



## TENDER NOTICE

### PROVISION OF INTERNAL AUDIT TO BICA FOR THREE (3) YEARS.

#### Tender Reference No. BICAC5/1/13 I (1)

Botswana Institute of Chartered Accountants (BICA) hereby invites 100% citizen owned companies with substantial experience to tender for the Provision of Internal Audit for Three (3) years. Interested companies should be registered with the Public Procurement and Asset Disposal Board (PPADB) in the following categories:

- **Code: 314-Finance Related Services - 03-Accounting and auditing services**
- **Bidders should have Valid Tax clearance or exemption certificate from BURS.**

The Invitation to Tender (ITT) document may be purchased at the BICA offices by interested companies for a non-refundable fee of **P 250.00 (Two hundred and fifty Pula)** VAT inclusive. Payment must be made in the form of bank transfer or bank guaranteed cheque.

**Youth companies shall purchase the ITT at 50% of the fee as per presidential Directive CAB 14 (B)/2015**

Bidders are required to make payment to the account below, and submit proof of payment to BICA offices.

#### Stanbic Bank

**Account No:** 9060000684207  
**Branch Code:** 064967  
**Branch Name:** Fairgrounds  
**Swift Address:** SBICBWGX  
**Ref:** (Your Company name)

The procurement method for this tender is Open Domestic Bidding. Proposal documents will be available for collection from Wednesday 23rd June 2021. Tenders and all supporting documents should be submitted not later than 12:00hrs on the 28th July 2021 to the following address:

**Botswana Institute of Chartered Accountants**  
**Plot 50374, Fairgrounds Financial Centre**  
**Ground floor, Block 3,**  
**Gaborone, Botswana**

Tenders will be opened at 12:05hrs on the 28th July 2021 at the BICA offices. Representatives of the bidders and the general public may attend unless otherwise advised in writing by the Institute.

Prescribed reservation or preference schemes shall be applicable in this tender.

- **Reserved for 100% citizen owned companies.**
- **EDD Certificate holders should submit certified copies of EDD certificates in order to be eligible for price preference under the EDD Scheme.**

The Botswana Institute of Chartered Accountants' Standardised Conditions of Tender for Services apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

Notwithstanding anything in the foregoing, the Botswana Institute of Chartered Accountants is not bound to accept the lowest or any tender offer.

For any further information regarding the tender.

#### Boemo B Gaolathe

For BICA Tender Committee  
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