



**TENDER
TENDERING
PROCEDURES**

**TENDER NOTICE and
INVITATION TO TENDER**

Tender Ref No: HRDC 1/2021

A THREE YEAR SERVICES CONTRACT FOR PROVISION OF SOFTWARE LICENCES FOR MICROSOFT SERVERS, OFFICE SUITE, VISIO AND PROJECT MANAGEMENT TO HUMAN RESOURCE DEVELOPMENT COUNCIL, PLOT 60113, BLOCK 7, GABORONE

- You are invited to submit a tender offer for the **Provision of Software Licences for Microsoft Servers, Office Suite, Visio and Project Management to HRDC Office Building Plot 60113, Block 7 Gaborone**
- The tender follows an **Open Domestic Bidding Method**.
- The Procuring Entity is **Human Resource Development Council (HRDC)**.
- The tender is wholly **reserved for 100% Citizen Owned Companies**.
- In order for tenderers to be considered for the award of the contract, they should be registered with the Public Procurement and Asset Disposal Board (PPADB) under **Code: 120 (ICT System Development Services) Sub-code: 02 (Server Management and maintenance services) OR Sub-code: 04 (Desktop Management and maintenance services)** and certified with Microsoft Authorisation for Software Licensing.

Government Directives on Citizen Empowerment Schemes and Economic Diversification Drive will apply in this tender.

- 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**, Floor 1, Office No: 107
Documents may be collected during working hours from **0800hrs to 1700hrs** from **Monday, 7th June, 2021.**
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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). Owner should be 35 years and below.
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- Identification details to be shown on each offer package are: **Tender No: HRDC 1/2021** and Tender Title: **A THREE YEAR SERVICES CONTRACT FOR THE PROVISION OF SOFTWARE LICENCES FOR MICROSOFT SERVERS, OFFICE SUITE, VISIO AND PROJECT MANAGEMENT TO HUMAN RESOURCE DEVELOPMENT COUNCIL, PLOT 60113, BLOCK 7, GABORONE**
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- Queries relating to the issue of these documents may be addressed to Ms M. Ikitseng at [Tel: 3646257](tel:3646257) Fax: 3930740 E-mail: 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 1000hours on **Friday, 25th June 2021**. Opening of tenders will be done immediately after closing at **HRDC Conference Room at 1010hrs**.

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

- **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 three (3) copies marked "COPIES". The tender number should be clearly marked:

Tender No: HRDC 1/2021 and Tender Title: **A THREE YEAR SERVICES CONTRACT FOR THE PROVISION OF SOFTWARE LICENCES FOR MICROSOFT SERVERS, OFFICE SUITE, VISIO AND PROJECT MANAGEMENT TO HUMAN RESOURCE DEVELOPMENT COUNCIL, PLOT 60113, BLOCK 7, GABORONE** And delivered to: Director, Corporate Services at **Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**, Tender Box at the Main Reception Area.

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, the HRDC is not bound to accept the lowest or any tender offer.

Manager, Administration and Procurement HRDC