

Invitation to Tender

THE NATIONAL DEVELOPMENT BANK WISHES TO INVITE 100% CITIZEN OWNED COMPANIES TO TENDER FOR THE FOLLOWING:

TENDER REF NO NDB 2023-24-11 REVIEW OF SALARY STRUCTURE, REMUNERATION POLICY, ALLOWANCES AND SHORT-TERM INCENTIVE SCHEME OF NATIONAL DEVELOPMENT BANK (NDB).

Tender offers are open from local and international companies for the review of salary structure, remuneration policy, allowances and short-term incentive scheme of National Development Bank.

Local companies to be considered for the award of the contract, must be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code:317- Other Consultancy Services
Sub code(s):01 Management and Business Consultancy.

Code:315- Human Resources
Sub code(s):01 Human Resources Policy

A non-refundable fee of BWP250.00 is required for the purchase of the tender documents, youth owned companies shall pay half of the purchase price upon submission of proof showing youth ownership. Payments shall be made by electronic fund transfer (EFT) or physical deposit into the account in favor of National Development Bank.

NO PAYMENTS SHALL BE MADE PHYSICALLY AT THE NDB PREMISES.

Tender payment is to be deposited to the banking details below:

NATIONAL DEVELOPMENT BANK
STANDARD CHARTERED BANK 0100110109400
MALL BRANCH GABORONE

To access and participate in this tender, bidders are required to register on the following link.

<https://ngpms.ndb.bw/Account/Login?ReturnUrl=%2FTiles.aspx> and upload proof of payment on the system following the steps below:

Log in>Tenders>Published Tender>Pay>Select Payment Mode(offline)>Attach proof of payment (only image files & jpeg)>Submit.

Tender documents will be available for downloading from NDB E-Procurement management system once the supplier registration process is complete, with effect from Tuesday 16 April 2024 @ 0730hrs.

The closing time for uploading of tender offers/responses shall not be later than **1000hrs on the 13th May 2024.**

All tender responses must be submitted strictly online, Late, faxed, emailed, post mailed, hand delivered tender responses/offers will not be ACCEPTED OR CONSIDERED.

All clarifications must be addressed on the NDB NGSM System and queries must be addressed to:

*EMAIL: tenders@ndb.bw
Phone number: 3952801*

Gaborone
P.O. Box 225, Gaborone
Tel: 3952801
Fax: 3909907

Francistown
P.O. Box 282, Francistown
Tel: 2416044
Fax: 2416065

Call Centre: 360 4999
ISF Customer Care: 360 4942
Email: industrysupportfund@ndb.bw

Palapye
P O Box 10387, Palapye
Tel: 4920552
Fax: 4920551

Maun
P.O. Box 453, Maun
Tel: 6860316
Fax: 6860645

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Certification



Invitation to Tender

THE NATIONAL DEVELOPMENT BANK WISHES TO INVITE 100% CITIZEN OWNED COMPANIES TO TENDER FOR THE FOLLOWING:

TENDER REF NO NDB 2023-24-13-PROVISION OF FINANCIAL REPORTING AND TAX ADMINISTRATION SERVICES FOR NATIONAL DEVELOPMENT BANK (NDB).

Tender offers are open to 100% citizen owned companies for the provision of Financial Reporting and Tax Administration National Development Bank.

Local companies to be considered for the award of the contract, must be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code:314- Finance Related Services
Sub code(s):01 Finance Management

A non-refundable fee of BWP250.00 is required for the purchase of the tender documents, youth owned companies shall pay half of the purchase price upon submission of proof showing youth ownership. Payments shall be made by electronic fund transfer (EFT) or physical deposit into the account in favor of National Development Bank.
NO PAYMENTS SHALL BE MADE PHYSICALLY AT THE NDB PREMISES.

Tender payment is to be deposited to the banking details below:

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STANDARD CHARTERED BANK 0100110109400
MALL BRANCH GABORONE

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Tender documents will be available for downloading from NDB E-Procurement management system once the supplier registration process is complete, with effect from Tuesday 16 April 2023 @ 0730hrs.

The closing time for uploading of tender offers/responses shall not be later than **1000hrs on the 15th May 2024.**

All tender responses must be submitted strictly online, Late, faxed, emailed, post mailed, hand delivered tender responses/offers will not be ACCEPTED OR CONSIDERED.

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THE NATIONAL DEVELOPMENT BANK WISHES TO INVITE 100% CITIZEN OWNED COMPANIES TO TENDER FOR THE FOLLOWING:

TENDER REF NO NDB 2023-24-08 PROVISION OF CLEANING SERVICES FOR NATIONAL DEVELOPMENT BANK

Tender offers are open to 100% citizen owned companies for the provision of a Provision of Cleaning Services for National Development Bank.

Local companies to be considered for the award of the contract, must be registered with the Public Procurement Regulatory Authority (PPRA) in the following categories:

Code:132- Cleaning Services
Sub code(s):01 Building cleaning services (including windows, carpets and others)

A non-refundable fee of BWP250.00 is required for the purchase of the tender documents, youth owned companies shall pay half of the purchase price upon submission of proof showing youth ownership. Payments shall be made by electronic fund transfer (EFT) or physical deposit into the account in favor of National Development Bank.

NO PAYMENTS SHALL BE MADE PHYSICALLY AT THE NDB PREMISES.

Tender payment is to be deposited to the banking details below:

NATIONAL DEVELOPMENT BANK
STANDARD CHARTERED BANK 0100110109400
MALL BRANCH GABORONE

COMPULSARY SITE VISITS

Bidders are invited for compulsory site visits to be held at the locations listed on the schedule below. Any person arriving later than the stipulated start times will not be allowed in the meeting and will be disqualified from participating in the tender.

PLACE	DATE	TIME
Plot 1123 Queensroad Main Mall-Gaborone	23/04/2024	0800hrs
Tswelopele House -Francistown	24/04/2024	0800hrs
Development Trust Mall-Palapye	24/04/2024	1200hrs
Tsheko Tsheko road, Mall-Maun	25/04/2024	1000hrs

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Tender documents will be available for downloading from NDB E-Procurement management system once the supplier registration process is complete, with effect from Tuesday 16 April 2024 @ 0730hrs.

The closing time for uploading of tender offers/responses shall not be later than **1000hrs on the 14th May 2024.**

All tender responses must be submitted strictly online, Late, faxed, emailed, post mailed, hand delivered tender responses/offers will not be ACCEPTED OR CONSIDERED.

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