

# 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/HR/22/2025**

## CONSULTANCY SERVICES TO CARRY OUT BOTSWANA ACCOUNTANCY COLLEGE ORGANIZATIONAL REVIEW EXERCISE

Tender offers are invited from locally registered companies (100% citizen owned companies) for provision of **"CONSULTANCY SERVICES TO CARRY OUT BOTSWANA ACCOUNTANCY COLLEGE ORGANIZATIONAL REVIEW EXERCISE"**

The Procuring Department is Human Resource Department 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.

**CODE 315: Human Resources;**  
**Sub-Code 01: Organisational Design and Change Management**

**AND**

**CODE 317: Other Consultancy Services;**  
**Sub-Code 01 Management Consultancy Services**

The tender is reserved for Management Consultants Firms as stated under Section 76 (2) of the Public Procurement Act. Preference margins will be applied to qualifying bidders in line with the prescribed Preference Scheme.

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	: BARCBWGX	SBICBWGX

The Invitation to Tender documents shall 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 12:30 hours and 14:00 up to 17:00 Hours. Tender documents shall be sent to Bidders emails used for sending Proof of Payment. Queries or clarifications relating to the issuance of these documents shall be addressed in writing not later than five (5) days before the tender closing date to (+267-3953062) [tenders@bac.ac.bw](mailto:tenders@bac.ac.bw).

The closing date and time for receipt of sealed tender offers is **15<sup>th</sup> September 2025 at 10:00 Hours**. Late tender offers will not be accepted

The Bid Submission Method is Two (2) Envelope System. One original and two (2) copies respectively for the Financial and Technical proposals. The proposals must be submitted in two separate envelopes and inserted in one outer envelope.

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

**"TENDER NO. BAC/HR/22/2025 – CONSULTANCY SERVICES TO CARRY OUT BOTSWANA ACCOUNTANCY COLLEGE ORGANIZATIONAL REVIEW EXERCISE"**

The tender shall be delivered to Botswana Accountancy College, Main Campus, Procurement Office, Plot 50661 Fairgrounds International Office Park, Gaborone Botswana.

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.

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For/Executive Director  
Botswana Accountancy College