

INVITATION TO TENDER

BOTSWANA ACCOUNTANCY COLLEGE	TENDER TENDERING PROCEDURES	T 1.1 TENDER NOTICE AND INVITATION TO TENDER
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Tender Ref No. BAC/ICT/25/2025

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF CISCO CATALYST SWITCHES FOR BOTSWANA ACCOUNTANCY COLLEGE.

Tender offers are invited from locally registered companies (100% citizen owned companies) for Supply and delivery of CISCO Catalyst Switches to Botswana Accountancy College.

The Procuring Department is Information Communication Technology (ICT) at Botswana Accountancy.

Procurement Method is **Open Domestic Bidding**

Tenderers who are domiciled in Botswana must, in order to be considered for award of the contract, be registered with Public Procurement Regulatory Authority (PPRA) in the category:

PPRA Code : 120 ICT Technical Support Services
Sub Code: 05 Network Management and Maintenance Services.

The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act 2021.

Preference margins will be applied to qualifying bidders in line with the prescribed Preference Schemes

A non-refundable deposit of P560.00 (Five Hundred and sixty pula only) payable to the college Bank account. Youth owned companies will purchase the tender for two hundred and eighty pula only (P280.00). The bank details are as follows:

Company Name	: Botswana Accountancy College	Botswana Accountancy College
Bank Name	: ABSA Botswana	Stanbic Bank Botswana
Bank Account	: 3732866	9060002379746
Branch Name	: ABSA House	Fairgrounds
Branch Code	: 290267	064967
SWIFT Code	: BARCBWGXXXX	SBICBWGX

The Invitation to Tender documents shall be emailed to bidders upon submission of proof of payment to accounts@bac.ac.bw and Cc tenders@bac.ac.bw during working days and hours from **08:00** up to **12:30** hours and **14:00** up to **17:00** hours.

Queries or clarifications relating to the issuance of tender documents shall be addressed in writing not later than five (5) working days before the tender closing date to Procurement Office (+267 3953062) tenders@bac.ac.bw.

The closing date and time for receipt of sealed tender offers is **October 30th, 2025, at 1000 Hours**. 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.

Bidders are to submit one (1) original tender document marked "ORIGINAL" and two (2) duplicate copies of the original document marked "COPY" in one sealed envelope clearly marked:

BAC/ICT/25/2025 - INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF CISCO CATALYST SWITCHES FOR BOTSWANA ACCOUNTANCY COLLEGE. shall be delivered to Botswana Accountancy College, Main Campus, Procurement Office.

The name and address of the bidder should be clearly marked on the envelope.

Notwithstanding anything in the foregoing, Botswana Accountancy College is not bound to accept the lowest or any tender offer.

For/Executive Director
Botswana Accountancy College