



BOTSWANA POWER CORPORATION

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DESIGN, PRINTING AND PUBLISHING OF THE 2024/2025 & 2025/2026 INTEGRATED ANNUAL REPORTS

TENDER REFERENCE NO 7429/25

ISSUE DATE: 28 NOVEMBER 2025

CLOSING DATE: 12 DECEMBER 2025

NAME AND ADDRESS DETAILS OF PROCURING ENTITY AND OR ITS AGENT PREPARING THE DOCUMENTS	
PROCURING ENTITY	AGENT
Botswana Power Corporation Motlakase House, Macheng Way, Light Industrial Sites, Plot 1222, Gaborone P O Box 48, Gaborone Botswana	Segametsi Motlaleng Tel: 3603362 E-mail : MotlalengS@bpc.bw

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Republic of Botswana BOTSWANA POWER CORPORATION	TENDER REFERENCE NO: TENDER NO. 7429/25	TENDERING PROCEDURES
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TI.1 Tender Notice and Invitation to Tender

TI.2 Tender Data

TI.3 Standardised Conditions of Tender for Services

Republic of Botswana BOTSWANA POWER CORPORATION	TENDERING PROCEDURES	T 1.1 TENDER NOTICE and INVITATION TO TENDER
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Tender Reference No. 7429/25

1. Tender Title - **DESIGN, PRINTING AND PUBLISHING OF THE 2024/2025 & 2025/2026 INTEGRATED ANNUAL REPORTS**
2. Sealed Tender offers are invited for the – Design, Printing and Publishing of the 2024/2025 & 2025/2026 Integrated Annual Reports
3. The Procuring Entity is **Botswana Power Corporation**
4. Procurement Method is: **Open Domestic Bidding, restricted to 100% citizen owned companies.**
5. Tenderers who are domiciled in Botswana must, in order to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code 201 -Printed Matter and Related Equipment **Sub-code 01** Printed Matter (Books, newspapers, journals, postcards, promotional material – content provided etc)

6. The tender is reserved for 100% citizen owned contractors as stated under Section 76 (2) of the Public Procurement Act.
7. Preference Margins will be applied to qualifying bidders in line with the following scheme such as Economic Drive Diversification (EDD).
8. Tender documents will be sent via email during working hours between **730hrs to 1300hrs** and **1400hrs to 1630hrs** time as applicable or can be emailed upon submission of proof of payment to chatsamad@bpc.bw
9. The physical address for collection of the Tender documents is ;

**Botswana Power Corporation
Supply Chain -Procurement Office
Plot 1222, Nkrumah Road, Light Industrial Site
Gaborone**

Documents may be collected during working hours between 0730hrs to 1300hrs and 1400hrs to 1630hrs.

10. A non-refundable deposit of BWP 100.00 payable by cash or bank guaranteed cheque made out in favour of the Government of Botswana or the procuring entity stated in the tender document and is required on collection of the tender documents.
11. Youth will be required to pay a deposit of BWP50.00 (Proof or documentation to be provided).
12. Alternatively, payment can be made to the following banking details

BANK: **STANBIC BANK BOTSWANA**
ACCOUNT: **9060001431256**
BRANCH: **FAIRGROUNDS**
SWIFT CODE: **SBICBWGX**
OR
ACCOUNT NAME: **BOTSWANA POWER CORPORATION**
BANK: **ABSA BOTSWANA (CURRENT ACCOUNT)**
ACCOUNT NO: **3071339**
BRANCH: **CORPORATE**
OR
ACCOUNT NAME: **BOTSWANA POWER CORPORATION**
BANK: **ACCESS BANK**
ACCOUNT NO: **330 590 539 0701**
BRANCH: **FAIRGROUNDS**

13. Payment should reference tender number of the tender being purchased. Proof of Payment should be sent to the following for tender documents via email.
14. Mrs. Debbie Chatsama Tel No: 360 3726 Email address chatsamad@bpc.bw
15. Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 5 days before the tender closing date to **Ms. Debbie Chatsama at Tel No 360 3726 Email address chatsamad@bpc.bw and Ms. Amanda Monna at Tel No.360 3599, email address monnaa@bpc.bw**
16. The closing date and time for receipt of sealed tender offers is 1000hrs on the **12 December 2025**
17. Late tender offers will not be accepted or submitted after closing time will not be accepted.
18. Tenders will be opened in the presence of bidders wishing to attend at their own cost.
19. Telephone, Telegraphic, Telex, facsimile or emailed tender will not be accepted.
20. The Bid Submission Method is: Dual envelope or package submission, in which the technical offer from the bidder is placed in one sealed envelope or package marked "**technical offer**", and the financial offer from a bidder is placed into a second sealed envelope or package marked "**financial offer**".

21. Submit one (1) original tender document marked “**ORIGINAL**” and 2 duplicate copies of the original document marked “**COPY**” in one sealed envelope clearly marked:

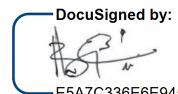
Tender No: 7429/25 Design, Printing and Publishing of the 2024/2025 & 2025/2026 Integrated Annual Reports, shall be delivered to.

The Chief Executive Officer
Botswana Power Corporation
Supply Chain - Procurement Office
Plot 1222, Nkrumah Road, Light Industrial Site, Gaborone
Botswana

22. The name and address of the bidder should be clearly marked on the envelope.

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 document.

Notwithstanding anything in the foregoing, the **procuring entity or** Government of Botswana is not bound to accept the lowest or any tender offer.



Mokgadi N. Barupile
Supply Chain -Manager
Botswana Power Corporation