

**Boteti Sub-District Council - CDC/BOT/ADMIN/01/2021-2023**

Tender offers are invited for a service contract for the provision of cleaning service to Boteti Sub-District Council in Lethakane and Rakops Service Centre in Rakops: Human Resource and Administration Department

**Closing:** 10 February 2021 09H00

**Site Visit:** A compulsory site visit will take place on 20th January 2020. All prospective tenderers are to assemble in front of Rural Administration Centre (by Reception Area) in Lethakane at 09:00. Bidders shall provide their own transport to all sites

**Contacts**

T. Bakae	2909386	
L. Gaofetoge	2909307	2978234

**Collection:** The physical address for the collection of Tender Documents is Office No. A11, Rural Administration Centre, Boteti Sub-District Council in Lethakane. Documents shall be collected during working days between 07:30 and 12:45 and from 13:45 to 16:30 with effect from 24th December 2020 and only after production of a receipt of purchase of Tender Document. Queries relating to the issuance of this document may be addressed to: T. Bakae, Telephone No. 2909386 or L. Gaofetoge, Telephone No. 2909307, Fax No. 2978234. All queries shall be in writing and should reach the office on/or before 5th February 2020

**Fee:** A non-refundable tender fee of P100.00 (One Hundred Pula only) payable in cash made out in favour of Boteti Sub-District Council at Revenue Office No. A1, Rural Administration Centre in Lethakane, is required on collection of the Tender Document. Pursuant to Presidential Directive CAB 14/ (B) 2015 100% youth-owned companies will pay P50.00 (Fifty Pula only) of the non-refundable tender fee, upon furnishing the office with a completed Form 2

**Delivery:** All tenderers shall submit one (1) original marked "Original" and three (3) copies marked "Copies" in one (1) sealed envelope which shall be retained by Boteti Sub-District Council. The original and the copies of the same must be clearly indicated (marked) on the top cover of the submitted document. Tender offers shall be delivered at Lethakane Rural Administration Centre, Secretary to Adjudication & Evaluation

Committee's Office No. E15 in a plain sealed envelope and addressed to: Senior Assistant Council Secretary, Boteti Sub-District Council, Private Bag 005, Letlhakane, and clearly marked: "A Service Contract for Provision of Cleaning Service to Boteti Sub-District Council in Letlhakane and Rakops Service Centre in Rakops". The closing date and time for receipt of tender offers is 09:00 on 10th February 2021. Opening of tender offers shall be done immediately after the closing in the RAC Western Conference Room D1. Covid-19 Health Protocols shall be observed. Late tender offers will not be accepted. Telegraphic, faxed, telexed and telephonic tender offers will not be accepted

**Requirements:** The tender will run from the date of signing of the contract until 31st March, 2023. This tender is reserved for companies domiciled within Boteti Sub-District. This tender is for companies with the Public Procurement and Asset Disposal Board (PPADB) Registration Certificate, Code: 132 - Cleaning Services, Sub-Code: 01 - Building Cleaning Services (including Windows, Carpets and others). Pursuant to Presidential Directive CAB 19(B) 2013 the Local Procurement Scheme (LPS) and Economic Diversification Drive (EDD) Presidential Directive CAB 34 (B) 2014 shall apply. The Local Authorities Procurement and Asset Disposal Act's 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, Boteti Sub-District Council is not bound to accept the lowest or any tender, nor incur any expenses in preparation of the tender