



BOTSWANA POWER CORPORATION

**SUPPLY & DELIVERY OF STATIONERY TO GABORONE, PALAPYE AND
FRANCISTOWN WAREHOUSES- UNDER VENDOR MANAGED STOCK FOR TWO
(2) YEARS.**

Tender Reference No. 7083/24

Issue date: 02nd October 2024

Closing date: 18th October 2024

NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE DOCUMENTS	
PROCURING ENTITY	AGENT
Botswana Power Corporation Motlakase House, Macheng Way, Light Industrial Sites, Plot 1222, Gaborone P O Box 48, Gaborone Botswana	Ookeditse Mandevu Tel: 3603443 Cell: 71 793 402 E-mail : mandevuo@bpc.bw

Tender Reference No. 7083/24

- **Tender Title -Tender for The Supply and Delivery of Stationery to Gaborone, Palapye and Francistown warehouse under vendor managed stock-2year contract**

- Sealed Tender offers are invited for the **Supply and Delivery of Stationery to Gaborone, Palapye and Francistown warehouse under vendor managed stock-2-year contract**

- The Procuring Entity is **Botswana Power Corporation**

- Procurement Method is: **Open Domestic Bidding, restricted to 100% citizen owned companies.**

- Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code 211 General Supplies Sub Code 17 Paper and paperboards and/or Code 201 Printed Matter and Related Equipment sub code 01 Printed Matter (Books, newspapers, journals, postcards, promotional material–content provided etc)

PPRA registration is subject to online registration verification.

- The tender is reserved for 100% citizen owned contractors as stated under Section 76 (2) of the Public Procurement Act.

- Tender documents will be sent via email during working hours between **7:30am** and **16:30pm** time as applicable. Proof of payment will be required for issuing the tender documents and should be sent to the above email addresses.

- A non-refundable deposit of **BWP250.00** payable by cash or bank guaranteed cheque made out in favour of the Government of Botswana or the procuring entity stated in the tender document and is required on collection of the tender documents.
- Youth will be required to pay a deposit of **BWPI25.00** (Proof or documentation to be provided).

Payments must be made directly to the bank to the accounts below:

ACCOUNT NAME: BOTSWANA POWER CORPORATION
BANK: STANBIC BANK BOTSWANA
ACCOUNT: 9060001431256
BRANCH: Fairgrounds
SWIFT CODE: SBICBWGX

OR

ACCOUNT NAME: BOTSWANA POWER CORPORATION
BANK: ABSA BOTSWANA (CURRENT ACCOUNT)
ACCOUNT NO: 307 1339
BRANCH: CORPORATE

OR

ACCOUNT NAME: BOTSWANA POWER CORPORATION
BANK: ACCESS BANK
ACCOUNT NO: 330 590 539 0701
BRANCH: FAIRGROUNDS

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- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 3 days before the tender closing date to Ms. Debbie Tel No. 360 3283 Email address chatsamad@bpc.bw and Ms. Caroline Mathibe mathibec@bpc.bw
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- The closing date and time for receipt of sealed tender offers is 10:00 hours on the **18th October 2024**
 - Late tender offers will not be accepted.
 - The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
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- Submit one (1) original tender document marked "**ORIGINAL**" and 2 duplicate copies of the original document marked "**COPY**" in one sealed envelope clearly marked:
"Tender Reference No: 7083/24
Tender for- "Supply & Delivery of Stationery to Gaborone, Palapye and Francistown Warehouses" shall be delivered to Botswana **Power Corporation Procurement Office**
Plot 1222, Nkrumah Road
Light Industrial Site
Gaborone
 - The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority 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.}