



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

**TENDER
TENDERING
PROCEDURES**

**TENDER NOTICE and
INVITATION TO TENDER**

Tender Ref No: HRDC 5/2021-2022

A THREE YEAR SERVICES CONTRACT FOR THE PROVISION OF INTERNET BANDWIDTH SERVICES TO HUMAN RESOURCE DEVELOPMENT COUNCIL PLOT 60113, BLOCK 7 GABORONE

- You are invited to submit a tender offer for **A THREE YEAR SERVICES CONTRACT FOR THE PROVISION OF INTERNET BANDWIDTH SERVICES** to the Human Resource Development Council (HRDC) Office building Plot 60113, Block 7 Gaborone.
 - The Procuring Entity is **Human Resources Development Council (HRDC)**.
 - The tender follows **Open Domestic Bidding Method**.
 - The tender is wholly reserved for **100% Citizen Owned Companies as per Statutory Instrument No. 23 of 2020**.
 - 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 120- Technical Sub Code 07- Internet Services and Sub Code 05- Network Management Services**
 - **Collection of tender documents:** The tender document will be emailed to bidders upon proof of payment to ProcurementUnit@hrdc.org.bw during working hours from **0800hrs to 1700hrs** from **Monday, 24th January 2022**. A non-refundable fee of **P250.00** payable to the below HRDC Bank Account. **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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Account Name: Human Resource Development Council
Bank Name: Absa Bank
Bank Code: 290267
Branch Name: Absa House
Branch Code: 002
Account No: 3742888
Account Type: Corporate Current
REF: (Tender Number- i.e. **Tender No. HRDC 5/2021**)

- 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 **18th February 2022**. 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 two-envelope method of tender submission procedure will be followed** in which technical proposal is submitted in a **separate** envelope and the financial proposal in another, and the two envelopes are placed in a larger outer envelope.
- Tenders should be in sealed envelopes; **one (1) original** clearly marked "**ORIGINAL**" and **three (3) copies** marked "**COPIES**". The tender number should be clearly marked:

Tender HRDC 5/2021-2022 and Title: A THREE YEAR SERVICES CONTRACT FOR THE PROVISION OF INTERNET BANDWIDTH SERVICES TO HUMAN RESOURCE DEVELOPMENT COUNCIL

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**