



**TENDER  
TENDERING  
PROCEDURES**

**TENDER NOTICE and  
INVITATION TO TENDER**

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**Tender Ref No: HRDC 6/2020**

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**A THREE YEAR SERVICES CONTRACT FOR PROVISION OF CLEANING SERVICES AT HRDC OFFICE BUILDING PLOT NO. 60113, BLOCK 7, GABORONE**

- You are invited to submit a tender offer for **Provision of Cleaning Services** at the Human Resource Development Council (HRDC) Office building Plot 60113, Block 7 Gaborone.
- The Procuring Entity is **Human Resource Development Council (HRDC)**.
- The tender follows **Open Domestic Bidding Method**.
- The tender is reserved for **100% Citizen Owned Companies** as per the **Public Procurement Asset Disposal Board (Reservation of Government Tenders for Citizens-Owned Enterprises) Order, 2020**.
- **Government Directives on Citizen Empowerment Schemes and Economic Diversification Drive will apply in this tender.**
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement and Asset Disposal Board (PPADB) under **Code: 132 (Cleaning Services), Sub Code 01 (Building & Cleaning Services- including windows, carpets and others) AND Sub-code: 02 (Disinfecting & Extermination Services)**
- A **Compulsory Site Visit** will be held on **Thursday 30<sup>th</sup> July 2020 at 1000hours** at HRDC Office Building, Plot 60113, Block 7 so that bidders may familiarise themselves with the scope of the service to be rendered.
- The physical address for collection of tender documents is: **Human Resource Development Council  
Private Bag BR 108 Gaborone, Plot 60113, Block 7, Ext 48, Gaborone West,  
Gaborone, Ground Floor, Office No: 02**

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Documents may be collected during working hours from **0800-1245hrs and from 1400-1700hrs** from **Monday 27<sup>th</sup> July 2020.**

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- A non-refundable fee of **P250.00** payable by cash is required on collection of the tender documents.  
**Youth Companies shall buy the tender documents at half price (P125.00). Youth Company Owner(s) should be 35 years or below and shall submit proof that the company is youth owned.**
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- Queries relating to the issue of these documents may be addressed to Ms M. Ikitseng at [Tel: 3646257](tel:3646257) at Tel: 3646207 Fax: 3930740 E-mail: [ProcurementUnit@hrdc.org.bw](mailto:ProcurementUnit@hrdc.org.bw) **fourteen (14) calendar days** before tender closing date.
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- The closing time for receipt of tender offers is **1000 hours on Friday, 11<sup>th</sup> September 2020.** Opening of tenders will be done immediately after closing at **1010 hrs** at the **HRDC Conference room, Ground Floor.**

Late tender offers will not be accepted. Telegraphic, faxed or e-mail submissions shall **not** be accepted.

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- **A Two-envelope** method of tender submission procedure will be followed in this tender.
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- Tenders should be in sealed envelopes; 1 (one) original clearly marked "ORIGINAL" and 3 (three) copies marked "COPIES". The tender number should be clearly marked:

**Tender HRDC 6/2020 and Title: A THREE YEAR SERVICES CONTRACT FOR PROVISION OF CLEANING SERVICES AT HRDC OFFICE BUILDING PLOT # 60113, BLOCK 7, GABORONE**

And delivered to: Director, Corporate Services **Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**, Tender Box at the Main Reception Area, Private Bag BR 108, Gaborone

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**The Human Resource Development Council Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.**

Notwithstanding anything in the foregoing, HRDC is not bound to accept the lowest or any tender offer.

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**Manager, Administration and Procurement  
HRDC**