

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/09/2024

SUPPLY AND DELIVERY OF STAFF LAPTOPS AND SERVERS - BOTSWANA ACCOUNTANCY COLLEGE

Botswana Accountancy College (BAC) hereby invites suitably qualified, registered and experienced 100% citizen owned firms to tender for supply of listed Goods, Services and Works; **"SUPPLY AND DELIVERY OF STAFF LAPTOPS AND SERVERS AT BOTSWANA ACCOUNTANCY COLLEGE"**

To be considered for award of the contract, tenderers who are domiciled in Botswana must be registered with Public Procurement Regulatory Authority (PPRA) on codes.;

- **Code: 203 Electrical, Electronic, Mechanical and ICT supplies**
 - **Sub Code: 01 Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others)**

A ONE envelope procedure will be used.

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; and Cc tenders@bac.ac.bw; during working days and hours from 08:00 up to 12:30 hours and 14:00 up to 16:00 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	: BARCBWXXXX	: SBICBWGX

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

Queries relating to the issue of these documents may be addressed in writing five (5) working days before tender closing date to tenders@bac.ac.bw Tel No. **3953062**.

Bidders that do not meet the technical specification will be eliminated and not be evaluated further.

The closing time for submission of tender offers is 10:00 hours on the 23rd November 2024. Late tenders, telephonic, telegraphic, telex, or faxed tenders will not be accepted. Tender opening will commence immediately after closing of bids.

Proposals should be made in a folder clearly marked **"REF NO: BAC/ICT/09/2024 "SUPPLY AND DELIVERY OF STAFF LAPTOPS AND SERVERS - BOTSWANA ACCOUNTANCY COLLEGE"**

Tenders Shall Be Submitted To:

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

K. Chibane
For / Executive Director
Botswana Accountancy College , Gaborone