



HUMAN
RESOURCE
DEVELOPMENT
COUNCIL
of BOTSWANA

HRDC	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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- **Tender Reference No. HRDC 3/2022-2023**
- **Tender Title: Provision of eRecords Management System to Human Resource Development Council, Plot 60113, Block 7 Gaborone**
- Sealed Tender offers are invited for the **Provision of eRecords Management System.**
- The **Procuring Entity** is **Human Resource Development Council.**
- **Procurement Method** is: **Open Domestic Bidding**
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories: **Code: 120 (ICT System Development Services) Sub-code: 01 (Systems Development Services & Maintenance Services) AND Sub-code: 09 (Imaging, data capture and migration services)**
- The tender is **wholly reserved** for **citizens** or **citizen contractors** as **stated** under **Section 76 (2) of the Public Procurement Act.**
- Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme (Economic Diversification Drive & Local Procurement Scheme will be applicable in this tender for eligible contractors)
- The physical address for collection of tender documents is: **Human Resource Development Council, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**

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- **Collection of Documents:** The tender document will be emailed to bidders upon proof of payment to ProcurementUnit@hrdc.org.bw during working hours from **0800hrs to 1700hrs** from **Monday, 19th September, 2022.** A non-refundable deposit fee of **P250.00** payable to the below HRDC Bank Account is required. **Youth Companies shall buy the tender documents at half price (P125.00).** Youth Company Owner(s) should be 35 years or below and shall submit proof that the company is youth owned.

Account Name: Human Resource Development Council

Bank Name: Absa Bank

Bank Code: 290267

Branch Name: Absa House

Branch Code: 002

Account No: 3742888

Account Type: Corporate Current

REF: (Tender Number & Company Name- i.e. **Tender No. HRDC 3/2022-2023: Company Name**)

- **Queries or Clarifications** relating to the issuance of these documents may be addressed in writing not later than **five (5) working days** before the tender closing date to Email ProcurementUnit@hrdc.org.bw
- A **Compulsory Site Visit** and/ or pre tender meeting with representatives of the Procuring Entity will take place at HRDC on **Tuesday, 27th September, 2022** starting at **0930 hrs.**
- The **closing date** and **time for receipt** of sealed tender offers is **1000 hrs** on **Friday, 14th October, 2022.** Opening of tenders will be done immediately after closing at **1010 hrs** at the **HRDC Conference room, Ground Floor.**
- Late tender offers will not be accepted.
- The **Bid Submission Method** is: *Two Envelope Submission Method in which the sealed original and all the sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.*
- One (1) original tender document marked ORIGINAL and 2 duplicate copies of the original document marked copy in one sealed envelope clearly marked;

“Tender No HRDC 3/2021 Provision of eRecords Management System to Human Resource Development Council, Plot 60113, Block 7 Gaborone” shall be delivered to:

Director, Corporate Services **Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone,** Tender Box at the Main Reception Area, Private Bag BR 108, 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 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.}

**Manager, Administration and Procurement
HRDC**