

# TENDER NOTICE

The Okavango Diamond Company (Pty) Ltd (ODC) hereby invites offers for the below listed tenders.

<b>TENDER NO.</b>	ITT/ODC/001/2024-25 (B) (RE-TENDER)
<b>DESCRIPTION</b>	PROVISION OF MANAGED PRINT SERVICES FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC) FOR A 3 YEAR PERIOD
<b>PPRA CODE</b>	<b>Code 131:</b> Rental Services, <b>Sub-Code 03:</b> Machinery and Equipment other than for Transport and Real Estate <b>OR Sub-Code 06:</b> Other rental services <b>AND Code 115:</b> Office Equipment Maintenance, <b>Sub-Code 01:</b> Office equipment and accessories
<b>PROCUREMENT METHOD</b>	Open Domestic Bidding (reserved for 100% citizen owned entities)
<b>FEE</b>	P150.00
<b>CLOSING DATE</b>	03 May 2024 @ 1630 hours
<b>SUBMISSION</b>	Submitted electronically and emailed to <a href="mailto:tender@odc.co.bw">tender@odc.co.bw</a>

<b>TENDER NO.</b>	ITT/ODC/003/2024-25
<b>DESCRIPTION</b>	DEVELOPMENT OF A DIAMOND AWARENESS CAMPAIGN FOR OKAVANGO DIAMOND COMPANY (PTY) LTD (ODC)
<b>PPRA CODE</b>	<b>Code: 138:</b> Marketing and Public Relation Services <b>Sub code(s) 01:</b> Marketing Services AND <b>02:</b> Advertising Services (billboards, electronic, internet, signage, infomercials, promotional material - content required) AND <b>03:</b> Public relations services.
<b>PROCUREMENT METHOD</b>	Open Domestic Bidding (reserved for 100% citizen owned entities)
<b>FEE</b>	P250.00
<b>CLOSING DATE</b>	02 May 2024 @ 1630 hours
<b>SUBMISSION</b>	Submitted electronically and emailed to <a href="mailto:tender@odc.co.bw">tender@odc.co.bw</a>

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](mailto: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. Proof of eligibility, issued and certified by the Ministry of Youth Sports and Culture must be submitted with the POP. 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 shall be emailed to bidders after they share Proof of payment at [tender@odc.co.bw](mailto:tender@odc.co.bw). Documents will be emailed during weekdays working hours between 0800hrs and 1300hrs and 1400hrs and 1700hrs with effect from **16th April 2024**. Offices will be closed for lunch from 1300hours to 1400hours.

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

For further information, queries or clarifications relating to the issuance of these documents may be addressed in writing to procurement office, Tel No. **(+267) 3992300 / 340**, Email address: [tender@odc.co.bw](mailto: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.