

TENDER NOTICE

TC 1048-2024/2025



A TENDER FOR THE PROCUREMENT OF SERVICES OF LEASING OF TWENTY-SEVEN (27) MULTI-FUNCTIONAL PRINTERS FOR A PERIOD OF TWO YEARS TO BOTSWANA RAILWAYS

Botswana Railways (BR) is a statutory corporation established on an act of parliament, i.e. Botswana Railways Act [Cap 70:01], to provide railway-based transport logistics solutions for bulk freight, containerized cargo.

Tenderers are invited to bid for the Procurement of Services of Leasing of Twenty-Seven (27) Multi-Functional Printers for a Period of Two Years to Botswana Railways

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:

PPRA Code 203: ELECTRICAL, ELECTRONIC, MECHANICAL, FIRE & ICT SUPPLIES

Sub-code 01: Electrical and Electronic Equipment, spares and Accessories (including ICT, photographic equipment and others) and Code 139 Miscellaneous Services

Sub Code 08: Miscellaneous equipment maintenance services

- The tender is reserved for citizens or citizen contractors as stated under Section 76 (2) of the Public Procurement Act.

Preference margins will be applied to qualifying bidders in line with the **CEE** and or **LPS Scheme**.

Tender Advert: This tender is advertised on Botswana Railways Procure Ware, e-procurement system, at botrail.procureware.com, the Botswana Railways website and Botswana Railways Facebook page.

Procurement Method is: **Open Domestic Bidding**

The ITT Document may be downloaded directly from **DOCUMENTS** tab in Botswana Railways Procure ware at botrail.procureware.com

- Eligible tenderers must to participate in the tender, pay a non-refundable fee of BWP100.00 (One hundred Pula) and/or BWP50.00 (Fifty Pula) for Botswana youth payable to Botswana

Railways by Electronic Fund Transfer to:

Bank Name: ABSA

Account Name: Botswana Railways

Account No: 3071002,

Branch No: 290267,

Branch Name: Barclays House,

Swift Code: BARCBWGX.

In order to participate, tenderers are to submit proof of tender payment to tenders@botrail.bw effective **02/04/2025**.

Queries relating to the issuance of these documents may be forwarded to **Head Supply Chain**, contact numbers **4717133**.

The closing date and time for receipt of tender offers is **24/04/2025** at **1000hours**.

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How to register with Procure Ware?

Go to the Botswana Railways procurement site: <https://botrail.procureware.com/> Register:

- Enter the required information and click "Next".
- Once you receive the emailed password link, click it to set up your password and log in to continue your registration.
- When all required information is completed, click the orange "Submit" button to finish your registration.
- If you are not able to login in due to the system saying a user has already been registered, use the **"RESET PASSWORD"** tab at the Login In screen

For more help on registering, please go to Procure Ware Log In and Registration FAQ.

I never received my password email to complete my registration?

If you are experiencing issues receiving password reset or registration emails via Procure Ware:

- Your company IT department or Internet Service Provider may have an e-mail spam filtering system in place. Reach out to your IT Department or Internet Service Provider to ensure that messages from **"ProcureWare.com"** are not being blocked or filtered.
- Note: This is the reason most vendors find when they are not receiving email from Procure Ware. Check your junk/spam folder. The messages are sent from "procureware.com."

If Waiting for a Registration Email:

- Once you have whitelisted procureware.com, please reach out to support@procureware.com to have your registration email resent.

Where should I go with questions about Procure Ware?

- For more help, please go to Procure Ware Log In and Registration FAQ.
- When you're logged in to the system, you can access the 24/7 Online Help by clicking the Help icon in upper right corner of any page.
- You can contact Procure Ware Support at support@procureware.com or create a ticket using the link in the Online Help.

Notwithstanding anything in the foregoing, Botswana Railways is not bound to accept the highest or any bid offer nor incur expenses in the preparation thereof. For more details contact Procurement & Oversight **+267 4717133** or **4717126**.