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| | Tender No. CDC/SAA/IT/T12/2018 |
| 1 | Bid offers are invited for the Supply And Delivery Of Computers and Accessories to Serowe Administrative Authority for a period ending 31 st March 2019. |
| 2 | The Procuring Entity is Human Resource and Administration Department – Information Technology Division |
| 3 | Bidders who are 100% citizens and domicile in Botswana shall, in order to be considered for the award of the contract, be registered with PPADB Code 203 – Electronic and ICT Supplies; Sub code 01 – Electronic Equipment, spares and Accessories (includes ICT, photographic equipment and others) Can respond, the registration will be verified online. Tax Clearance Certificate: Bidders should provide their TIN no and it will be verified online Price margin preferences will be applied on deserving bids in accordance with Presidential Directive II (A) of 2010 on Economic Diversification Drive and local procurement scheme presidential directive CAB 19(B) OF 2013. Bidders with valid and certified Economic Diversification Drive certificates are required to submit them with their responses in-order to benefit from this preference scheme. |
| 4 | The physical address for collection of Bid documents is: Serowe Administrative Authority, Information Technology (Old Sekgoma), Office No. 18 Documents may be collected during working days between 07:30-1245 and 1345-16:30 hours on week days with effect from 26th March 2018 . |
| 5 | Queries relating to the issue of these documents may be addressed to Ms KL Lebogang. Tel No. 460 1129 Fax No. 4631136 Requests for clarifications should be received not later than seven (7) working days before the tender closing date. Those received after the stipulated days will not be responded to. |
| 6 | A non-refundable fee of One hundred pula (P100.00) payable at Council revenue office no.A27, Rural Administration Centre (Central District Council Headquarters). The receipt will be required during collection of the document. Youth companies shall pay 50% of tender fees as per directive CAB 14(B) of 2015. |
| 7 | One (1) original tender document marked " ORIGINAL " and two (2) copies marked "Copies" of the original document sealed in one plain envelope and clearly marked "CDC/SAA/IT/T12/2018- Supply And Delivery Of Computers and Accessories to Serowe Administrative Authority" shall be addressed to THE SENIOR ASSISTANT COUNCIL SECRETARY, P/BAG 023 SEROWE Tenders not marked and addresses will not be opened Tenders are to be hand delivered to the office of the LAPAD Secretariat, office no 27 , Serowe Administrative Authority, (within old Sekgoma Memorial Hospital Premises) not later than 0900 on the 27th April 2018 . The name and address of the bidder should be clearly marked on the envelope |
| 8 | The official opening shall commence soon after closure on the 27th April 2018 At Lady Khama Hall. Bidders wishing to attend the opening of the tender may do so at their own expenses |
| 9 | The name of the bidder must be clearly marked at the envelope |
| 10 | A one stage single envelope submission method will be followed, in which a tender document is submitted in one sealed envelope |
| 11 | Telephonic, Telegraphic, Telex, facsimile or post-mailed tenders will Not be accepted. |
| 12 | There will be a compulsory site visit for bidders quoting for Uninterruptible Power Supply. Site Attendance Certificate will be signed upon completion of the site visit |

The Local Authorities Procurement and Disposal Act, 2008 Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender document.

Notwithstanding anything in the foregoing, Serowe Administrative Authority is not bound to accept the lowest or any Bid offer nor incur expenses in the preparation thereof.

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K.L LEBOGANG
For/Senior Assistant Council Secretary