

Republic of Botswana — Tender No. MYSC ARTS/SER/20/2024-2025
Ministry of Youth, Gender, Sport and Culture (Arts and Culture)

**INVITATION TO TENDER FOR THE PROVISION OF ARTISTIC PRODUCTION
TEAM FOR THE 2024 INDEPENDENCE CELEBRATION**

- SEALED TENDER OFFERS ARE INVITED for the provision of artistic production team for the 2024 Independence Celebration ensemble.
- The Procuring Entity is: Ministry of Youth, Gender, Sport and Culture (Arts and Culture).
- 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 category: Code: 139 – Miscellaneous Services; Sub-Code: 16 – Event Management Services.
- The tender is reserved for 100% citizen owned companies.
- The physical address for collection of Tender Documents is: Ministry of Youth, Gender, Sport and Culture, Y2K Building, Plot No. 54372, Central Business District (CBD), Gaborone, Botswana, Telephone No. (+267) 3901186.
- Tender Documents may be collected during working hours between 0800 hours and 1230 hours and from 1400 hours to 1530 hours from 19th August, 2024.
- A non-refundable fee of P150.00 (One Hundred and Fifty Pula only) is payable to Accounts Unit in favour of the Government of Botswana before collecting the tender documents. Youth companies shall acquire the document at 50% reduced price of P75.00 (Seventy-Five Pula only) as per the Presidential Directive CAB 14(B) 2015. Youth tenderers should produce proof of National Identity Cards and Directors Share Certificate upon purchasing of the Tender Document.
- The tender validity is 120 calendar days after closing date.
- Queries relating to the issue of these documents may be addressed in writing not later than seven (7) calendar days before closing date of the tender to: Ms O. Matjologwe, Email: omatjologwe@gov.bw, Telephone No. (+267) 3682775 and Mr G. Ntsebele, Email: gntsebele@gov.bw, Telephone Nos. (+267) 3901186 or 3682644.
- The closing date and time for receipt of sealed tender offers is 2nd September, 2024 at 1000 hours.
- Late tender offers will not be accepted.
- A compulsory clarification meeting with representatives of the Procuring Entity will take place at Ministry of Youth, Gender, Sport and Culture Headquarters, CBD, Plot No. 54372, Y2K Building, Gaborone, Fifth Floor, Conference Room on 27th August, 2024 starting at 1000 hours.
- Bids received from a bidder who did not attend the compulsory clarification meeting shall be disqualified from evaluation. Bidders are advised to register themselves on the attendance register that will be availed by Procuring Entity during clarification meeting.
- The Bid Submission Method shall be: One (1) Envelope Submission in which a tenderer's financial and technical offers are submitted together in one sealed envelope. Bidders shall submit their proposal as one (1) original and two (2) copies, clearly marked, in one (1) sealed envelope or package. Failure to with bid submission method shall lead to disqualification during tender opening.
- Tender offers must be marked: "Tender No. MYSC ARTS/SER/20/2024-2025 — Invitation to Tender for the Provision of Artistic Production Team for the 2024 Independence Celebration" shall be delivered to: Ministry of Youth, Gender, Sport and Culture Headquarters, CBD, Plot No. 54372, Y2K Building, Gaborone into a Tender Box situated at Ground Floor, Reception area.
- Parts of each tender offer communicated on paper shall be submitted as one (1) original plus two (2) duplicate copies. Tender offers not properly packaged, labelled and in shortage of the required copies as per ITT instruction shall be disqualified or rejected upon submission/at tender opening.
- The name and address of the bidder should be clearly marked on the envelope.
- Tenders will be opened same date, 2nd September, 2024 following the closing time in the presence of bidders or representatives wishing to attend at Ministry of Youth, Gender, Sport and Culture Headquarters, CBD, Plot No. 54372, Y2K Building, Gaborone at Ground Floor, Reception area.
- Late tender offers will not be accepted. Telephonic, emailed or facsimile tender offers will not be considered. Loose tender responses would not be accepted. Bids should be spiral or firmly bound.

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 Document.

Notwithstanding anything in the foregoing, the Procuring Entity or Government of Botswana is not bound to accept the lowest or any tender offer.

