



REPUBLIC OF BOTSWANA

MINISTRY OF INFRASTRUCTURE AND HOUSING DEVELOPMENT

APPLICATION FOR INCLUSION ON THE DIRECT ALLOCATION SYSTEM (DAS)
REGISTER IN THE FOLLOWING DISCIPLINE:

(Tick appropriate)

- Architectural
- Civil / Structural
- Electrical
- Mechanical
- Quantity Surveying

Note: For purposes of registration in the Direct Allocation System, multi-disciplinary consultancies **shall** register in only one discipline.

FOR OFFICIAL USE ONLY

Date Received: _____
(dd-mm-yyyy)

Entered on database: _____
(dd-mm-yyyy)

Ref.No: _____

Received by: _____

1. **COMPANY'S NAME in Full :** _____

2. **Current Postal Address:** _____

Telephone No. _____ Fax No. _____ Email _____

Website _____

3. **Physical Address:** (Location of Registered Office):

Plot No. _____ Street name: _____ Town/City: _____

4. **Company Registration Details** (attach photocopies of CIPA forms)

Company Name: _____

CIPA Number: _____ Date of Registration: _____

5. **Ownership of shares:** (Documentary evidence required);

6. **Particulars of Practicing Principal who is a shareholder** (Documentary Evidence Required)

Name _____

Nationality _____ ID No. _____ Expiry Date _____

Qualification (s) _____

Professional Registration No. _____

7. **Particulars of Partners/Shareholders/Directors and Permanent Staff:** (attach CVs and photocopies of certificates and, in the case of foreigners, photocopies of work and residence permits)

NAME	NATIONALITY	QUALIFICATIONS	WORK EXPERIENCE	
		Academic and professional	Field of activity	Length (years)

8. **Particulars of equipment/facilities owned or available:** (e.g. computers and accessories, communications equipment, drawing office, surveying or other instruments etc.)

Name of equipment	Quantity	Ownership (produce evidence)	Remarks

9. Particulars of major Projects in hand or completed within the last 10 years

(Attach references for Clients)

Name of Project	Brief description of Project	Client and his address	Duration		Project Value	Remarks eg. Completed
			From	To		

10. Declaration:

I hereby apply for registration into the Direct Allocation System (DAS) as _____ consulting firm and undertake to abide by all provisions of the Guidelines for Engagement of Consultants on the Direct Allocation System (DAS) – 2019 edition and any regulations and by-laws made thereunder including Code of Conduct and Ethics of the industry Regulatory Body. I certify that, to the best of my knowledge, the information contained herein is true and correct.

Date: _____

Signature of Applicant: _____

Position: _____

Official Stamp of the Company/firm

Notes:

1. Please print or type neatly
2. Applicants must make sure that all parts of this form are fully completed. Incomplete applications will not be accepted by the PAC

APPENDIX A - REQUIREMENTS FOR REGISTRATION

No.	REQUIREMENT
1.	Copy of PPADB registration.
2.	Copy of current BURS Tax Clearance Certificate
3.	<p>Certified copy of a Professional Indemnity Insurance Cover (PI copy by issuing authority).</p> <p>Note: The PI shall be from a recognised Botswana-based insurance company and shall be at least Pula one (1) million per discipline for Architectural, Civil/Structural and Quantity Surveying consultants and half a million Pula per discipline for Electrical and Mechanical Engineering consultants. On award of a project, the P.E. may require submission of additional information as they may deem necessary, e.g. project specific P.I.</p>
4.	Registration of key personnel with a professional regulatory body in the discipline under which one wants to register. Copies of registration certificates shall be certified by the issuing authority. Updated membership certificates shall be submitted to the PAC annually.
5.	Valid membership of professional institutions (e.g. AAB, IBQS, BIE) for key personnel in the discipline under which one wants to register, which are recognised by the professional regulatory bodies. Updated membership certificates shall be submitted to the PAC annually.
6.	Valid membership of Business Botswana. Updated membership certificates shall be submitted to the PAC annually.
7.	<p>As a minimum, a consultant should have at least one (1) Practising Principal with a Practising Certificate and relevant work experience of minimum eight (8) years (for All disciplines) and</p> <ul style="list-style-type: none"> • two (2) other staff members, one being at least a graduate and the other at least a technician in their respective disciplines (for Architectural and Engineering disciplines) • At least one graduate staff member for quantity surveying consultants.
8.	A list of shareholders, directors and staff, together with CVs and letters of confirmation of full-time employment which shall be signed by a commissioner of oaths, including certified copies of Omang/ Identity.
9.	Documentation from The Registrar of Companies confirming ownership of the company/firm and these should include all necessary and applicable forms for registration e.g. Form 2, Form 4, Form 5, Form 13, Form 14, Form 31B, etc. including relevant documents for partnerships and sole proprietors
10.	Confirmation/proof of physical address of consultant's offices and general office equipment/facilities.