

Botswana Savings Bank	TENDER NO: BSB/PU/STC/008-2025/26 TENDERING PROCEDURES	TENDER NOTICE AND INVITATION TO TENDER
TENDER REF NO: BSB/PU/STC/008-2025/26		
PROVISION OF CONSULTANCY SERVICES FOR THE REVIEW AND DEVELOPMENT OF A 3 YEARS (2026-2029) STRATEGY FOR BOTSWANA SAVINGS BANK		
Tender offers are invited from 100% citizen owned companies for provision of consultancy services for the review and development of a three (3) years (2026-2029) strategy for Botswana Savings Bank.		
The procuring entity is Strategy and Customer Excellence, Botswana Savings Bank.		
Bidding method: <b>Open Domestic Bidding Method</b>		
Bidders who are to be considered for award of the contract should be appropriately licensed to trade and or supply the services tendered for, and in possession of requisite documentation to trade and or supply such services according to the laws of Botswana and must be 100% citizen owned entities.		
Bidding companies should be in possession of <b>Code: 317- Other Consultancy Services</b> <b>Sub code :01- Management Consultancy Services.</b> The codes are to be verified online.		
All applicable citizen economic empowerment schemes such as Local Procurement Scheme (LPS), Citizen Economic Empowerment Programme (CEEP) and Economic Diversification Drive (EDD) shall be considered for evaluation and awarding purposes.		
This tender is reserved for Citizen Contractors in line with Section 76 of the Public Procurement Act of 2021, Act No.24 of 2021.		
Tenderers to purchase all their products from 100% Citizen locally based manufacturers and service providers, provided that the goods and services are locally available, competitively priced and meet tender specifications in terms of quality standard as certified or recognized by Botswana Bureau of Standards (BOBS) or other recognized certifying bodies.		
Documents shall be accessed from the below link: <a href="https://www.bsb.bw/tenders/">https://www.bsb.bw/tenders/</a> with effect from <b>28 May 2025</b> . Tender documents shall be available in soft copies only. Bidders shall share to the email addresses below the proof of payment upon payment of the tender fee to <a href="mailto:procurementunit@bsb.bw">procurementunit@bsb.bw</a> and attach a copy to the bid.		
A non-refundable fee of <b>P400.00</b> shall be paid by interested bidders. Youth owned companies shall pay half price upon presentation of proof thereof. Payment shall be made at any of the following Botswana Savings Bank branches; BSB Headquarters, Rail Park, Palapye, Mahalapye, Molepolole, Serowe, Hukuntsi, F/town, Kanye and Maun, at the following Account details: 1) <b>Acc Name:</b> Other Income <b>Acc No:</b> 1415-1-03-35-24-00-0000 <b>Reference no:</b> Bidder's Company Name		
A Two-Envelope procedure will be followed. This is where the technical proposal is prepared separately from the Financial Proposal. No financial information should be contained in the technical proposal or the technical proposal envelope. The Technical proposal should be marked with the word, "TECHNICAL" and the financial proposal marked with the word, "FINANCIAL." Original documents should be marked with the word "ORIGINAL" and all copies marked with the word "COPY". The original technical proposal and all its copies should be placed in one envelope. The original financial proposal and all its copies is also placed in another separate envelope. The two envelopes are then sealed and placed in a bigger outer envelope also sealed. The tender Number, tender title and Name of bidder should appear on the proposals and the envelopes.		
Parts of each tender offer communicated on paper shall be submitted as one (1) original marked original, plus <b>two (2) copies</b> .		
Queries or clarifications relating to the issuance of these documents may be addressed in writing no later than 5 days before the tender closing date to <a href="mailto:procurementunit@bsb.bw">procurementunit@bsb.bw</a> , Tel +267 3670162/3/0148, copied to <a href="mailto:tmotoheng@bsb.bw">tmotoheng@bsb.bw</a> and <a href="mailto:mjohnson@bsb.bw">mjohnson@bsb.bw</a> . No queries shall be allowed thereafter.		
The tender Evaluation will follow Quality and Cost Based Selection-Services method.		
The closing time for receipt of tender documents is <b>10:00am on 11 June 2025</b> .		
Tender offers received after closing date, telegraphic, faxed or emailed submissions will not be accepted. Late tenders will be rejected and returned unopened to bidders. Names and addresses of bidders should be reflected on the envelopes. Bidders must also submit soft copies of bids.		
The physical address for tender submission is: <b>Botswana Savings Bank (BSB) Plot 53796, Tshomarelo House 4th Floor Tender Box, Kagiso Mall, P O Box 1150, Gaborone Botswana.</b>		
Tender opening shall be available both online and physical. A link shall be provided during the bid closing date to all bidders registered.		
Tender documents not correctly packaged and labelled as indicated above will not be accepted.		
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, Botswana Savings Bank is not bound to accept the lowest or any tender offer, nor incur expenses in the preparation thereof.		
Procurement Unit Botswana Savings Bank		