



National Agricultural Research and Development Institute

TENDERS

NARDI	TENDERING PROCEDURES	T I.I TENDER NOTICE and INVITATION TO TENDER
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Tender Reference No: NARDI 010/2023

- **Tender Title: Supply and delivery of Tractors and Implements to National Agricultural Research and Development Institute.**
- Sealed Tender offers are invited for the procurement of **supply and delivery of Tractors and Implements to National Agricultural Research and development Institute.**
- The Procuring Entity is: **National Agricultural Research and Development Institute-Corporate Service Division.**
- Procurement Method is: Open Domestic Bidding
- Tenderers must, be registered with the Public Procurement Regulatory Authority in the following categories:
Code: **200: Agricultural Products and Related Equipment**
Sub code(s): **05; Agricultural Equipment, Instruments, Spares and Accessories (including tractors)**
- The tender is reserved for citizens or citizen contractors as stated under Section 76 of the Public Procurement Act.

The Presidential Directive CAB 11(A)/2010 and Presidential Directive CAB 34 (B)/ 2014 on Economic Diversification Drive (EDD) shall be implemented in the evaluation of the tender. Bidders are to submit copies of relevant valid EDD certificates to benefit from EDD preference margins.

- The physical address for collection of tender documents is: National Agricultural Research and Development Institute, Private Bag 00177, Gaborone, Plot 75762 Pinnacle Park, Unit 2 Block 10.
- Documents may be collected during working hours between 08:00hrs-12:45 and 14:00 to 16:30hrs with effect from **17/04/2023**
- A non-refundable deposit of BWP250.00 (youth BWPI25.00) payable by electronic funds transfer. Proof of payment is required on collection of the tender documents:
Acc Name: National Agricultural Research and Development Institute
Bank: First National Bank
Account Type: Business Cheque Account
Account Number: 62797125484
Branch Code: 284567
Branch Name: Kgale View
Swift Code: FIRNBWGX
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 14 days before the tender closing date to Kefilwe Osupile, National Agricultural Research and Development Institute. **Email address: kefilwe@nardi.org.bw**
- Clarifications relating to the technical matters of these documents may be addressed in writing not later than 14 days before the tender closing date to **tankiso@nardi.org.bw**, Ms. Tankiso Morwaagae, Private Bag 00177 Gaborone, Tel: 3117667

- There will be no site Visit for this tender.
- **The closing date and time for receipt of sealed tender offers is 10:00 hours on 19/05/2023.**
- Late tender offers will not be accepted.
- The Bid Submission Method is: **One (1) Envelope Submission Method** in which a tenderer's financial and technical offers are submitted together in one sealed envelope.
- Submit one (1) original tender document marked **"ORIGINAL"** and 3 duplicate copies of the original document marked **"COPY"** in one sealed envelope clearly marked:
"Tender Reference No: NARDI 010/2023 A Tender for Supply & delivery of Tractors and Implements" shall be delivered to National Agricultural Research and Development Institute, Private Bag 00177, Gaborone, Plot 75762 Pinnacle Park, Unit 2 Block 10
- The name and address of the bidder should be clearly marked on the envelope.
The Public Procurement Regulatory Authority Standardised Conditions of Tender for Supplies shall apply to this procurement, for which all the applicable Tender Data is contained in the tender document.

{Notwithstanding anything in the foregoing, the **National Agricultural Research and development Institute** is not bound to accept the lowest or any tender offer;}

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• **Tender Reference No. NARDI 016/2023**

- **PROCUREMENT OF A DATA ANALYTICS, CONTINUOUS MONITORING, AUDIT AND RISK MANAGEMENT SYSTEM FOR NATIONAL AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE (NARDI)**
- Sealed Tender offers are invited for the **Procurement of a Data Analytics, Continuous Monitoring, Audit and Risk Management System for National Agricultural Research and Development Institute (NARDI)**
- The Procuring Entity is **National Agricultural Research and Development Institute, Department of Corporate Services.**
- Procurement Method is: **(Open Domestic Bidding).**
- Tenderers must be registered with the Public Procurement Regulatory Authority in the following categories:
o **Code 319 ICT Consultancy Services**
• **Sub-code 01 ICT System Development**
- The tender is reserved for citizens or citizen contractors as stated under Section 76 of the Public Procurement Act.

NB. Directive on the Economic Diversification Drive (EDD) will be applied in this tender as per the applicable EDD guidelines. For companies to benefit from this directive, they should submit certified true copies of their EDD certificates with the Ministry of Trade and Industry as proof that they are service providers.

