



INVITATION TO TENDER

The Botswana Bureau of Standards (BOBS) invites proposals from 100% citizen owned companies for the below tender. Bidders must be duly registered with Public Procurement Regulatory Authority (PPRA) and Companies & Intellectual Property Authority (CIPA).

Tender No.	Tender Name	Registration Codes	Preference	Tender Closing
BOBS/2025-2026/11/SER	SUPPLY AND INSTALLATION OF INTEGRATED HUMAN CAPITAL MANAGEMENT AND PAYROLL SYSTEM (IHCM&PS) FOR BOTSWANA BUREAU STANDARDS	PPRA Code: 314 – Finance Related Services Sub code(s): 05 – Payroll Management Services	100% citizen owned companies only	18th November 2025 @ 10:00am

1.0 In accordance with Presidential Directive CAB 14(B) of 2015, youth-owned companies shall purchase the tender document at half price 50%. Eligible youth owners must be 35 years of age or younger and are required to provide national identity document (Oman), CIPA Extract issued by Company Intellectual Property Authority (CIPA) and other company documents. **Persons with disabilities are encouraged to submit a copy of their disability card along with their bid documents.**

2.0 Tender documents with full details and specifications are available at a non-refundable fee of BWP350.00 from

The Purchasing Officer
Botswana Bureau of Standards
Gaborone
Office No. F5
Tel 3903200 Fax 3903120

3.0 Payments in cash can be made at the Cashier's Office between 08:30–12:30 and 14:00–16:00, Monday to Friday. Alternatively, payment may be made via the BOBS bank account. Proof of payment must be emailed to moswang@bobstandards.bw or tenders@bobstandards.bw.

4.0 **Please Note: Only hard copies of the tender document will be issued.** Banking details are as follows:

Account Name	Bank	Account	Account Type	Branch Code	Branch Name	Swift Code
Botswana Bureau of Standards	Standard Chartered Bank	0100155024400	Current	662167	Mall	SCHBBWGXXX

5.0 Queries and /or clarifications relating to the documents may be addressed to the Manager Procurement, Email: moswang@bobstandards.bw , Tel: +267 3903200 / +267 3645415.

The tender must be delivered to:

**The Managing Director
Botswana Bureau of Standards
Private Bag BO48
GABORONE.
Plot 55745, Airport Road, Block 8, Gaborone**

Kindly note that opening of tender will be on the **18th November 2025 at 10:00am** in BOBS Tender Room in the presence of bidders who wish to attend. A copy of the record of tender opening shall be sent to all bidders who have submitted their bids.