



BOTSWANA POWER CORPORATION

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**PROVISION OF DOCUMENT SCANNING AND REFILING SERVICES OF
BOTSWANA POWER CORPORATION, FINANCE PROJECTS DEPARTMENT - TWO
(2) YEARS CONTRACT**

TENDER REFERENCE NO.7473/25

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 Cell: 74524618 E-mail : motlalengs@bpc.bw

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Republic of Botswana BOTSWANA POWER CORPORATION	TENDER REFERENCE NO 7473/25	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 CORPORATION	POWER	TENDERING PROCEDURES	T I.I NOTICE INVITATION TENDER	TENDER and TO
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Tender Reference No.7473/25

1. Tender Title- **PROVISION OF DOCUMENT SCANNING AND REFILING SERVICES OF BOTSWANA POWER CORPORATION, FINANCE PROJECTS DEPARTMENT -TWO (2) YEARS CONTRACT**
2. Sealed Tender offers are invited for **PROVISION OF DOCUMENT SCANNING AND REFILING SERVICES OF BOTSWANA POWER CORPORATION, FINANCE PROJECTS DEPARTMENT -TWO (2) YEARS CONTRACT**
3. The Procuring Entity is **Botswana Power Corporation**
4. Procurement Method is: **Open Domestic Bidding Method, Restricted to 100% citizen-owned companies.**
5. Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code: I20 ICT Technical Support Services,
Sub code(s): 09 Imaging, data capture and migration Services

6. The physical address for collection of tender documents is

Botswana Power Corporation
Supply Chain -Procurement Office,
Plot 1222, Nkrumah Road Gaborone
Botswana

Documents may be collected during working hours between **08:00hrs** and **16:00hrs**.

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7. A non-refundable deposit of BWP 250.00 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.
 8. Youth will be required to pay a deposit of BWP 125.00 (Proof or documentation to be provided).
 9. 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

10. Payment should reference tender number of the tender being purchased. Proof of Payment should be sent to the following for tender documents via email.

11. Mrs. Debbie Chatsama Tel No: 360 3726 Email address chatsamad@bpc.bw

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12. 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**

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13. The closing date and time for receipt of sealed tender offers is 10:00 hours on the **12 December 2025**

14. Late tender offers will not be accepted.

15. The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
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16. Submit one (1) original tender document marked **“ORIGINAL”** and 2 duplicate copies of the original document marked **“COPY”** in one sealed envelope clearly marked:

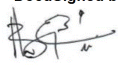
“Tender No: 7473/25 PROVISION OF DOCUMENT SCANNING AND REFILING SERVICES OF BOTSWANA POWER CORPORATION, FINANCE PROJECTS DEPARTMENT -TWO (2) YEARS CONTRACT” shall be delivered to

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

17. 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.}

DocuSigned by:

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Mokgadi N. Barupile
Supply Chain Manager
Botswana Power Corporation