- The physical address for collection of tender documents is: **Procurement & Supplies office National Agricultural Research & Development Institute Gaborone, Botswana Physical Address: Setlhoa Village, Unit 2 Pinnacle Office Park**
- Documents may be collected during working hours from Monday to Friday from **0800hrs to 1700hrs** with effect from **17/04/2023.**
- **A non-refundable deposit of BWP 250 OR BWPI25 for Youth Owned Companies payable by cash or electronic funds transfer. Proof of payment is required on collection of the tender documents.**
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 14 days before the tender closing date to Kefilwe Osupile, National Agricultural Research and Development Institute. **Email address: kefilwe@nardi.org.bw**
- Clarifications relating to the technical matters of these documents may be addressed in writing not later than 14 days before the tender closing date to **phillip@nardi.org.bw**, Mr. Phillip Keakile, Private Bag 00177 Gaborone, Tel: 3117667
- **The closing date and time for receipt of sealed tender offers is 1000hours on 19/05/2023**
- Late tender offers will not be accepted.
- The Bid Submission Method is: **Two Envelope Submission Method** in which the sealed original and all the sealed copies of the *Technical Offer* are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the *Financial Offer* are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
- One (1) original tender document marked ORIGINAL and 3 duplicate copies of the original

Document marked copy in one sealed envelope clearly marked

- **"Tender Reference No. NARDI 016/2023 PROCUREMENT OF A DATA ANALYTICS, CONTINUOUS MONITORING, AUDIT AND RISK MANAGEMENT SYSTEM FOR NATIONAL AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE."** shall be delivered to: **National Agricultural Research & Development Institute Head Office Setlhoa Village, Unit 2 Pinnacle Office Park Procurement & Supplies Office, Ground Floor.**

Shall be addressed to: The Chief Executive Officer National Agricultural Research and Development Institute Private Bag 00177 Gaborone, Botswana

The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

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• **Tender Reference No. NARDI 017/2023**

- **PROVISION OF RISK MANAGEMENT CONSULTANCY SERVICES FOR NATIONAL AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE (NARDI)**
- Sealed Tender offers are invited for the **Provision of Risk Management Consultancy Services for the National Agricultural Research and Development Institute (NARDI)**
- The Procuring Entity is **National Agricultural Research and Development Institute (NARDI), CEO's Office, Department of Internal Audit & Risk Management.**
- Procurement Method is: **(Open Domestic Bidding).**
- Tenderers must be registered with the Public Procurement Regulatory Authority in the following categories:
o **Code 317 Other Consultancies**
• **Sub-code 10 Fraud and Risk Analysis**
- The tender is reserved for citizens or citizen contractors as stated under Section 76 of the Public Procurement Act.

NB: Directive on the Economic Diversification Drive (EDD) will be applied in this tender as per the applicable EDD guidelines. For companies to benefit from this directive, they should submit certified true copies of their EDD certificates with the Ministry of Trade and Industry as proof that they are service providers.

- The physical address for collection of tender documents is: **Procurement & Supplies Office National Agricultural Research & Development Institute Setlhoa Village, Unit 2 Pinnacle Office Park Gaborone, Botswana**
- Documents may be collected during working hours from Monday to Friday from **08:00 hrs to 17:00 hrs** with effect from **17/04/2023**
- **A non-refundable deposit of BWP 150 OR BWP 75 for Youth Owned Companies payable by cash or electronic funds transfer. Proof of payment is required on collection of the tender documents.**
- Queries or clarifications relating to the issuance of these documents may be addressed in writing not later than 14 days before the tender closing date to Kefilwe Osupile, National Agricultural Research and Development Institute. Email address: kefilwe@nardi.org.bw
- Clarifications relating to the technical matters of these documents may be addressed in writing not later than 14 days before the tender closing date to **phillip@nardi.org.bw**, Mr. Phillip Keakile, Private Bag 00177 Gaborone, Tel: 3117667
- **The closing date and time for receipt of sealed tender offers is 10:00 hours on 19/05/2023**
- Late tender offers will not be accepted.
- The Bid Submission Method is: **Two Envelope Submission Method** in which the sealed original and all the sealed copies of the *Technical Offer* are placed in one separate sealed envelope, whilst the sealed original and all the sealed copies of the *Financial Offer* are enclosed in another separate sealed envelope. The two sealed envelopes are then placed in one outer securely sealed envelope.
- One (1) original tender document marked **ORIGINAL**, and 3 duplicate copies of the original Document marked **"COPY"** in one sealed envelope clearly marked:

"Tender Reference No. NARDI 017/2023: PROVISION OF RISK MANAGEMENT CONSULTANCY SERVICES FOR NATIONAL AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE (NARDI)"

shall be delivered to: **National Agricultural Research & Development Institute Head Office Setlhoa Village, Unit 2, Pinnacle Office Park Procurement & Supplies office, Ground Floor.**

Shall be addressed to: **The Chief Executive Officer National Agricultural Research and Development Institute Private Bag 00177 Gaborone, Botswana**

The name and address of the bidder should be clearly marked on the envelope.

The Public Procurement Regulatory Authority Standardised Conditions of Tender for Services shall apply to this procurement, for which all the applicable Tender Data is contained in the tender documents.

{Notwithstanding anything in the foregoing, the National Agricultural Research & Development Institute is not bound to accept the lowest or any tender offer;}