

# INVITATION TO TENDER

<b>BOTSWANA ACCOUNTANCY COLLEGE</b>	<b>TENDER TENDERING PROCEDURES</b>	<b>T 1.1 TENDER NOTICE AND INVITATION TO TENDER</b>
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Tender Ref No. BAC/IFM/16/2025

## INVITATION TO TENDER FOR SUPPLY, DELIVER, ASSEMBLE AND INSTALLATION OF FURNITURE FOR BOTSWANA ACCOUNTANCY COLLEGE GABORONE CAMPUS.

Tender offers are invited from 100% citizen owned Companies (Joint ventures between 100% citizen companies also allowed). Non-citizen owned companies and those who do not fall among the above shall not be considered for;

**"INVITATION TO TENDER FOR SUPPLY, DELIVER, ASSEMBLE AND INSTALLATION OF FURNITURE FOR BOTSWANA ACCOUNTANCY COLLEGE GABORONE CAMPUS."**

Tenderers who are domiciled in Botswana must be registered with Public Procurement Regulatory Authority (PPRA) under;

- **Code 211: General Supplies**  
Sub Code 05: Furniture (Including School, Domestic Office Furniture etc).
- AND
- **Code 115: Office Equipment Maintenance (Sub-Contracting Permitted)**  
Sub Code 01: Office Equipment and Accessories

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.

### Collection of Tender Documents:

The Invitation To Tender(ITT) document will be emailed to bidders upon submission of proof of payment to [accounts@bac.ac.bw](mailto:accounts@bac.ac.bw); and Cc [tenders@bac.ac.bw](mailto:tenders@bac.ac.bw); during working days and hours from 08:00 up to 17:00 hours. Tender documents shall be sent to Bidders' emails used for sending Proof of Payment.

A non-refundable deposit of Five Hundred and Sixty Pula only (P560.00) payable to the Botswana Accountancy 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

Please use the **Tender Number** as **Reference** when depositing at the bank.

**NB: BAC DOES NOT ACCEPT CASH.**

Queries relating to the tender may be addressed in writing five (5) working days before tender closing date to [tenders@bac.ac.bw](mailto:tenders@bac.ac.bw)  
Tel No. **3953062**.

**Mandatory site visit on the 28<sup>th</sup> May 2025 @0930hours (CAT).**

The closing time for submission of tender offers is 10:00 hours on the **13<sup>th</sup> June 2025**. Late tenders, telephonic, telegraphic, telex, or faxed tenders will not be accepted. Tender opening will commence immediately after closing of bids on **13<sup>th</sup> June 2025**.

Proposals should be made in a folder clearly marked **"REF NO: BAC/IFM/17/2025 "INVITATION TO TENDER FOR SUPPLY, DELIVER, ASSEMBLE AND INSTALLATION OF FURNITURE FOR BOTSWANA ACCOUNTANCY COLLEGE GABORONE CAMPUS"**.

### Tenders Shall Be Submitted To:

Finance and Procurement Department  
Botswana Accountancy College  
Plot No. 50661, Fairgrounds International  
Gaborone