



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

HRDC	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
------	----------------------	---

- **Tender Reference No. HRDC 2/2024-2025**
- **Tender Title: A Three (3) Year Services Contract for Provision of Security Services at HRDC Building, Plot # 60113, Block 7, Gaborone & Maruapula # Plot 10271.**
- Sealed Tender offers are invited for the **Provision of Security Services.**
- The **Procuring Entity** is the **Human Resource Development Council.**
- **Procurement Method** is: **Open Domestic Bidding.**
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: **Code 100: (Security Services) Sub-Code 01: (Guard Services).**
- The tender is **wholly reserved** for **citizens** or **citizen contractors** as **stated** under **Section 76 (2) of the Public Procurement Act.**
- Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme (Economic Diversification Drive & Local Procurement Scheme will be applicable in this tender for eligible contractors)
- The physical address for collection of tender documents is: **Human Resource Development Council, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814



www.hrdc.org.bw

-
- **Collection of 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, 29th April 2024**. A non-refundable deposit fee of **P250.00** payable to the below HRDC Bank Account is required. **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.

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:** (Company Name & Tender No.- i.e. **Company Name & Tender No**)

-
- **Queries or Clarifications** relating to the issuance of these documents may be addressed in writing not later than **five (5) working days** before the tender closing date to Email ProcurementUnit@hrdc.org.bw
-
- A **Compulsory Site Visit** with representatives of the Procuring Entity will take place at **HRDC Conference Room on Tuesday, 7th May 2024** starting at **0900 hrs**.
-
- The **closing date and time for receipt** of sealed tender offers is **1000 hrs on Friday, 17th May 2024**. 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.
 - The **Bid Submission Method** is: **One (1) Envelope Submission Method**, in which a tender document containing the bidder's financial and technical offer submitted together in one sealed envelope. The envelopes should contain one (1) original tender document marked "ORIGINAL" and one (1) DUPLICATE COPY of the original marked "copy" enclosed in a larger outer securely sealed envelope, also clearly labeled;

"Tender No. HRDC 2/2024-2025- A Three (3) Year Services Contract for Provision of Security Services at HRDC Building, Plot # 60113, Block 7, Gaborone & Maruapula Plot # 10271" shall be 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.

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • Fax: +267 393 0740 / 393 0814



www.hrdc.org.bw

The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

{Notwithstanding anything in the foregoing, the Government of Botswana is not bound to accept the lowest or any tender offer.}

**Chief Executive Officer
HRDC**

OUR PEOPLE • OUR FUTURE

Physical Address: Plot 60113, Block 7, Ext 48, Gaborone, Botswana

Postal Address: Private Bag BR 108, Gaborone, Botswana

Tel: +267 393 0741 • **Fax:** +267 393 0740 / 393 0814



www.hrdc.org.bw