

## PUBLIC TENDER NOTICE

The Companies and Intellectual Property Authority (CIPA) is a parastatal established by an Act of Parliament, the Companies and Intellectual Property Authority Act of 2011, to promote and enable the full protection of the rights of investors and right holders obtained under the Companies Act, Registration of Business Names Act, Industrial Property Act, and the Copyright and Neighbouring Rights Act.

CIPA invites reputable service providers registered with PPRA to tender for the following:

**1. TENDER NO: CIPA 06-2023/24 SUPPLY AND DELIVERY OF LAPTOPS TO CIPA OFFICES**

**Preference will be given to 100% Citizen Owned entities**, registered with Public Procurement Regulatory Authority under the following codes;

• **Code 203**-Electronic and ICT Supplies

• **Sub-code(s) 01** –(Electronic, Equipment spares and Accessories ICT, Photographic equipment and others)

**NB: Bidders are requested to provide an Affidavit affirming that they are not employed by any public body.**

Full details on requirements and specifications are provided in the Tender documents obtainable at a non-refundable deposit of P150.00 payable by EFT or Bank deposit. Proof of payment is required before collection of the tender documents. Youth-owned companies shall pay half of the tender price; Omang is required as proof for verification. Proof of payment should be emailed to [tender@cipa.co.bw](mailto:tender@cipa.co.bw)

**All payments to be made into the following account;**

**Account Name:** Companies and Intellectual Property Authority  
**Bank Name:** Stanbic Bank  
**Account Number:** 9060000036388  
**Branch:** Fairgrounds  
**Branch Code:** 064967  
**Swift Code:** SBICBWGX  
**Reference:** Your Company Name

The closing date for receipt of tender offers is **1000hrs on 27th February 2024**. Tenders should be hand delivered to CIPA Head Office.

All clarifications and queries must be in writing and should be emailed to: [tender@cipa.co.bw](mailto:tender@cipa.co.bw)

