

## TENDER NOTICE AND INVITATION TO TENDER

### 1. TENDER REF NO. BVI/HRADMIN/08/2021

#### Invitation to Tender for Provision of Garden and Grounds Maintenance Services at (BVI) for a Three-Year Period

Botswana Vaccine Institute Limited (BVI/ the Institute) hereby invites 100 % Citizen Owned Companies suitably qualified, registered and experienced Garden and Landscaping companies to provide Garden and Grounds Maintenance Services for a three-year period.

Bidders who are domiciled in Botswana must fulfill the following criteria in order to be considered for the tender: -

- i) Be registered with the Public Procurement and Asset Disposal Board (PPADB) in the following categories:

**CODE: Code 137 Gardening and Landscaping Services**  
**Sub-code: 01 Gardening, Landscaping and Maintenance**

- ii) Valid Tax Clearance Certificate or an Exemption thereof; and

**Tender documents will be available for collection** with effect from **22<sup>nd</sup> November 2021** and can be obtained from Botswana Vaccine Institute Limited, Plot 6385/90, Lejara Road, Gaborone. Non-refundable and non-transferable fee of **P500.00** (Five Hundred Pula only). Youth Owned Companies will pay **P250.00** (Two Hundred and Fifty Pula) non-refundable and non-transferable fee upon submission of Identity Document (Oman). Payments are to be made to the following BVI Account details:

**Account Name:** BVI Limited  
**Bank Name:** ABSA Bank Botswana  
**Account Number:** 3072742  
**Branch Name:** Barclays House  
**Branch Code:** 290267

Bidders are advised to use **Company Name and Tender Reference Number** as reference number.

There will be a compulsory site / clarification meeting on **6<sup>th</sup> December 2021 at 10:00 Hours** at Botswana Vaccine Institute Limited premises at Plot 6385/90, Lejara Road, Gaborone, Botswana.

Bids must arrive not later than **10:00 Hours** (local time) on the **20<sup>th</sup> December 2021**. Bids received after the closing date and time shall **NOT** be

accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids shall **NOT** be accepted. Bids are to be physically delivered at Botswana Vaccine Institute Limited, Plot 6385/90, Lejara Road, Gaborone, Botswana.

Notwithstanding anything contained above, BVI is not bound to accept the lowest priced or any proposal.

### 2. TENDER REF NO. BVI/SM/10/2021

#### Invitation to Tender for Provision of Consultancy Services for Review of BVI Brand and Development of Brand Manual for Botswana Vaccine Institute Limited (BVI).

Botswana Vaccine Institute Limited (BVI/ the Institute) hereby invites suitably qualified, registered and experienced 100% citizen owned firms to tender for the provision of Consultancy Services for the review of the BVI Brand and the Development of a Brand Manual for Botswana Vaccine Institute Limited.

**Bidders who are domiciled in Botswana must fulfill the following criteria in order to be considered for the tender: -**

- i) Be registered with the Public Procurement and Asset Disposal Board (PPADB) in the following categories:

**CODE: 138 MARKETING AND PUBLIC RELATIONS**  
**Sub Code 01: Marketing Services**

- ii) CIPA Extract showing (List of Directors and Shareholders o the Firm and their nationality.

- iii) Valid Tax Clearance Certificate or an Exemption thereof; and

**Tender documents will be available for collection** with effect from **22 November 2021** and can be obtained from Botswana Vaccine Institute Limited Plot 6385/90, Lejara Road, Gaborone, non refundable and non-transferable fee of **P500.00**(Five Hundred Pula Only). Youth Owned Companies will pay **P250.00** (Two Hundred and Fifty Pula) non-refundable and non-transferable fee upon submission of Identity Document. Payments are to be made to the following BVI Account details:

**Account Name:** BVI Limited  
**Bank Name:** ABSA Bank Botswana  
**Account Number:** 3072742  
**Branch Name:** Barclays House  
**Branch Code:** 290267

Bidders are advised to use **Company Name and Tender Reference Number** as reference number.

Bids must arrive not later than **12:00 Hours** (local time) on the **20<sup>th</sup> December 2021** at Botswana Vaccine Institute. Bids received after the closing date and time shall **NOT** be accepted. Telephonic, Telegraphic, Telex, Email or Facsimile bids shall **NOT** be accepted. Bids are to be physical delivered at Botswana Vaccine Institute Limited, Plot 6385/90, Lejara Road, Gaborone, Botswana.

Notwithstanding anything contained above, BVI is not bound to accept the lowest priced or any proposal.

## EXPRESSION OF INTEREST (EOI)

### 3. SUPPLY OF LABORATORY GUINEA PIGS

#### 2.1. Purpose

Botswana Vaccine Institute Limited (BVI) maintains a colony of guinea pigs for production of reagents for laboratory diagnostic use. In this regard, the Institute is calling for an Expression of Interest from 100% citizen owned companies to supply three hundred (300) laboratory guinea pigs.

#### 3.2. Specifications

The required Guinea Pigs should meet the following criteria.

Breed:	Duncan Hartley
Weight:	250 – 350 grams
Age:	< 12 months
Health Status:	The animals must be disease free and of good body condition

#### 3.3. Supplier Requirements

Prospective suppliers must indicate:

- i. Their source of guinea pigs
- ii. Their ability to meet the required quantities on time and in full.

#### 3.4. Submission

Applicants are expected to submit by hand one (1) original copy and two (2) copies of Expression of Interest proposals in sealed envelopes clearly labelled **PROVISION OF LABORATORY GUINEA PIGS on 9<sup>th</sup> December 2021 at 14:00 Hours** at Procurement and Supplies Foyer at Plot 6385/90, Lejara Road, Broadhurst Industrial Gaborone, Botswana.

#### Important Notice

This is not an invitation to tender. A full tendering process will be followed to invite potential suppliers prequalified and found to be capable of executing this project. Only successful applicants will be contacted for the tendering process.

Nothing in this advert shall be construed to be a commitment on the part of BVI.

Clarifications pertaining to this call for Expression of Interest may be obtained from the Procurement and Supplies Department during working hours from **0730 Hours to 1600 Hours** at Email: [procurement@bvi.co.bw](mailto:procurement@bvi.co.bw); Tel: **+267 3912711**, Fax: **+267 3986798**.