

Republic of Botswana — Tender No. MYSC ARTS/SER/04/2024-2025
Arts and Culture Desk in the Ministry of Youth, Gender, Sport and Culture

**A SERVICE CONTRACT FOR THE PROVISION OF ARTISTIC PRODUCTION TEAM
FOR THE 2024 NATIONAL ARTS FESTIVAL ENSEMBLE**

- SEALED TENDER OFFERS ARE INVITED for the procurement of service for provision of artistic production team for the 2024 National Arts Festival ensemble.
- The Procuring Entity is: Arts and Culture Desk in the Ministry of Youth, Gender, Sport 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 categories: Code: 139 – Miscellaneous Services, Sub-Code: 16 – Event Management Services.
- The tender is reserved for citizens or 100% citizen owned companies.
- The physical address for collection of Tender Document is: Ministry of Youth, Gender, Sport and Culture, Y2K Building, Plot No. 54372, Central Business District (CBD), Gaborone, Botswana, Telephone No. (+267) 3901186.
Documents may be collected during working hours between 0800 hours and 1230 hours and from 1400 hours to 1530 hours from 6th May, 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 Card/s and Directors' Share Certificate upon purchasing the Tender Document.
- The tender validity is 120 calendar days after closing date.
- Queries relating to the issuance of these documents may be addressed, in writing, not later than seven (7) working 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.
- 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 at Fifth Floor, Conference Room on 14th May, 2024 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 is: One-Envelope Submission in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
- Tender offers must be marked as: "Tender No. MYSC ARTS/SER/04/2024-2025 — A Service Contract for the Provision of Artistic Production Team for the 2024 National Arts Festival Ensemble" 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.
The name and address of the bidder should be clearly marked on the envelope.
- The closing date and time for receipt of sealed tender offers is 1000 hours on 23rd May, 2024 in the presence of bidders or representatives wishing to attend.
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 Documents.

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

