

# 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/ICT/03/2024

## A 3 YEAR CONTRACT FOR MAINTENANCE & SUPPORT OF SAGE HR APPLICATIONS FOR BOTSWANA ACCOUNTANCY COLLEGE

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

### "A 3 YEAR CONTRACT FOR MAINTENANCE & SUPPORT OF SAGE HR APPLICATIONS FOR BOTSWANA ACCOUNTANCY COLLEGE"

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

- **Code 120 - ICT Technical support services**
  - **Sub Code - 01 Systems development services and maintenance services**

A ONE envelope procedure will be used.

#### Collection of Tender Documents:

The tender document will be emailed to bidders upon submission of proof of payment to [accounts@bac.ac.bw](mailto:accounts@bac.ac.bw); and Cc [procurement@bac.ac.bw](mailto:procurement@bac.ac.bw); during working days and hours from 08:00 up to 12:30 hours and 14:00 up to 16:00 hours from the 22<sup>nd</sup> January 2024 until 16<sup>th</sup> February 2024.

A non-refundable deposit of P560.00 (Five Hundred and sixty Pula only) payable to the BAC Bank account. Youth owned companies will purchase the tender for two hundred and eighty pula only (P280.00) Youth owned companies are to provide proof.

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 [procurement@bac.ac.bw](mailto:procurement@bac.ac.bw) Tel No. **3953062**.

**The closing time for submission of tender offers is 10:00 on the 16<sup>th</sup> February 2024. Hand delivered tenders, late tenders, telegraphic, telephonic and telefax will not be accepted.**

Tender submissions should be made online in a folder clearly marked **"TENDER NO: BAC/ICT/03/2024 "A 3 YEAR CONTRACT FOR MAINTENANCE & SUPPORT OF SAGE HR APPLICATIONS FOR BOTSWANA ACCOUNTANCY COLLEGE"**

#### How to Submit:

Bidders are requested to upload bid documents to personal Cloud Storage (Dropbox, OneDrive, Teams, Google Drive, WeTransfer e.t.c) and email link (before closing date) to [procurement@bac.ac.bw](mailto:procurement@bac.ac.bw), cc [cynthiag@bac.ac.bw](mailto:cynthiag@bac.ac.bw)

C. Johannes  
For / Executive Director  
Botswana Accountancy College, Gaborone