

REPUBLIC OF BOTSWANA <b>PUBLIC PROCUREMENT</b> REGULATORY AUTHORITY	<b>TENDERING PROCEDURES</b>	<b>T 1.1 TENDER NOTICE and INVITATION TO TENDER</b>
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**Tender Reference No. CAAB 10/22-23/SUPL**

**Tender Title: Procurement of Laptops and Accessories**

- Sealed Tender offers are invited for the Procurement of Laptops and accessories
- The Procuring Entity is: Civil Aviation Authority of Botswana
- Procurement Method is: Open Domestic Bidding
- Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:
  - Code: 203** Electrical, Electronic, Mechanical and ICT supplies
  - Sub code(s): 01** Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others)
- The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.

Preference margins will be applied to qualifying bidders in line with the Economic Diversification Drive (EDD) as per EDD certificate. **Eligible bidders must provide a relevant and valid certificate**

- The physical address for collection of tender documents is: Procurement Officer's office at Sir Seretse Khama International Airport, Terminal Building, Plot No.17401, Conference Room number 1001, First Floor, Gaborone, Botswana.

Documents may be collected during working hours between **0800 and 1530 hours** from **17<sup>th</sup> February 2023**.

- A non-refundable deposit of P150.00 or P75.00 for youth registered companies upon production of identity cards and company documents of Shareholders, payable in cash made out in favour of the Civil Aviation Authority of Botswana is required on collection of the tender documents.
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than seven (7) working days before the tender closing date, Tel No. 3688200, Email address: [tenders@caab.co.bw](mailto:tenders@caab.co.bw)
- The closing date and time for receipt of sealed tender offers is **1000 hours on 06th March 2023**. The tender shall be opened same day at 1030 hours
- Late tender offers will not be accepted.
- The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope

- Submit one (1) original tender document marked "**ORIGINAL**" and 2 duplicate

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copies of the original document marked “**COPY**” in one sealed envelope clearly marked:

**“Tender Reference No CAAB 10/22-23/SUPL A Tender for Procurement of Supplies - Laptops and Accessories** shall be delivered to Procurement Office, Sir Seretse Khama International Airport, PLOT NO 17401, 1st Floor ,office 1001, Gaborone, Botswana

- The name and address of the bidder should be clearly marked on the envelope.

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**The Public Procurement Regulatory Authority Standardised Conditions of Tender for Supplies shall apply to this procurement, for which all the applicable Tender Data is contained in the tender document.**

{Notwithstanding anything in the foregoing, the Civil Aviation Authority of Botswana is not bound to accept the lowest or any tender offer.}