUIRIES AND CONTACT WITH AIR BOTSWANA

- 5.1.** Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than Seven (7) days before the EOI closing date to The Procurement Unit, Tel No. 368 8400, Email address tenders@airbotswana.co.bw / Copied to mphefo@airbotswana.co.bw and lbatsile@airbotswana.co.bw with “EOI No **AB/289/2026: Expression of Interest (EOI) THE APPOINTMENT OF INTERIOR DESIGNERS FOR THE FITOUT OF AIR BOTSWANA OFFICES** to the AIR BOTSWANA” as the subject.

Contact Person: Pheny Phemo or Lorato Batsile ;+267-368 84000

- 5.2.** Any other contact with AIR BOTSWANA personnel involved in this expression of interest is not permitted during the EOI process other than as required through existing service arrangements or as requested by the AIR BOTSWANA as part of the EOI process.

6. MEDIUM OF COMMUNICATION

All documentation submitted in response to this Expression of Interest must be in English unless otherwise stated.

7. COST OF EXPRESSION OF INTEREST

Interior Design firms are expected to fully acquaint themselves with the conditions, requirements and specifications of this EOI before submitting responses. Each service provider assumes all risks for resource commitment and expenses, direct or indirect, of EOI preparation and participation throughout the EOI process. AIR BOTSWANA is not responsible directly or indirectly for any costs incurred by service providers.

8. CORRECTNESS OF RESPONSES

The service provider must confirm satisfaction regarding the correctness and validity of their EOI.

9. ADDITIONAL TERMS AND CONDITIONS

- 9.1. Nothing in this advert shall be construed to be a commitment on the part of Air Botswana Corporation.
- 9.2. Notwithstanding the foregoing, Air Botswana Corporation is not bound to accept any EOI offer and reserves the right to not proceed with any further stages of the process and shall not be legally obliged to give any other reasons whatsoever for doing so,

10. AIR BOTSWANA RESERVES THE RIGHT TO

- 10.1. Extend the closing date.
- 10.2. Verify any information contained in a response.
- 10.3. Request documentary proof regarding any tendering issue.

11. DISCLAIMER

This EOI is an expression of interest only and not an offer document. Answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its EOI, service providers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this EOI. AIR BOTSWANA makes no representation, warranty, assurance, guarantee or endorsements to service provider concerning the EOI, whether with regard to its accuracy, completeness or otherwise and AIR BOTSWANA shall have no liability towards the service provider or any other party in connection therewith.

12. DECLARATION BY TENDERER

Only tenderers who completed the declaration below will be considered for evaluation.

I hereby undertake to render services described in the attached tendering documents to AIR BOTSWANA in accordance with the requirements and task directives/proposal specifications stipulated in **EOI No. AB/289/2026**. at the price/s quoted. My offer/s remains binding upon me and open for acceptance by AIR BOTSWANA during the validity period indicated and calculated from the closing date of the proposal.

I confirm that I am satisfied with regards to the correctness of my proposal.

I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this proposal as the principal liable for the due fulfilment of this proposal.

I declare that I have no participation in any collusive practices with any tenderer or any other person regarding this or any other proposal.

I accept that AIR BOTSWANA may take appropriate actions, deemed necessary, should there be a conflict of interest or if this declaration proves to be false.

I confirm that I am duly authorised to sign this proposal.

NAME (PRINT)

WITNESSES

1

2

DATE:

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

