

Republic of Botswana – Tender No. BNPC/2024-2025/03/SER
Botswana National Productivity Centre (BNPC)

SERVICE CONTRACT FOR THE PROVISION OF MICROSOFT SOFTWARE LICENCES
FOR A PERIOD OF THREE YEARS

- SEALED TENDER OFFERS ARE INVITED for the service contract for the provision of microsoft software licences for a period of three years.
- The Procuring Entity is: Botswana National Productivity Centre (BNPC).
- Procurement Method is: Open 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: 120 – ICT Technical Support Services; Sub-Code: 02 – Server Management and Maintenance Services and Sub-Code: 04 – Desktop Management and Maintenance Services.
- This tender is reserved for 100% citizen owned companies in line with section 76 (1) of the Public Procurement Act. Preference margins will be applied to qualifying bidders in line with Presidential Directive Cab 19 (B) 2013: Local Procurement Scheme (LPS). In order to qualify, bidders shall complete the Local Procurement Registration Certificate and submit documentary evidence for youth, women, people with Disability, Rural setting and Employment.
- A non-refundable fee of P250.00 (Two Hundred and Fifty Pula only) payable in electronic transfer into the below account details is required. 100% youth owned companies will only be required to pay P125.00 (One Hundred and Twenty-Five Pula only) Proof of 100% youth ownership in the form of company shareholders Identity card and CIPA Registration Extract shall be required. The Tender Document will be emailed upon receipt of proof of payment during business hours from 0730 hours and 1245 hours and from 1345 hours to 1630 hours effective 14th October, 2024.
Botswana National Productivity Centre, Standard Chartered Bank, Account No. 0100110119700, Mall Branch Code: 662167, proof of payment should be emailed to procurement@bnpc.bw
- 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: Ms. Godiraone Nyenye or Ms Monica Masole, Telephone No. 3626300, Email: procurement@bnpc.bw.
- The closing date and time for receipt of sealed tender offers is 25th October, 2024 at 1000 hours at BNPC Reception.
- Late tender offers will not be accepted.
- The Bid Submission Method is: Two Envelope Submission in which the sealed original and all the copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
The bidder shall submit:
 - One (1) original of the technical offer document marked “Original” and two (2) duplicate copies of the original document marked “Copy” placed in one sealed envelope marked “Technical Offer” Tender No. BNPC/2024-25/03/SER”.
 - One (1) original of the Financial offer document marked “Original” and two (2) duplicate copies of the original document marked “Copy” placed in one sealed envelope clearly marked: “Tender No. BNPC/2024-25/03/SER – Financial Offer Service Contract for the Provision of Microsoft Software Licences for a Period of Three Years”.
 - The two (2) sealed envelopes containing technical offer and financial offer shall be placed in one outer sealed envelope clearly marked “Tender No. BNPC/2024-25/03/SER – Service Contract for the Provision of Microsoft Software Licences for a Period of Three Years”.
 - The name, telephone number and postal address of the bidder should be clearly marked on the reverse side of the envelope/package.
 - The bidding document shall be firmly bound, submitted in an envelope or package, securely sealed in such manner that does not allow for the envelope or package to be easily opened and resealed.
The BNPC shall, during bid opening, reject any envelope or package that is not sealed and labelled in such manner as provided in the above instructions.
The Tender Documents shall be delivered to: BNPC, Plot Nos. 21222/21254, Giraffe Road (near Mobuto and Tlokweg Road), Gaborone, BNPC Reception.

The Public Procurement Regulatory Authority’s 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.