



INVITATION TO TENDER

TENDER NO: BURS/TC/13/IT/DESKTOP COMPUTERS, PRINTERS, FAX MACHINES, PROJECTORS, SCANNERS AND NOTEBOOKS/LAPTOPS 2013/14.

Botswana Unified Revenue Service (BURS) wishes to invite tender offers for the supply of desktop computers, printers, fax machines, projectors, scanners and notebooks/ laptops.

This tender is open to domestic bidders only. Bidders **must be registered** with the Public Procurement and Asset Disposal Board (PPADB) under Code 203 Sub Code 01. A schedule of items to be supplied will be provided under scope of supplies 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 Botswana Unified Revenue Service upon payment. The Invitation to Tender will be available for collection from **03/03/2014**

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**

General enquiries regarding any part of these documents may be addressed in writing fourteen (14) calendar days before the tender closes to both Ms. P.G Basele, Tel: 363 9811, fax: 2673953101, IT Division, email: pgbasele @burs.org.bw and to Mr. M.Chite, Tel: 2673638679, fax 2673910592, email: mchite @burs.org.bw BURS Administration Division, Floor 3, Block B, BURS Head Office, Plot 53976, Kudumatse Drive Gaborone

The tender proposal shall be submitted in one plain envelope marked with the tender number: BURS/TC/13/IT/DESKTOP COMPUTERS, PRINTERS, FAX MACHINES, PROJECTORS, SCANNERS AND NOTEBOOKS/LAPTOPS 2013/14. The envelope may not indicate the name of the bidder.

Tender offers shall be delivered to Administration Division, Ground Floor, Block A, Procurement Section, BURS Head Office, Plot 53976, Kudumatse Drive Gaborone.

The tender closing will be on the **24/03/2014** at 10.00hrs. Tenders will be opened at BURS Head Office, Ground Floor, Block A, (Cafeteria) at **10.30 am** on **24/03/2014** in the presence of bidders wishing to attend.

Late bids will not be accepted. Telephone, telegraphic, telex, facsimile, or emailed tenders will also not be accepted.