

TENDER NOTICE

The Okavango Diamond Company (Pty) Ltd (ODC) hereby invites tender offers from capable **100% Citizen owned companies** for the below listed tender. Bidders must be duly registered with Public Procurement Regulatory Authority (PPRA) and Companies and Intellectual Property Authority (CIPA)

TENDER NO.	ITT/ODC/001/2026-27
DESCRIPTION	PROVISION OF MANAGED PRINT SERVICES FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC) FOR A 3 YEAR PERIOD
PPRA CODE	Code 131: Rental Services, Sub-Code 03: Machinery and Equipment other than for Transport and Real Estate OR Sub-Code 06: Other rental services AND . Code 115: Office Equipment Maintenance, Sub-Code: 01-Office equipment and accessories
PROCUREMENT METHOD	Open Domestic Bidding (reserved for 100% citizen owned)
FEE	P250.00
CLOSING DATE	02 September 2026 at 1530 hours
TENDER SUBMISSION	Detailed Bids/Tenders must be submitted electronically via email to tender@odc.co.bw

Tender documents will be available at a non-refundable fee stated above payable to ODC through EFT and submitting proof of payment to tender@odc.co.bw. Youth companies will be sold the tender documents at 50% of the selling price as per Presidential Directive CAB 14(B) 2015. For proof of eligibility Youth owned companies shall provide national identity (Omang) copies for shareholders and a copy of CIPA Extract issued by Company Intellectual Property Authority (CIPA). **ODC shall not receive cash.**

BANKING DETAILS

Account Name	Bank	Account	Branch	Branch Code
Okavango Diamond Company (Pty) Ltd	Standard Chartered Bank Botswana	0100173289600	Airport Junction	662567

Tender documents shall be emailed to bidders after they share Proof of payment at tender@odc.co.bw. Documents will be emailed during weekdays working hours between 0800hrs and 1700hrs with effect from **19 August 2026**.

Tenders submitted late will not be accepted. Telegraphic, facsimile, telephone, telefaxed submissions will not be accepted.

For further information, queries or clarifications relating to the issuance of these documents may be addressed in writing to procurement office, Tel No.3992300, Email address: tender@odc.co.bw.

Bidders are informed that an internal bid opening procedure shall be followed. A copy of the record of tender opening shall be sent to all bidders who have submitted their bids.

Notwithstanding anything in the foregoing, ODC is not bound to accept the lowest or any tender offer, nor incur expenses in the preparation thereof.