

HUMAN RESOURCE  
DEVELOPMENT COUNCIL

TENDERING  
PROCEDURES

T1.1 TENDER NOTICE and INVITATION  
TO TENDER

• **Tender Reference No. HRDC 8/2024-2025**

- **Tender Title: Consultancy Services for the Review of the Human Resource Development Fund (HRDF) Levy Collection and Fund Disbursement Models for the Human Resource Development Council.**

- Sealed Tender offers are invited for the **Review of the Human Resource Development Fund (HRDF) Levy Collection and Fund Disbursement Models.**

- The **Procuring Entity** is the **Human Resource Development Council.**

- **Procurement Method** is: **Open International 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 317:** (Other Consultancy Services) **Sub-Code 01:** (Other Consultancy Services)

- 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**

- **Collection of Documents:** The tender document will be emailed to bidders upon proof of payment to [ProcurementUnit@hrdc.org.bw](mailto:ProcurementUnit@hrdc.org.bw) during working hours from **0800hrs to 1700hrs** from **Monday, 17<sup>th</sup> March 2025**. 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:** (Company Name & Tender No.- i.e. **Company Name & Tender No .....**)

- **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](mailto:ProcurementUnit@hrdc.org.bw)

- The **closing date and time** for receipt of sealed tender offers is **1000 hrs** on **Friday, 11<sup>th</sup> April 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: **Two (2) 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 (2) sealed envelopes are then placed in one outer securely sealed envelope.

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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 8/2024-2025 Consultancy Services for the Review of the Human Resource Development Fund (HRDF) Levy Collection and Fund Disbursement Models for the Human Resource Development Council”** 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.

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**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.}

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**Chief Executive Officer  
HRDC**