

Botswana Savings Bank

TENDERING PROCEDURES

TENDER NOTICE AND
INVITATION TO TENDER

TENDER REF NO: BSB/RFP/PU/MKT/002/2025/27

A REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC RELATIONS AND ADVERTISING AGENCY SERVICES

Sealed Tender offers from 100% citizen owned companies are invited for A REQUEST FOR PROPOSAL FOR THE PROVISION OF MARKETING, PUBLIC RELATIONS AND ADVERTISING AGENCY SERVICES to BOTSWANA SAVINGS BANK.

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

Bidding method: Request for Proposal

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.

Bidders 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: 138 Marketing and Public Relation Services

Sub code(s) :01 - Marketing Services

: 03 - Public Relations Services

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.

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:

www.bsb.bw/news&resources/downloads.php with effect from 04 April 2025. Tender documents shall be available in soft copies.Bidders shall send proof of payment upon payment of the tender fee to procurementunit@bsb.bw

A non-refundable fee of P400.00 shall be paid by interested bidders to be eligible to tender. Youth-owned companies shall purchase the tender at half price. Payment shall be made at any of the following Botswana Savings Bank branches: BSB Headquarters, Rail Park, Palapye, Mahalapye, Molepolole, Serowe, Hukuntsi, F/town, Maun, Kanye and Gumare at the following Account details:

- 1) Acc Name: Other Income
- 2) Acc No: 1415-1-03-35-24-00-0000
- 3) Reference no: Bidder's Company Name

A One-Envelope procedure will be followed.

Parts of each tender offer communicated on paper shall be submitted as one (1) original marked original plus two (2) copies.

Queries relating to the issue of these documents may be addressed to procurementunit@bsb.bw at Tel +267 3670162/3/0148 Fax No +267 395 2608 at least (7) days before tender closing date; Copied to bratsatsi@bsb.bw and lmphinyane@bsb.bw. No queries shall be allowed thereafter.

The closing time for receipt of tender documents is 1000hrs on 16 April 2025.

Tender offers received after closing date, telegraphic, faxed or emailed submissions shall not be accepted. Late tenders shall be rejected and returned unopened to bidders.

Names and addresses of bidders should be reflected on the tender offer.

The physical address for tender submission is:

Botswana Savings Bank Plot 53796, Tshomarelo House 4th floor Tender Box
Kogiso Mall, P O Box 1150, Gaborone Botswana

Tender opening shall be available both online and physical. A link shall be provided 2 days later from the bid closing date on the BSB website.

The winning bidder shall be required to have a business transaction account with Botswana Savings Bank where all payments shall be disbursed.

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

The Public Procurement Regulatory Authority Standardised Conditions of Tender 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.

Contact Us Now on: 367 0100
or Visit a BSB branch near you for
more information

   www.bsb.bw

