

# Invitation to Tender

## TENDER NOTICE

### TENDER NO NDB 2023-24-15 PROCUREMENT OF AGENCY SERVICES FOR NDB 60<sup>th</sup> CELEBRATIONS.

Tender offers are open to 100% citizen owned companies for the procurement of Agency Services for NDB 60<sup>th</sup> Celebrations.

Local companies to be considered for the award of the contract, must be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Commodity/Works Code	Sub Code
128 Media Services	03 Other media Services
138 Marketing and Public Relations	01 Marketing Services

A non-refundable fee of BWP250.00 is required for the purchase of the tender documents, youth owned companies shall pay half of the purchase price upon submission of proof showing youth ownership. Payments shall be made by electronic fund transfer (EFT) or physical deposit into the account in favor of National Development Bank.

### **NO PAYMENTS SHALL BE MADE PHYSICALLY AT THE NDB PREMISES.**

Tender payment is to be deposited to the banking details below:

NATIONAL DEVELOPMENT BANK  
STANDARD CHARTERED BANK 0100110109400  
MALL BRANCH GABORONE

### **To access and participate in this tender, bidders are required to register on the following link.**

<https://ngpms.ndb.bw/Account/Login?ReturnUrl=%2FTiles.aspx> and upload proof of payment on the system following the steps below:

Log in>Tenders>Published Tender>Pay>Select Payment Mode(offline)>Attach proof of payment (only image files & jpeg)>Submit.

Tender documents will be available for downloading from NDB E-Procurement management system once the supplier registration process is complete, with effect from Friday 17<sup>th</sup> May 2024 @ 0730hrs.

The closing time for uploading of tender offers/responses shall not be later than 1000hrs on the 31<sup>st</sup> May 2024.

All tender responses must be submitted strictly online, Late, faxed, emailed, post mailed, hand delivered tender responses/offers will not be ACCEPTED OR CONSIDERED.

All clarifications must be addressed on the NDB NGSM System and queries must be addressed to:

EMAIL: [tenders@ndb.bw](mailto:tenders@ndb.bw)

Phone number: 3952801

Gaborone  
P.O. Box 225, Gaborone  
Tel: 3952801  
Fax: 3909907

Francistown  
P.O. Box 282, Francistown  
Tel: 2416044  
Fax: 2416065

Call Centre: 360 4999  
ISF Customer Care: 360 4942  
Email: [industrysupportfund@ndb.bw](mailto:industrysupportfund@ndb.bw)

Palapye  
P O Box 10387, Palapye  
Tel: 4920552  
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Maun  
P.O. Box 453, Maun  
Tel: 6860316  
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