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| HUMAN RESOURCE DEVELOPMENT COUNCIL | TENDERING PROCEDURES | T1.1 TENDER NOTICE and INVITATION TO TENDER |
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- **Tender Reference Number: HRDC 5/2024-2025**
- **Tender Title: A Works Contract for Provision of Waterproofing Services & its associated works to the Human Resource Development Council (HRDC) , Plot 60113, Block 7 Gaborone**
- Sealed Tender offers are invited for **provision of waterproofing services.**
- The Works Contract will include **carrying out remedial works on the waterproofing and associated building maintenance works.**
- The **Procuring Entity** is **Human Resource Development Council.**
- **Procurement Method** is: **Open Domestic Bidding**
- Tenderers must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code 06 (Specialised Construction Works)
Sub-Code: 03 (Waterproofing)
Grade E

In addition, the **Associates, JV partners** or his **Sub-Contractors** shall possess the following codes.

Code 01 (Building Construction Works and Maintenance)
Sub-code(s): 01 (Building Construction)
Grade D

- This tender is **wholly reserved** for **Citizen Contractors** in line with **Section 76** 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
- Tenderers are to **purchase all their products from 100% Citizen locally based manufacturers and service providers**, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified or recognized by **Botswana Bureau of Standards (BOBS)** or **other recognised certifying bodies.**
- **Collection of Documents:** 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.**
 Bidders are requested to email proof of payment to ProcurementUnit@hrdc.org.bw & to hrdcaccounts@hrdc.org.bw during working hours from **0800hrs to 1700hrs** from **Monday, 16th September 2024 to Friday, 4th October 2024**, and the tender document will be emailed upon issuance of a receipt by the Accounts Office.

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:** (Company Name & Tender Number - i.e. Company Name & HRDC 5/2024-2025)

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- **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

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- A **Compulsory Site Visit** with representatives of the Procuring Entity will take place at **Human Resource Development Council, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone** on **Monday, 23rd September, 2024** starting at **0900hrs**.

- Bidders are required to attend the **Compulsory Site Visit** and **failure** to attend the site visit will result in disqualification. Bidders are further advised to adhere to stipulated times on **Monday, 23rd September 2024** starting at **0900hrs**.

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- The **closing date and time** for **receipt** of sealed tender offers is **1000 hrs** on **Friday, 11th October, 2024**. 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 **Tender Evaluation** will follow **Least Cost Selection Evaluation Procedure**.

- The **Bid Submission Method** is: **One Envelope Submission Method** in which a tender document containing the bidder's financial and technical offer submitted together in one sealed envelope. The envelopes should contain **one (1) Original** tender document marked "**ORIGINAL**" and **two (2) DUPLICATE COPIES** of the original marked "copy" enclosed in a larger outer securely sealed envelope, also clearly labelled;

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- **One (1) Original** tender document marked **ORIGINAL** and **Two (2) Duplicate Copies** of the original document marked copy in one sealed envelope clearly marked;

"Tender No HRDC 5/2024-2025: A Works Contract for Provision of Waterproofing Services & its associated works 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 Works 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.}

**Chief Executive Officer
HRDC**