

REPUBLIC OF BOTSWANA	TENDERING PROCEDURES	T1.1 TENDER NOTICE and INVITATION TO TENDER
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- Tender Reference No. CAAB 13/22-23/GEN

Tender Title: **TENDER FOR PROVISION OF EXTERNAL AUDIT SERVICES FOR CIVIL AVIATION AUTHORITY OF BOTSWANA (CAAB).**

- Sealed Tender offers are invited to Tender for Provision of External Audit Services for Civil Aviation Authority of Botswana (CAAB)

- The Procuring Entity is Civil Aviation Authority of Botswana

- Procurement Method is: Open Domestic Bidding

- Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code: 314 Finance related services subcode 06 Auditing Services

- The tender is reserved for citizens and non-citizen local contractors.
- Presidential Directive on Economic Diversification Drive will be applied in this tender. 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 1600 hours** from **17th February 2023**.

- A non-refundable deposit of BWP1 100 or BWP550 for youth registered companies upon production of identity cards and company documents of Shareholders. The fee is payable in cash.

- 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.

- The closing date and time for receipt of sealed tender offers is **1000 hours on 03rd March 2023**. The tender shall be opened same day at 1030 hours
- Late tender offers will not be accepted.

- The Bid Submission Method is: *Two Envelope Submission Method in which the sealed original and sealed copies of the Technical Offer are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the Financial Offer are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.*

- One (1) original tender document marked ORIGINAL and 2 duplicate copies of the

original

Document marked copy in one sealed envelope clearly marked "Tender Reference No. CAAB 13/22-23/GEN- Tender for Provision of External Audit Services for Civil Aviation Authority of Botswana (CAAB)" shall be delivered to Procurement Officer's office at Sir Seretse Khama International Airport, Terminal Building, Plot No.17401, Conference Room number 1001, First Floor, Gaborone, Botswana.

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

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

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