

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:

TENDER REFERENCE NO. CIPA 02-2025/26 PROCUREMENT OF MICROSOFT OFFICE 365 E3 LICENSES FOR A PERIOD OF THIRTY-SIX (36) MONTHS TO CIPA OFFICES

Tenderers who are domiciled in Botswana must, to be considered for the award of the contract, be registered with the Public Procurement Regulatory Authority in the following categories:

Code: 120- ICT Technical support services

Sub code(s): 04- (Desktop management and maintenance service) OR
02-Server management and maintenance services

This tender is reserved for 100 % citizen owned youth and or female owned companies.

The authority will **only apply one** preference scheme with the **highest rate**, not accumulative of different scheme rates.

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 P250.00 payable by EFT or Bank deposit. Proof of payment is required before collection of the tender documents. Companies shall provide Omang as proof for verification. Proof of payment should be emailed to tender@cipa.co.bw.

Data Protection Notice

Be advised by notice hereof that by submission of a response to this tender, the Companies and Intellectual Property Authority (CIPA/the Authority) shall process your personal data for compliance with its legal obligations under the Public Procurement Act of 2021. Your personal data will only be accessed by authorised personnel and will be retained for the period necessary to fulfil the stated processing purposes, including compliance with applicable legal and audit requirements. Retention will further be guided by the Authority's internal data retention policy standards.

For any further enquiries about this notice, how your personal data is collected or used, or if you would like to exercise your rights under the Botswana Data Protection Act, 2024, you may contact our Data Protection Officer at:

Physical Address: Plot 54358, Prime Plaza, CBD, Gaborone

Contacts: +367 3673922

Email: dpo@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 tender documents will be available for purchase and collection commencing on 12 January 2026. All bids must be submitted to CIPA Head Office, **PLOT 54358, PRIME PLAZA BUILDING, NEW CBD, BLOCK A FIRST FLOOR**, not later than 23 January 2026 at 1000hrs.

All clarifications and queries must be in writing and should be emailed to: tender@cipa.co.bw.

