

TENDER REF NO: BSB/PU/MKT/012/2025/2026

TENDER TITLE: A SERVICE CONTRACT FOR THE PROVISION OF BRANDING SERVICES TO BOTSWANA SAVINGS BANK AT VARIOUS SITES (BRANCHES & ATMs)

Interested Bidders are invited from Local 100% Citizen-owned companies for A SERVICE CONTRACT FOR THE PROVISION OF BRANDING SERVICES TO BOTSWANA SAVINGS BANK AT VARIOUS SITES (BRANCHES & ATM's):

Package A - Tshomarelo House (Main Branch), Bokaa ATM, Mogoditshane ATM, Gabane ATM, Old Naledi ATM, Kanye Branch,

Package B – Molepolole Branch, Letlhakeng ATM, Kang ATM, Hukuntsi Branch

Package C – Gumare Branch, Maun Branch

Package D - Francistown Branch, Serowe Branch, Palapye Branch, Mahalapye Branch,

Please Note: One bidder will only be eligible to win at most 2 packages only. No bidder will be awarded more than 2 of the 4 packages

There will be a compulsory site visit scheduled as follows:

Bidders are encouraged to attend site visits for the packages they intend to bid on.

LOCATION	PHYSICAL ADDRESS	DATE	TIME
PACKAGE A			
Tshomarelo House (Main Branch)	Plot 53796, Broadhurst, Gaborone	13/06/2025	08:30hrs
Bokaa ATM	Engen Filling Station - Bokaa	13/06/2025	10:00hrs
Mogoditshane ATM	Fourways Mall - Mogoditshane	13/06/2025	11:30hrs
Gabane ATM	Choppies Complex 2	13/06/2025	13:00hrs
Old Naledi ATM	Complex next to Police Station	13/06/2025	14:30hrs
Kanye Branch	Lot 320, Shop no.1 Kanye	13/06/2025	16:00hrs
PACKAGE B			
Molepolole Branch	Lot no. 619 Molepolole	16/06/2025	09:00hrs
Letlhakeng ATM	Choppies Complex	16/06/2025	11:30hrs
Kang ATM	Kang Ultra Stop Complex	16/06/2025	16:00hrs
Hukuntsi Branch	Lot 223, Hukuntsi	17/06/2025	08:30hrs
PACKAGE C			
Gumare Branch	Lot No. 6017, Shop 3, Gumare	18/06/2025	09:00hrs
Maun Branch	Old Mall, Lot 739, Riverside ward, Maun	18/06/2025	14:00hrs
PACKAGE D			
Francistown Branch	Tebo House, Suite B, Lot 21931, Francistown	19/06/2025	12:00hrs
Serowe Branch	Lot 8376, Serowe	19/06/2025	16:00hrs
Palapye Branch	Platinum Mall, Lot 8717, Shop no. 8, Palapye	20/06/2025	09:00hrs
Mahalapye Branch	Lot 9278, Mahalapye	20/06/2025	12:00hrs

The procuring entity is Botswana Savings Bank, Marketing & PR Department, Gaborone.

**Bidding method:** Open Domestic Bidding

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 **Code: 138-** Marketing and Public Relations Services. **Sub code(s): 02-** Advertising Services (billboards, electronic, internet, signage, infomercials, promotional material - content required)

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: <https://www.bsb.bw/tenders/> with effect from **06 June 2025**. Tender documents shall be available in soft copies only. Bidders interested in receiving soft copies shall share email addresses and proof of payment upon payment of the tender fee to [procurementunit@bsb.bw](mailto:procurementunit@bsb.bw)

A non-refundable fee of P 300.00 shall be paid by interested bidders before collection of tender documents. Payment shall be made at any of the following Botswana Savings Bank branches and or ATMs: BSB Headquarters (Tshomarelo House), Rail Park, Palapye, Mahalapye, Molepolole, Serowe, Hukuntsi, F/town and Maun; Old Naledi and Kanye ATMs, at the following Account details:

Acc Name: Other Income

Acc No: 1415-1-03-35-24-00-0000

Reference no: Bidder's Company Name

A One-Envelope procedure will be followed.

Queries relating to the issue of these documents may be addressed to [procurementunit@bsb.bw](mailto:procurementunit@bsb.bw) at Tel +267 3670162/3/0148 Fax No +267 395 2608 at least (5) days before tender closing date; Copied to [mmodise@bsb.bw](mailto:mmodise@bsb.bw) and [arothi@bsb.bw](mailto:arothi@bsb.bw). No queries shall be allowed thereafter.

The tender Evaluation will follow Least Cost Evaluation method,

The closing time for receipt of tender documents is **10:00hrs on 26 June 2025**.

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.

The physical address for tender submission is:

Botswana Savings Bank (BSB) Plot 53796, Tshomarelo House 4th Floor Tender Box, Kagiso Mall, P O Box 1150, Gaborone Botswana.

Tender opening shall be available strictly online. A link shall be provided to bidders who will share their emails with Botswana Savings Bank

Tender documents not correctly packaged and labelled as indicated above will not be accepted.

The Public Procurement Regulatory Authority Standardised Conditions of Tender 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