

North-East District Council — Tender No. NEDC/EDU/04/2025

SUPPLY AND DELIVERY OF STATIONERY AND CONSUMABLES FOR NORTH-EAST DISTRICT COUNCIL PRIMARY SCHOOLS AND OTHER COUNCIL DEPARTMENTS

- **SEALED TENDER OFFERS ARE INVITED** for the procurement of supply and delivery of stationery and consumables for North-East District Council primary schools and other council departments.
- The Procuring Entity is: North-East District Council.
- Procurement Method is: Restricted Domestic Bidding.
- Tenderers who are domiciled in Botswana must, in order to be considered for award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:
 - Code: 213 – General Manufacturers/Producers, Sub-Code: 10 – Paper and Paperboards.
- The tender is reserved for the following companies based at SPEDU Region:
 - Better Service Group (Pty) Ltd
 - Profitpile (Pty) Ltd t/a Printique
 - Paperite (Pty) Ltd
 - Book Press (Pty) Ltd
- The tender is reserved for citizens or citizen contractors 100% registered in Botswana 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 schemes as follows:
 - The Presidential Directive CAB 34 (B) 2014 on procurement of locally produced goods and services shall be implemented in the evaluation of the tender. To qualify for Economic Diversification Drive (EDD) price preference, submit a copy of relevant and valid EDD certificate.
- Tenderers to purchase all their products from 100% citizen locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified by Botswana Bureau of Standards (BOBS) or other recognised certifying bodies.
- The physical address for collection of Tender Documents is: Procurement Unit Office at Ipelegeng Office behind Masunga Clinic (Bus rank).
- Documents may be collected during working hours between 0730 hours and 1245 hours and from 1345 hours to 1630 hours from 17th February, 2025 upon presentation of receipts of payment.
- A non-refundable fee of BWP250.00 (Two Hundred and Fifty Pula only) payable in cash is required on collection of the Tender Documents.
- Tender Documents will be sold at 50% price for youth companies as per Presidential Directive CAB 14 (B) 2015. Proof will be required at point of sale (omang and form of Directors).
- Payment should be made during working hours between 0800 hours and 1245 hours and from 1345 hours to 1530 hours at North-East District Council, Revenue Office No. 15 at Rural Administration Centre, Masunga.
- Queries or clarifications relating to the issuance of these documents may be addressed, in writing, not later than five (5) days before the tender closing date to: J. Nyanisani, A. Plaatjie, Private Bag 004, North-East District Council, Masunga. Telephone Nos. 2489757/2489242, Fax Nos. 2489290/2498070.
- The Bid Submission Method is: One-Envelope submission in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
- One (1) original Tender Document marked "Original" and two (2) duplicate copies of the original document marked "Copy" in one sealed envelope clearly marked: "Tender No. NEDC/EDU/04/2025 — A Tender for Procurement of Supply and Delivery of Stationery and Consumables for North-East District Council"
- Tender offers shall be delivered to: Procurement Office at Ipelegeng Offices, behind Masunga Clinic (Bus rank), Masunga.
- The name and address of the bidder should be clearly marked on the envelope.
- The closing date and time for receipt of sealed tender offers is 0900 hours on 28th February, 2025.
- Late tender offers will not be accepted.

The Public Procurement Regulatory Authority's Standardised Conditions of Tender for Supplies shall apply to this procurement, for which all the applicable Tender Data is contained in the Tender Document. Notwithstanding anything in the foregoing, the procuring entity or Government of Botswana is not bound to accept the lowest or any tender offer.

L. ISRAEL

