



TENDER TENDERING PROCEDURES	TENDER NOTICE and INVITATION TO TENDER
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Tender Ref No: HRDC 8/2020

PROVISION OF e-RECORDS MANAGEMENT SYSTEM TO HUMAN RESOURCE DEVELOPMENT COUNCIL

- You are invited to submit a tender offer for **Provision of eRecords Management System** at the Human Resource Development Council (HRDC) Office building Plot 60113, Block 7 Gaborone and Maruapula, Plot 10271, Gaborone
- The Procuring Entity is **Human Resources 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: 120 (ICT System & Management Services)** **Sub-Code: 01 (Systems Development Services & Maintenance Services)**
- A **Compulsory Site Visit** will be held on **Monday 28th September 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
Documents may be collected during working hours from **0800-1245hrs and from 1400-1700hrs** from **Wednesday 23rd September 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 **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, 23rd 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.

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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 8/2020 and Title: PROVISION OF e-RECORDS MANAGEMENT SYSTEM 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**