

# PUBLIC TENDER NOTICE

Botswana Unified Revenue Service (BURS) wishes to invite offers for the below tenders.

## THIS ADVERT SUPERSEDES THE PREVIOUS ONE

1. TENDER NO: BURS/OCG/SER/02/2023-24 PROCUREMENT OF CONSULTANCY SERVICES FOR THE ORGANISATIONAL REALIGNMENT PROJECT IMPLEMENTATION – DEVELOPMENT OF THE ORGANIZATIONAL STRUCTURE, JOB PROFILES, JOB EVALUATION AND GRADING, SKILLS AUDIT, AND CAPACITY PLAN

PPADB Code & Grade under the following categories

**Code 315: Human Resource Services**  
**Sub-code 01: Organization design and change management and**  
**Sub-code 02: Job evaluation, compensation & reward management**  
**Sub code 03: Human Resources Policy (This sub code is an additional option)**

|                    |                             |
|--------------------|-----------------------------|
| Procurement Method | Open International Bidding. |
| Fee                | P2000.00                    |
| Collection Date    | 24th May 2023               |
| Tender Closing     | 23rd June 2023              |

- Section 111. (1) to (3) of the Public Procurement Act of 2021 shall apply in this tender.
- Bidders are not allowed to participate more than once in the Organizational Realignment Project

2. TENDER NO: BURS/OCG/SER/08/2023-24 PROCUREMENT OF CONSULTANCY SERVICES FOR THE ORGANISATIONAL STRUCTURE REALIGNMENT PROJECT IMPLEMENTATION - DEVELOPMENT AND IMPLEMENTATION OF CHANGE MANAGEMENT AND COMMUNICATION PLAN; REVIEW EXISTING HUMAN RESOURCES POLICIES AND DEVELOP AND IMPLEMENT NEW POLICIES; RESEARCH, BENCHMARK AND DEVELOP NEW PERFORMANCE INCENTIVE SCHEME AND SALARY SCALES

PPADB Code & Grade under the following categories

**Code 315: Human Resource Services**  
**Sub-code 01: Organization design and change management and**  
**Sub-code 02: Job evaluation, compensation & reward management and**  
**Sub code 03: Human Resources Policy**

|                    |                                        |
|--------------------|----------------------------------------|
|                    | All the above sub-codes are compulsory |
| Procurement Method | Open International Bidding             |
| Fee                | P2000.00                               |
| Collection Date    | 24th May 2023                          |
| Tender Closing     | 23rd June 2023                         |

- Section 111. (1) to (3) of the Public Procurement Act of 2021 shall apply in this tender.
- Bidders are not allowed to participate more than once in the Organizational Realignment Project

Interested companies are advised to purchase tenders from **07:30 to 12:45 and 13:45 to 16:00 hours during weekdays, at BURS Head Office CBD, Finance Division – Tower block (Motswere), 4th Floor, South wing, Reception.** In line with Government Policy Reform 2015: Affirmative Action in favour of youth, youth companies pay half price to purchase the tenders on production of citizen youth directorship proof.

Botswana Unified Revenue Service (BURS) ONLY accepts Electronic Fund Transfer (EFT) or Point of Sale (POS) as only methods of payment. Bank details are available on request from [procurement@burs.org.bw](mailto:procurement@burs.org.bw).

The Invitation to Tender can only be collected on production of the official receipt from; Botswana Unified Revenue Service, **Procurement Unit (Motsentsela), South Block, Ground Floor, New BURS Headoffice, Lot 54379, Eastern Commercial Road, CBD, Gaborone.**

Any clarifications or queries relating to the issue of these document should be forwarded to Mr. M. Chite at [procurement@burs.org.bw](mailto:procurement@burs.org.bw)

The response to the Tender, are to be hand delivered or couriered to BURS and deposited in the tender box located at **Procurement Unit (Motsentsela), South Block, Ground Floor, New BURS Headoffice, Lot 54379, Eastern Commercial Road, CBD, Gaborone, not later than 10:00hrs** on the day of closing.

Bidders are informed that an internal bid opening procedure shall be followed to ensure that we obey the Government protocols in line with the Covid-19 restrictions. A copy of the record of tender opening shall be sent to all bidders who have submitted their bids.