



TENDER TENDERING PROCEDURES	TENDER NOTICE and INVITATION TO TENDER
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Tender Ref No: HRDC 9/2020

SUPPLY AND DELIVERY OF SURFACE GO 2 FOR BUSINESS FOR HUMAN RESOURCE AND DEVELOPMENT COUNCIL OFFICE (HRDC) BUILDING AT PLOT 60113, BLOCK 7, GABORONE

- You are invited to submit a tender offer for the **Supply and Delivery of Surface Go 2 for Business** at the Human Resource Development Council (HRDC) Office building Plot 60113, Block 7 Gaborone.
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- The Procuring Entity is **Human Resources Development Council (HRDC)**.
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- The tender follows **Open Domestic Bidding Method**.
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- The tender is **reserved for 100% Citizen Owned Companies only as per the Public Procurement Asset Disposal Board (Reservation of Government Tenders for Citizens-Owned Enterprises) Order, 2020**.
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- Tenderers must be registered with the Public Procurement and Asset Disposal Board (PPADB) under **Code: 203** (Electrical, Electronic, Mechanical, Fire & ICT Supplies) **Sub-code:01** (Electrical & Electronic Equipment, Spares & Accessories)
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- The Presidential Directive CAB 34 (B) 2014 on Procurement of locally produced goods and services shall be implemented in the evaluation of the tender. To qualify for Economic Diversification Drive (EDD) price preference, submit a copy of relevant and valid EDD certificate where applicable.
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- Local Procurement Scheme of Presidential Directive No 19B 2013 will be applied in this tender. Therefore bidders who qualify under this scheme are required to provide national identity (Omang) numbers. In addition disabled bidders are required to submit any document that confirms their disability.
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- 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, 21st September 2020.**

- A non-refundable fee of **P250.00** payable by cash is required on collection of the tender documents.
100% Youth Owned Companies shall buy the tender documents at half price (P125.00). The Youth Company Owner(s) should be 35 years or below and shall submit proof that the company is youth owned.
- 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 **fourteen (14) calendar days** before tender closing date.
- The closing time for receipt of tender offers is **1000 hrs** on **Friday, 16th October 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.
- **A one-envelope** method of tender submission procedure will be followed in this tender.
- 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 9/2020 and Title: SUPPLY AND DELIVERY OF SURFACE GO 2 FOR BUSINESS FOR HUMAN RESOURCE AND DEVELOPMENT COUNCIL OFFICE (HRDC) BUILDING AT 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

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.

**Manager, Administration and Procurement
HRDC**