

INVITATION TO TENDER

CHAUFFEUR SERVICES SUPPLY AND DELIVERY OF LAPTOPS, DESKTOPS AND ICT ACCESSORIES

The Okavango Diamond Company (Pty) Ltd (ODC) hereby invites tender offers from **100% citizen owned companies** for the below listed tenders.

TENDER NO.	ITT/ODC/008/2024-25
DESCRIPTION	PROVISION OF CHAUFFEUR SERVICES FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC) FOR A 2 YEAR PERIOD
PPRA CODE	Code 131: Rental Services Sub codes: 02 Motor Vehicles OR Code 129: Passenger Transport services Sub codes: 02 Land
PROCUREMENT METHOD	Open Domestic Bidding
FEE	P250.00
CLOSING DATE	05 February 2025 at 1630 hours
TENDER SUBMISSION	ODC offices located at Diamond Technology Park, Plot 67782, Block 8 Industrial, Gaborone, Botswana

TENDER NO.	ITT/ODC/009/2024-25
DESCRIPTION	A ONE (1) YEAR FRAMEWORK CONTRACT FOR SUPPLY AND DELIVERY OF LAPTOPS, DESKTOPS AND ICT ACCESSORIES FOR OKAVANGO DIAMOND COMPANY (PTY) LTD
PPRA CODE	Code 203: Electrical, Electronic, Mechanical and ICT supplies, Sub-Code 01: Electrical and Electronic Equipment, Spares and Accessories (includes ICT, photographic equipment and others)
PROCUREMENT METHOD	Open Domestic Bidding
FEE	P250.00
CLOSING DATE	04 February 2025 at 1630 hours
TENDER SUBMISSION	ODC offices located at Diamond Technology Park, Plot 67782, Block 8 Industrial, Gaborone, Botswana

Tender documents will be available at a non-refundable fee stated above payable to ODC through EFT and submitting proof of payment to tender@odc.co.bw. Youth companies will be sold the tender documents at 50% of the selling price as per Presidential Directive CAB 14(B) 2015. For proof of eligibility, Youth owned companies shall provide national identity (Oman) copies for shareholders and a copy of CIPA Extract issued by Company Intellectual Property Authority (CIPA). On receipt of the proof of payment, a copy of the ITT document will be issued. **ODC shall not receive cash.**

BANKING DETAILS

Account Name	Bank	Account	Branch	Branch Code
Okavango Diamond Company (Pty) Ltd	Standard Chartered Bank Botswana	0100173289600	Airport Junction	662567

Tender documents (ITT) will be emailed during weekdays on working hours between 0800hours - 1300hours and 1400hours - 1700hours with effect from **20th January 2025**.

Tenders submitted late will not be accepted. Telegraphic, facsimile, telephone, telefaxed submissions will not be accepted.

For further information, enquiries or clarifications relating to the issuance of these documents may be addressed in writing to procurement office, Tel No. **+267 399 2300 / 340 / 320**, Email address: tender@odc.co.bw.

Bidders are informed that an internal bid opening procedure shall be followed. A copy of the record of tender opening shall be sent to all bidders who have submitted their bids.