



Supply and Maintenance of ICT Equipment for BOTEPKO Offices Tender Number BOTEPKO/ICT/03/2025

Issue Date:

15 May 2025

Closing Date:

30 June 2025 at 10:00 AM

Tender Reference:

BOTEPKO/ICT/03/2025

Tender Overview

The Botswana Teaching Professionals Council (BOTEPKO) invites eligible and reputable companies to tender for the supply, delivery, and ongoing maintenance of Information and Communication Technology (ICT) equipment for use across its national and regional offices.

This tender aims to modernise BOTEPKO's technology infrastructure in support of its digitisation and stakeholder service strategy.

Scope of Work

The successful bidder will be required to:

- Supply and deliver ICT hardware including laptops, desktops, printers, routers, projectors, and accessories.
 - Install and configure equipment onsite.
 - Provide user orientation and warranty support.
 - Offer quarterly preventive maintenance for a 24-month period.
 - Respond to fault reports within 48 hours (nationwide coverage required).
-



Supply and Maintenance of ICT Equipment for BOTEPCO Offices

Tender Number BOTEPCO/ICT/03/2025

Equipment Specifications

Item	Specification Description	Quantity
Laptop Computers	Core i7, 16GB RAM, 512GB SSD, Win 11 Pro	20
Desktop Computers	Core i5, 8GB RAM, 1TB HDD, 21" Monitor, Keyboard & Mouse	25
Network Laser Printers	Duplex, 35 ppm, wireless & LAN support	5
Projectors	HD 1080p, 3500 Lumens, HDMI & VGA support	3
Wireless Routers	Dual-band, gigabit, with firewall security features	4
UPS Units	1000VA minimum with battery backup and surge protection	10

Eligibility Criteria

Bidders must submit the following:

- Valid Company Registration Certificate
- Valid Tax Clearance Certificate
- PPADB Registration under Code 203 – ICT Supplies and Support Services
- Company Profile and Organogram
- Experience and references for at least 3 similar projects in the past 5 years
- CVs of technical personnel to be assigned to the project
- After-sales support plan and maintenance methodology

Tender Documents

- Bill of Quantities Template
- Form of Tender
- Declaration of Interest

All documents must be fully completed and signed before submission.



Supply and Maintenance of ICT Equipment for BOTEPKO Offices Tender Number BOTEPKO/ICT/03/2025

Submission Instructions

- All tender documents must be submitted in **sealed envelopes** clearly marked:
"BOTEPKO/ICT/03/2025 – ICT Equipment Tender"
- Bids should be deposited in the **Tender Box at BOTEPKO Head Office**, Plot 1234, Gaborone, no later than **30 June 2025, 10:00 AM**.
- Late, emailed, or faxed submissions will not be accepted.

Clarification & Queries

All enquiries must be submitted in writing to:

tenders@botepko.org.bw

Deadline for questions: 14 June 2025

Evaluation Criteria

Tenders will be evaluated on:

- Technical compliance (40%)
- Experience and capacity (20%)
- Delivery timeframes (10%)
- Warranty and maintenance plan (10%)
- Pricing competitiveness (20%)

Only companies that meet the minimum technical specifications will proceed to the financial evaluation stage.

Important Notes

- BOTEPKO is not obliged to accept the lowest or any bid.
 - Canvassing of any kind will lead to automatic disqualification.
 - Site visits are not required for this tender.
-



Supply and Maintenance of ICT Equipment for BOTEPCO Offices
Tender Number BOTEPCO/ICT/03/2025

SAMPLE