



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

- **Tender Reference No. HRDC 3/2024-2025**
- **Tender Title: A Three (3) Year Services Contract for Provision of Grounds and Garden Maintenance Services at HRDC Building, Plot # 60113, Block 7, Gaborone and at Plot # 10271, Marauapula**
- Sealed Tender offers are invited for the **Provision of Grounds and Garden Maintenance.**
- 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 137: (Garden & Landscaping Services) Sub-Code 01: (Gardening, Landscaping & Maintenance).**
- 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 BR 108, Gaborone, Botswana

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



- 
- **Collection of Documents:** The tender document will be emailed to bidders upon proof of payment to [ProcurementUnit@hrdc.org.bw](mailto:ProcurementUnit@hrdc.org.bw) during working hours from **0800hrs to 1700hrs** from **Monday, 29<sup>th</sup> 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](mailto:ProcurementUnit@hrdc.org.bw)

- 
- A **Compulsory Site Visit** with representatives of the Procuring Entity will take place at the **HRDC Conference Room** on the **Tuesday, 7<sup>th</sup> May, 2024** starting at **1430hrs**.

- 
- The **closing date and time for receipt** of sealed tender offers is **1000 hrs on Friday, 17<sup>th</sup> 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 3/2024-2025- A Three (3) Year Services Contract for Provision of Grounds & Garden Maintenance 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](http://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](http://www.hrdc.org.bw)