

Tender Ref No. TENDER NO. CDC/MAH/IT/T03/2018

**A SUPPLIES CONTRACT FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR COMPUTERS, TONERS, AND CARTRIDGES TO MAHALAPYE SUB DISTRICT COUNCIL'S WAREHOUSE**

- Tender offers are invited for the supply and delivery of consumables for Computers, Toners and Cartridges to Mahalapye Sub District Council's Warehouse

- The Procuring Entity is Human Resources and Administration Department - **Information Technology Division**

- Tenderers who are within the jurisdiction of Mahalapye Sub District and registered as 100% citizen owned IT companies shall, in order to be considered for the award of the contract, be appropriately licensed to trade, manufacture and / or supply the items and in possession of requisite Documentation to import, manufacture or sell items according to the laws of Botswana.

**This tender is reserved for businesses in Mahalapye Sub District Only**

Bidders shall, in order to be considered for award comply with the following,

1. PPADB registration certificate of Code 203 - ICT & Telecommunication, Sub Code 01 -Electronic Equipment, Spares and Accessories, ICT, photographic equipment and Others certified by PPADB

The physical address for collection of Tender documents is:

**Mahalapye Sub District Council, Xhosa II  
Rural Administration Centre**

**No: 023 IT Office upon production of a receipt of payment.**

Documents shall be collected between 0730hrs and 1245hrs 1345hrs and 1630hrs on working days with effect from **19/02/2018**

- A non-refundable fee of **P65.00 (50% for youth companies, Presidential directive CAB14 (B) /2015)** payable by cash made out at **MAHALAPYE SUB DISTRICT COUNCIL-** Revenue office no. 46 (RAC) in **MAHALAPYE** is required on collection of the tender documents.  
Revenue opening hours:- 0830 hours to 1245 hours and 1345 hours to 1530 hours on working days
- Enquiries relating to the issue of these documents may be addressed to **Ms Kelebogile Nkwe**, Tel No. 4718600 EXT 8629, Fax No. 4713205, or **Mr Goabaone Sesinyi** Tel No 4178679. Closing date for enquiries is **09/03/2018**

A voluntary pre-tender meeting shall be conducted by the representative of the procuring entity at Mahalapye Sub RAC – Court Room on the **05/03/2018** at **0900 hrs**. All cost of the meeting including transport shall be the responsibility of the tenderer.

- **Tender documents shall be submitted as a set of four (4) documents as one (1) original marked "ORIGINAL" and three (3) copies marked "COPY" of returnable documents are to be addressed to the Senior Assistant Council Secretary, Mahalapye Sub District Council, P/Bag 02 Mahalapye, and to be hand delivered to RAC-Mahalapye, Office No 19 Ground Floor – Secretary to Adjudication and Evaluation Committees, Mahalapye Sub District Council, Xhosa Ward, Mahalapye; not later than 0900 hours on the 19/03/2018, marked "TENDER NO. CDC/MAH/IT/T03/2018"- A SUPPLIES CONTRACT FOR THE SUPPLY AND DELIVERY OF CONSUMABLES FOR COMPUTERS, TONERS, AND CARTRIDGES TO MAHALAPYE SUB DISTRICT COUNCIL'S WAREHOUSE**
- The closing time for receipt of Tender offers is 0900 hours on the **19/03/2018**. Opening shall be in the RAC Court Room immediately after closure. Tenders will be opened in the presence of bidders wishing to attend at their own expenses. Tenders submitted after the closing date and time will not be accepted.
- Telephone, Telegraphic, Telex, facsimile or Emailed Tenders will not be considered

**The Local Authority Procurement and Asset Disposal Board's Standardised Conditions of Tender apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.**

Notwithstanding anything in the foregoing, Mahalapye Sub District Council is not bound to accept the lowest or any Tender offer nor incur expenses in the preparation thereof.

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**K. NKWE**  
For / Senior Assistant Council Secretary