

# 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/02/2023

## PROVISION OF PRINTING SERVICES FOR BOTSWANA ACCOUNTANCY COLLEGE

Tender offers are invited from 100% citizen owned Companies for  
"PROVISION OF PRINTING SERVICES 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 120 ICT Technical Support Services Sub-code Description  
02 Server Management and maintenance Services  
04 Desktop Management and maintenance Services  
05 Network Management and maintenance Services

And / or

Code 203 Electrical, Electronic, Mechanical and ICT supplies  
Sub Code - 01 Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others)  
Sub code -03 Mechanical Equipment, Machines, Spares and Accessories

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 **18<sup>th</sup> September 2023 until 06<sup>th</sup> 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	: BARCBWGX	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](mailto: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 6<sup>th</sup> of October 2023.** Late tenders, telephonic, telegraphic, telex, or faxed tenders will not be accepted.

Tender submissions should be made online in a folder clearly marked **"TENDER NO: BAC/ICT/02/2023 "PROVISION OF PRINTING SERVICES 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 [cynthiaj@bac.ac.bw](mailto:cynthiaj@bac.ac.bw)

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