

PUBLIC TENDER NOTICE

1. BURS/HR/SER/47/2024-2025 - PROCUREMENT OF CONSULTANCY SERVICES FOR REVIEW OF BURS HUMAN RESOURCES POLICIES AND PROCEDURES AND DEVELOPMENT AND IMPLEMENTATION OF NEW ONES OVER A PERIOD OF 12 MONTHS

PPRA Code & Grade under
the following categories

Code: 315 - Human Resource Services
Sub code(s): 03 - Human Resource Policy

Procurement Method	Open Domestic Bidding (reserved for 100% citizen companies)
Fee	P250.00
Collection Date	12th February 2025
Tender Closing	07th March 2025

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.

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 Procurement unit at 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 public bid opening procedure shall be followed.