

Republic of Botswana – Tender No. MYSC ARTS/SER/21/2024-2025
Ministry of Youth, Gender, Sport and Culture (Arts and Culture Department)

INVITATION TO TENDER FOR THE PROVISION OF SOUND SYSTEM (ON HIRE)
TO BE USED DURING 2024 INDEPENDENCE DAY CELEBRATIONS

- SEALED TENDER OFFERS ARE INVITED for the provision of service of hiring sound system and lighting for 2024 independence day celebrations.
- The Procuring Entity is: Ministry of Youth, Gender, Sport and Culture (Arts and Culture Department).
- 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: 128 – Media Services, Sub-Code: 03 – Other Services or Code: 139 – Miscellaneous Services, Sub-Code: 04 – Entertainment Services.
- The companies should be actively registered with CIPA; verification will be done online and companies deregistered from CIPA will be disqualified.
- The tender is reserved for 100% citizens and 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 following prescribed preference schemes:
 - Economic Diversification Drive (EDD) will apply for the evaluation of this tender as per Presidential Directive Cab 34 (B) 2014. In order to qualify, bidders shall submit valid and relevant EDD certificate.
 - The Directive Cab 19 (B) 2013: Local Procurement Scheme shall apply in this tender and bidders shall complete the Local Procurement Registration Certificate attached. Bidders shall submit evidence for youth, woman, disability, rural setting and employment.
- The physical address for collection of Tender Documents is: Ministry of Youth, Gender, Sport and Culture – Headquarters, Sixth Floor, Office No. 603.
Documents may be collected during working hours between 0800 hours and 1230 hours and from 1400 hours to 1500 hours with effect from 19th August, 2024.
- A non-refundable fee of P100.00 (One Hundred Pula only) or P50.00 (Fifty Pula only) for 100% youth owned companies payable in cash made out in favour of the Government of Botswana or the entity stated in the tender Document and is required on collection of the Tender Documents.
- Queries or clarifications relating to the issuance of these documents may be addressed, in writing, not later than seven (7) calendar days before the tender closing date to: Ms Kagiso Letang, Telephone Nos. 3901186/3682779, Email: kgkeoagile@gov.bw or Mr Bopelo Gaothuse, Telephone No. 3682772, Email: bgaothuse@gov.bw, Fax No. 3924478.
- The closing date and time for receipt of sealed tender offers is 30th August, 2024 hours at 1000 hours.
- Late tender offers will not be accepted.
- The Bid Submission Method shall be: One-Envelope Submission in which a tenderer's financial and technical offers are submitted together in one sealed envelope/package as one (1) original document marked "Original" and two (2) duplicate copies of the original document marked "Copy" in one sealed envelope clearly marked.
- Failure to follow the specified submission method, tenders not properly packaged, labelled and in shortage of the required copies as per ITT instruction shall be disqualified or rejected at tender opening stage.
- Tender offers are to be submitted as one (1) original tender offer marked "Original" and two (2) duplicate copies of the original document marked "Copy" in one sealed envelope/package clearly marked: "Tender No. MYSC ARTS/SER/21/2024-2025 – Invitation to Tender for the Provision of Sound System (On Hire) to be used During 2024 Independence Day Celebrations" shall be delivered to: Ministry of Youth, Gender, Sport and Culture Headquarters, Ground Floor, by Reception Area.
Failure to comply with bid submission method and required copies shall lead to disqualification of the bid during tender opening.
- The name and address of the bidder should be clearly marked on the envelope/package.

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.

