



25 June, 2025

OUR REF: BUAN 5/1/6

**TO WHOM IT MAY CONCERN**

Dear Sir / Madam

**TENDER BUAN 10/2024: SUPPLY OF LAPTOP COMPUTERS TO THE BOTSWANA UNIVERSITY OF AGRICULTURE AND NATURAL RESOURCES (BUAN)**

Reference is made to the above subject matter and subsequent submission by your company.

1. Kindly be informed that at his meeting held on the 16 May 2025, the BUAN Accounting Officer resolved as follows:
  - a. To cancel the tender BUAN reference number: BUAN 10/2024; For the Supply and Delivery of Laptop Computers for the Botswana University of Agriculture and Natural Resources (BUAN)
  - b. Your Company shall therefore be refunded and you are requested to share your banking details to: [purchasing@buan.ac.bw](mailto:purchasing@buan.ac.bw). An Electronic Funds Transfer shall then be made to your Company. *This is line with PP Regulation 66 (6) that states as follows: Where a cancellation of a tender is due to a procuring entity's omission, the procuring entity shall refund a bidder the cost of buying a bidding document and, where applicable, allow the bidder to participate in a re-tender at no cost.*
2. Should you require any further clarity, kindly feel free to contact Manager Procurement and Supply at; [purchasing@buan.ac.bw](mailto:purchasing@buan.ac.bw) or call +267 3650294/177/384
3. The University would like to thank your Company for having shown interest and bidding for the said services and would sincerely apologize for the inconvenience this might have caused

**Yours Faithfully**

**TSHOLOFELO KEBUILENG  
DIRECTOR, FINANCE**

**Cc: Manager, Procurement & Supply**

