

HRDC	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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Tender Reference No. HRDC 9/2024-2025

- **Tender Title: Design, Supply, Installation, Configuration, Testing, Documentation, and Commissioning of the Unified Communications and Collaboration Solution to Human Resource Development Council**
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- Sealed Tender offers are invited for the procurement of a **Unified Communications and Collaboration Solution**
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- The Procuring Entity is: **Human Resource Development Council**
 - Procurement Method is: **Open Domestic Bidding**
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- 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: 118 (Telecommunication Services)

Sub Code: 05 (Installation and Maintenance of Telecommunication Equipment and Systems)

AND

Certified Proof of being a CISCO Authorised Reseller/ Authorised Partner/Authorised Service Centre

Company Vendor Certification, **minimum Cisco Premier Partnership Level for the product line**, equivalent or higher.

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- 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)

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- The physical address for collection of tender documents is: **Human Resource Development Council, Plot 60113, Block 7, Ext 48, Gaborone West, Gaborone**
 - **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, 13th January 2025 to Monday, 27th January 2025**, 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 9/2024-2025**)

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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
 - A **Compulsory Site Visit** with representatives of the Procuring Entity will take place at HRDC on **Tuesday, 21st January, 2025** starting at **0930 hrs.**
 - 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.
 - The **closing date and time for receipt** of sealed tender offers is **1000 hrs** on **Tuesday 28th January 2025**. 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: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
 - Submit 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 9/2024-2025: A Supplies Contract for the Design, Supply, Installation, Configuration and Commissioning of the Unified Communications and Collaboration Solution 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.

- Late tender offers will not be accepted.
- The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Supplies shall apply to this procurement, for which all the applicable Tender Data is contained in the tender document.

{Notwithstanding anything in the foregoing, the **procuring entity or** Government of Botswana is not bound to accept the lowest or any tender offer.}

**Chief Executive Officer
HRDC**