



**TENDER
TENDERING
PROCEDURES**

**TENDER NOTICE and
INVITATION TO TENDER**

Tender Ref No: HRDC 11/2019

CONSULTANCY SERVICES TO DEVELOP THE STATEMENT OF USER REQUIREMENTS (SOUR) FOR AUTOMATION OF THE HUMAN RESOURCE DEVELOPMENT FUND SYSTEM (e-HRDFS).

- You are invited to submit a tender offer for the *Consultancy Services to Develop the Statement User Requirement (SOUR) for Automation of the Human Resource Development Fund System (e-HRDF)* at 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 **reserved for 100% Citizen Owned Companies**.
 - **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 319 (ICT Management Consultancy) Sub Code 01 (System Development)**.
 - The physical address for collection of tender documents is: **Human Resource and Development Council
Private Bag BR 108 Gaborone, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**, Floor 1, Office No: 118.
Documents may be collected during working hours from **0800-1245hrs and from 1400-1700hrs from Monday, 13th January 2020.**
 - 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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- Identification details to be shown on each offer package are:
Tender No: HRDC 11/2019 and Tender Title: CONSULTANCY SERVICES TO DEVELOP THE STATEMENT OF USER REQUIREMENTS (SOUR) FOR AUTOMATION OF THE HUMAN RESOURCE DEVELOPMENT FUND SYSTEM (e-HRDFS).
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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 hrs on Friday, 7th February 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 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.
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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 11/2019** and Title: **CONSULTANCY SERVICES TO DEVELOP THE STATEMENT OF USER REQUIREMENTS (SOUR) FOR AUTOMATION OF THE HUMAN RESOURCE DEVELOPMENT FUND SYSTEM (e-HRDFS)**.

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**