

**Maun Administrative Authority (MAA) - NW/MAA/ICT/003/2021**

Tender offers are invited for the supply, delivery, installation, and commissioning of photocopier machines to Primary Schools for Maun Administrative Authority: Human Resource and Administration (ICT Division)

**Closing:** 08 February 2021 09H00

**Site Visit:****Contacts :**

Senior Systems Analyst

6864582

6863214

**Collection:** The physical address for collection of Tender Documents is Office No. 08, IT Office, Maun Administrative Authority. Documents shall be collected during working hours between 07:30 and 12:45 and from 13:45 to 16:30 on weekdays with effect from 11th January 2021, except for weekends and public holidays. Queries relating to the issuance of these documents may be addressed, in writing, to Senior Systems Analyst, Telephone No. 6864582, Fax No. 6863214.

**Fee:** A non-refundable fee of P150.00 (One Hundred and Fifty Pula only) payable in cash is required before collection of the Tender Document. Youth companies will purchase at half price. Payments should be made at Accounts Unit, Revenue Office, Maun Administrative Authority during work hours between 07:30 and 12:45 and from 13:45 to 15:30 on weekdays, except on weekends and public holidays

**Delivery:** Tender offers should be submitted in a set of four (4), one (1) marked original and three (3) marked copies, all put in a plain securely sealed single envelope and addressed to: Senior Assistant Council Secretary, Maun Administrative Authority, Private Bag 11, Maun and hand-delivered to LAPAD Secretariat, Office No. 39, Maun Administrative Authority, not later than 09:00 on 8th February 2021 marked: "Tender No. NW/MAA/ICT/003/2021 - Supply, Delivery, Installation and Commissioning of Photocopier Machines to Primary Schools for Maun Administrative Authority". The closing time for receipt of tender offers is 09:00 on 8th February 2021 and the opening of tender submissions will be conducted immediately after the closure on the same day in the Maun Administrative Authority LAPAD Secretariat, Office No. 39, Maun Administrative Authority in the presence of bidders who wish to attend. Late tender offers will not be

accepted. Telephonic, telegraphic, facsimile, or emailed tender offers shall not be accepted

**Requirements** : This tender is an Open Domestic Bidding. The tender is open for bidders who are domiciled and registered in Botswana only and are 100% citizen owned contractors. Bidders shall, in order to be considered for award of the contract, be authorized distributors and service providers of photocopier machines and registered with the Public Procurement and Asset Disposal Board in the following category: Code: 203 - Electrical, Electronic, Mechanical and ICT Supplies, Sub-Code: 01 - Electrical, Electronic Equipment, Spares and Accessories (includes ICT, Photographic Equipment and others). Preference in accordance with the provision of the Local Authorities Procurement and Asset Disposal Guidelines, 2009 shall apply to the contract as per the applicable Presidential Directives; 15% preference for the targeted group (Women, Youth, People with Disability, Rural Setting and Employment). The Local Authorities Procurement and Asset Disposal Regulation's Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the Tender Documents. Bidders shall bear all costs associated with the preparation and submission of this tender and the Maun Administrative Authority hereinafter will under no circumstances be responsible or liable for these costs, regardless of the conduct or outcome of the tender process. Notwithstanding anything in the foregoing, Maun Administrative Authority is not bound to accept the lowest or any tender offer, nor incur any expenses in preparation thereof