



TENDER NOTICE

REFERENCE NO: BOCRA/PT/001/2023.2024

SUPPLY AND INSTALLATION OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS)

The Botswana Communications Regulatory Authority (BOCRA/the Authority) hereby invites experienced and reputable Local and International companies to tender for the Supply and Installation of an Electronic Document and Records Management System (EDRMS).

The supply and installation of the Electronic Document and Records Management (EDRMS) focus on the supply of licenses, installation of the EDRMS, training of target BOCRA resources, supply of annual license maintenance and post-implementation support of 12 months.

Bidders who are domiciled in Botswana must be registered with the Public Procurement Regulatory Authority (PPRA) under the following categories.

Code 120: ICT Technical Support Services
Subcode 01: Systems Development Services and maintenance services

International companies are exempted from registration with the PPRA however, Tax exemption certificate issued by Botswana Unified Revenue Services (BURS) is required.

Preference will be offered to wholly citizen owned, majority citizen owned and minority citizen owned service providers.

For foreign companies, preference shall be given to companies who undertake to enter into business (Joint Venture, Consortium, Association or any type of Partnerships) with or sub-contract portions of the work to 100% citizen owned companies. Foreign- owned companies shall be required to subcontract up to 30% of the contract to citizen-owned companies.

Foreign Bidders domiciled outside Botswana must, in order to be considered for the tender, submit company registration documents issued by relevant authorities.

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

The Invitation to Tender (ITT) document may be purchased by interested companies at a non-refundable fee of **P1254.00 (VAT Inclusive)**. Payment must be made in the form of bank transfer or deposit at the following bank details:

Bank Name: First National Bank Botswana Ltd
Branch Name: Mall
Branch Code: 28-28-67
Account Name: Botswana Communications Regulatory Authority
Bank Account No: 62011115088
Swift Code: FIRNBWGX
Reference: BTA0003
Payment From: *COMPANY NAME*

Tender documents shall be issued upon provision of **Proof of Payment (POP)** to tenders@bocra.org.bw . All funds transfer bank charges shall be borne by the bidder.

Bids and all supporting documents should be submitted not later than **10:00 AM** on **12 May 2023** or such other later date as the Authority may advise in writing, at the **Tender Box** located at the following physical address:

Botswana Communications Regulatory Authority
Plot 50671
Independence Avenue
Gaborone

Bids will be opened at **10:05 AM** on the **12 May 2023** at the BOCRA offices, bidders and the public are invited. Tender opening results will be shared with bidders through BOCRA Website.

Notwithstanding the foregoing, the Authority is not bound to accept the lowest or any tender offer.

For any further information regarding the tender, please contact Procurement Office at: tenders@bocra.org.bw

