

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/MKT/01/2023

DESIGN AND PRODUCTION OF ANNUAL REPORT FOR BOTSWANA ACCOUNTANCY COLLEGE

Tender offers are invited from from 100% citizen owned Companies (Joint ventures between 100% citizen companies also allowed) for ;
"DESIGN AND PRODUCTION OF ANNUAL REPORT FOR BOTSWANA ACCOUNTANCY COLLEGE"

Tenderers who are domiciled in Botswana must, in order to be considered for award of the contract, be registered with Public Procurement & Asset Disposal Board (PPADB) in the category;

- **CODE 201-Printed matter & related equipment,**
Sub code 01- Printed matter (Books, Newspapers, Journals, Postcards, Promotional material, Content provided etc and
- **Code 138- Marketing & Public relations services,**
Sub code 01- Marketing services and
sub code 03- Public relations 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; and Cc 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 **18th September 2023 until 13th October 2023.**

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

Please use the tender number as reference when depositing at the bank.

NB: BAC DOES NOT ACCEPT CASH.

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

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

The closing time for submission of tender offers is 1000 hours on the 13th October 2023, Hand delivered tenders; late tenders; telegraphic; telephonic & telefax will not be accepted.

Late tenders, telephonic, telegraphic, telex, or faxed tenders will not be accepted.

Tender submissions should be made in a folder clearly marked **TENDER NO: BAC/MKT/01/2023 "DESIGN AND PRODUCTION OF ANNUAL REPORT 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, cc cynthij@bac.ac.bw

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