

PUBLIC TENDER NOTICE

Botswana Unified Revenue Service (BURS) wishes to invite tender offers for the **supply, installation, configuration, training, maintenance and support of help-desk system.**

This tender is open to domestic bidders only. Bidders must be registered with the Public Procurement and Asset Disposal Board (PPADB) under **Code: 120, Sub Code 01, 03 or 04**, or 122, Sub Code: 01 or 06. A schedule of items to be delivered will be provided under scope of work in the Invitation to Tender (ITT).

Interested companies are advised to purchase tenders from **07:30 to 12:45 and 13:45 to 16:30 hours during weekdays**, for a non-refundable fee of **P250.00 (Two hundred and fifty Pula)** payable to BURS Cashier, 4th Floor – Block A – in the Finance and Administration Division. An official receipt will be issued by BURS upon payment. The Invitation to Tender will be available for collection from **19/01/2015.**

Payment shall be in the form of cash in Botswana Pula (BWP) and payable to Botswana Unified Revenue Service.

The Invitation to Tender can only be collected on production of the official receipt from:

**Procurement Section, Ground Floor Block A
Botswana Unified Revenue Service
Plot 53976, Kudumatse Road
Private Bag 0013
Gaborone
BOTSWANA**

Queries relating to the issue of these documents may be addressed in writing fourteen (14) calendar days before the tender closes to the following persons:

Mr. Lekgotla Raditloko
Tel: +267 363 9303
lraditloko@burs.org.bw
Fax: 267 395 3101

Mr. Mbako Chite
Tel: +267 363 8679
mchite@burs.org.bw
Fax: 267 391 0592

The tender closing will be on **09/02/2015 at 10:00hrs** or at such later date and time as BURS may advise.

Tender bids will be opened at BURS Head Office, Ground Floor, Block A (Cafeteria) at **10:30 hrs. on 09/02/2015** in the presence of bidders wishing to attend.

The tender proposal shall be submitted in one plain envelope marked with the tender number: **TENDER NO: BURS/TC/29/IT/ SUPPLY, INSTALLATION, CONFIGURATION, TRAINING, SUPPORT AND MAINTENANCE OF HELP-DESK SYSTEM 2014/15.** The envelope shall be sealed and may not indicate the name of the bidder.

Five (5) Copies of the Proposal documents containing one (1) original and four (4) copies, representing response to the Tender, are to be delivered to BURS by depositing them into the tender box located at Procurement Section, Ground floor Block A, Botswana Unified Revenue Service, Plot 53976, Kudumatse Road.