

Republic of Botswana — Tender No. POU/MLWA/CS/SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF ENTERPRISE PRINTERS FOR CORPORATE SERVICES/0210/25042024
Ministry of Lands and Water Affairs – Department of Corporate Services

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF ENTERPRISE PRINTERS FOR CORPORATE SERVICES

- SEALED TENDER OFFERS ARE INVITED for the procurement of supply, delivery, installation and configuration of enterprise printers for Corporate Services.
- The Procuring Entity is: Ministry of Lands and Water Affairs – Department of Corporate Services.
- The 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: 203 – Electronic and ICT Supplies, Sub-Code: 01 – Electronic Equipment, Spares and Accessories, includes ICT, Photographic and Others.
- The tender is reserved for citizens or citizen contractors as stated under section 76 (2) of the Public Procurement Act. This tender is solely reserved for 100% youth and women citizen owned companies operating within the jurisdiction of Greater Gaborone.
 - Directive on the Economic Diversification Drive (EDD), Presidential Directive CAB 34 (B) 2014 and will be applied in this tender as per the applicable EDD.
 - The Presidential Directive CAB 34(B) 2014 on New EDD, requires the tenderers to purchase all their products from locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality and standard as certified or recognized by Botswana Bureau of Standards (BOBS) or other recognized certifying bodies.
 - To benefit from EDD preferences, bidders must include certified copies of “EDD certificate”.
- The physical address for collection of Tender Documents is: Ministry of Lands and Water Affairs, AKD House, Main Mall, First Floor, East Wing, Office No. 125, Materials Management.
Tender Documents may be collected during working hours between 0730 hours and 1245 hours and from 1345 hours to 1630 hours with effect from 22nd July, 2024.
- A non-refundable fee of P150.00 (One Hundred and Fifty Pula only) payable in cash made out in favour of the Government of Botswana is required on collection of the Tender Documents upon producing a valid *omang* card. Payment to be made at Ministry of Lands and Water Affairs, First Floor, Accounts, East Wing, AKD House, Main Mall between 0730 hours and 1245 hours and 1400 hours to 1530 hours.
- A non-refundable deposit of P75.00 (Seventy-Five Pula only) payable in cash is required on collection of the Tender Documents. 100 % youth owned companies will be sold the Tender Document at 50% of the selling price; P150.00 (One Hundred and Fifty Pula only) proof of eligibility will be required at Point of Sale as per the Presidential Directive CAB 14 (B) 2015.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than five (5) days before the tender closing date to: Phankie Ntakwa, Telephone No. 3615302, Email: pntakwa@gov.bw, Fax No. 3133636 and Thatayaone Tselaele, Telephone No. 3615307, Email: totselaesele@gov.bw, Fax No. 3133636.
- The closing date and time for receipt of sealed tender offers is 1000 hours on 5th August, 2024.
- Late tender offers will not be accepted.
- The Bid Submission Method is: One-Envelope Submission in which a tenderer’s financial and technical offers are submitted together in one sealed envelope.
- Submit one (1) original tender offer marked “Original” and two (2) duplicate copies of the original document marked “Copy” in one sealed envelope clearly marked: “Tender No. POU/MLWA/CS/SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF ENTERPRISE PRINTERS FOR CORPORATE SERVICES/0210/25042024”, shall be delivered to: Debswana House, Ground Floor, Reception Area, East Wing, Main Mall, Private Bag 00434 Gaborone, Botswana.
- The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority’s Standardised Conditions of Tender for Supplies 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.

