

## PUBLIC NOTICE-TENDER

The Companies and Intellectual Property Authority (CIPA) is a parastatal established by an Act of Parliament, the Companies and Intellectual Property Authority Act of 2011, to promote and enable the full protection of the rights of investors and right holders obtained under the Companies Act, Registration of Business Names Act, Industrial Property Act, and the Copyright and Neighbouring Rights Act.

CIPA invites reputable service providers registered with PPRA to tender for the following:

### **TENDER REFERENCE NO. CIPA 01-2026/27 PROVISION OF CONSULTANCY SERVICES -MONITORING AND EVALUATION OF LEVY ON TECHNICAL DEVICES FUND (LTDF) PROJECTS**

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

Code 311-Project Management Services  
Sub code (s)-01-General Project Management

This tender is reserved for 100 % citizen owned companies.

The Authority will **apply only one** preference scheme with the **highest rate**, not accumulative of different scheme rates.

A compulsory pre-tender meeting with representatives of the Procuring Entity will take place at CIPA 1st floor meeting room on the 31 March 2026 starting at 1000 -1200hrs.

**NB: Bidders are requested to provide an Affidavit affirming that they are not employed by any public entity.**

Full details on requirements and specifications are provided in the Tender document obtainable at a non-refundable deposit of P500.00 payable by EFT or Bank deposit. Youth-owned companies shall pay 50% of the tender price and must submit their copies of Omang for verification purposes. Proof of payment must be submitted via email to [tender@cipa.co.bw](mailto:tender@cipa.co.bw) prior to the collection of the tender documents.

#### **Data Protection Notice**

Be advised by notice hereof that by submission of a response to this tender, the Companies and Intellectual Property Authority (CIPA/the Authority) shall process your personal data for compliance with its legal obligations under the Public Procurement Act of 2021. Your personal data will only be accessed by authorised personnel and will be retained for the period necessary to fulfil the stated processing purposes, including compliance with applicable legal and audit requirements. Retention will further be guided by the Authority's internal data retention policy standards.

For any further enquiries about this notice, how your personal data is collected or used, or if you would like to exercise your rights under the Botswana Data Protection Act, 2024, you may contact our Data Protection Officer at:

Physical Address: Plot 54358, Prime Plaza, CBD, Gaborone

Contacts: +367 3673922

Email: [dpo@cipa.co.bw](mailto:dpo@cipa.co.bw)

All payments to be made into the following account:

**Account Name:** Companies and Intellectual Property Authority

**Bank Name:** Stanbic Bank

**Account Number:** 9060000036388

**Branch:** Fairgrounds

**Branch Code:** 064967

**Swift Code:** SBICBWGX

**Reference:** Your Company Name

The tender documents will be available for purchase and collection commencing on 23 March 2026. All bids must be submitted to CIPA Head Office; **PLOT 54358, PRIME PLAZA BUILDING, NEW CBD, BLOCK A FIRST FLOOR** not later than 08 April 2026 at 1000hrs.

All clarifications and queries must be in writing and should be emailed to: [tender@cipa.co.bw](mailto:tender@cipa.co.bw).



